COMPUTER USE IN INSTRUCTION REGULATION

The following rules and regulations govern the use of the BOCES computer network system and access to the Internet.

I. Administration

- The District Superintendent, or his or her designee, shall oversee the BOCES computer network.
- The District Superintendent or his or her designee, shall monitor and examine all network activities, as appropriate, to ensure proper use of the system.
- The District Superintendent or his or her designee, shall be responsible for disseminating and interpreting BOCES policy and regulations governing use of the BOCES network at the building level with all network users.
- The District Superintendent or his or her designee, shall provide employee training for proper use of the network and will ensure that staff supervising students using the BOCES network provide similar training to their students, including providing copies of BOCES policy and regulations governing use of the BOCES network.
- The District Superintendent or his or her designee, shall ensure that all disks and software loaded onto the computer network have been scanned for computer viruses.
- All student agreements to abide by BOCES policy and regulations and parental consent forms shall be kept on file in the BOCES office.

II. Internet Access

- Students will be provided Internet access: ***during the school day.***
- Students may have Internet access: ***for educational purposes only.***
- Student Internet access may be restricted depending on the grade level.
- In order to access the Internet students must use the BOCES network
- Unless authorized for BOCES purposes, all users will be prohibited from: ***accessing social networking sites; playing online games; purchasing or selling anything online; personal email services; and watching videos online.***
- Unless authorized for BOCES purposes, students ***are not*** to participate in chat rooms.
- Unless authorized for BOCES purposes, students ***may not*** construct their own web pages using BOCES computer resources.

A staff member will be required to monitor these activities.

III. Acceptable Use and Conduct

- Access to the BOCES computer network is provided for educational purposes and research consistent with the BOCES mission and goals.
- Use of the BOCES computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.

- All network users will be issued a login name and password. Passwords must be changed periodically.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive or sexual language or images, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the BOCES network must notify the appropriate teacher, or administrator. Under no circumstance should the user demonstrate the problem to anyone other than to the BOCES official or employee being notified.
- Any network user identified as a security risk or having a history of violations of BOCES computer use guidelines may be denied access to the BOCES network.

IV. Prohibited Activity and Uses

The following is a list of prohibited activity concerning use of the BOCES computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the BOCES computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others.
- Using another user's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy BOCES equipment or materials, data of another user of the BOCES network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Using the network to receive, transmit or make available to others a message that is inconsistent with the BOCES Code of Conduct.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the BOCES computers and/or network without the permission of the appropriate BOCES official or employee.
- Using BOCES computing resources for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite BOCES resources.

- Changing or exceeding resource quotas as set by the BOCES without the permission of the appropriate BOCES official or employee.
- Using the network while access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

V. No Privacy Guarantee

Students using the BOCES computer network should not expect, nor does the BOCES guarantee privacy for electronic mail (e-mail) or any use of the BOCES computer network. The BOCES reserves the right to access and view any material stored on BOCES equipment or any material used in conjunction with the BOCES computer network.

VI. Sanctions

All users of the BOCES computer network and equipment are required to comply with the BOCES policy and regulations governing the BOCES computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

VII. BOCES Responsibilities

The BOCES makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the BOCES assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the BOCES computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The BOCES will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The BOCES also will not be responsible for unauthorized financial obligations resulting from the use of or access to the BOCES computer network or the Internet.

Further, even though the BOCES may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the BOCES policy and regulation.

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