

**July 1, 2015**

**Amity Regional School District – Acceptable Use Policy (AUP)**

**Acceptable Use of Technology Policy**

The intent of the Amity Regional School District (ARSD) is to use technology, including Internet and network connections, only for purposes consistent with our approved curriculum. Therefore, all students and their parents/guardians must read the following Acceptable Use Policy, sign and submit the form at the end of this document before using technology in the school setting. It is important for students to understand that their use of technology is a privilege and that there are consequences for not complying with the technology access rules outlined below.

Anyone who uses district-provided Internet access illegally or improperly will lose technology privileges. The information networks cannot be used for commercial or for-profit services. The information networks are "public places;" users must always remember that they are sharing this space with many other users. As such, any and all actions can be "seen" by others on the network. If they use a particular service on the network, it is likely that someone knows the connections that they are making, knows about the computer software that they are using, and knows what they looked at while they were in the system. These connections are granted as part of the larger scope of the curriculum, and therefore the ARSD has the right to monitor what is done on the network. This is to ensure that the network continues to function properly for all of its users.

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**Section 1 - Introduction**

The ARSD provides various technology resources for the purpose of assisting users in the performance of school-related work. This policy clearly documents expectations for appropriate use of ARSD assets. This Acceptable Use Policy is established to achieve the following:

1. to establish appropriate and acceptable practices regarding the use of technology resources;
2. to ensure compliance with applicable state law and other rules and regulations regarding the management of technology resources;
3. to educate individuals who may use technology resources with respect to their school-related work associated with computer use.

This Acceptable Use Policy contains four policy directives. Part I – District Responsibilities, Part II – Ownership, Part III – Acceptable Use Requirements, and Part IV – Incidental Use. Together, these directives form the foundation of the ARSD Acceptable Use Program.

**Section 2 – Policy Directives**

**Part I - District Responsibilities**

1. The ARSD will support the ongoing development and maintenance of the ARSD Acceptable Use Policy.
2. The ARSD will commit to the ongoing training and education of ARSD staff responsible for the administration and/or maintenance and/or use of technology resources.
3. The ARSD will establish a formal review cycle for all acceptable use initiatives.

**Part II - Ownership**

Electronic files created, sent, received, or stored in the district, leased, administered, or otherwise under the custody and control of ARSD are the property of ARSD and use of these such files is neither personal nor private. ARSD may access all such files at any time without knowledge of the technology resources user. The ARSD reserves the right to monitor and/or log all use of ARSD technology resources--including e-mail messages--with or without prior notice.

**Part III – Acceptable Use Requirements**

1. Users will report any weaknesses in ARSD technology security to an appropriate staff member (teacher, administrator, etc.). Weaknesses in technology security include unexpected software or system behavior, which may result in unintentional disclosure of information or exposure to security threats.
2. Users will not attempt to access any data, documents, email correspondence, and/or programs contained on ARSD systems for which they do not have authorization.
3. Systems administrators and authorized users will not divulge remote connection or other access points to ARSD technology resources to anyone without proper authorization.
4. Users will make a reasonable effort to protect passwords and to secure resources against unauthorized use or access. Users will access all technology with only their own account information; using another’s credentials to gain access to technology is prohibited.
5. Users will clearly and accurately identify themselves in all electronic communications. Concealing or misrepresenting a user’s identity to mask irresponsible or offensive behavior is a serious abuse. Using identifiers of other individuals as your own constitutes fraud.

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6. Users will not copy or modify files belonging to others without authorization, including altering data, introducing or propagating viruses or worms, or simply damaging files.
7. Users will not make unauthorized copies of copyrighted or ARSD-owned software.
8. Users will not reproduce and/or distribute material protected by copyright, trademark, trade secret, or other intellectual property without appropriate authorization.
9. Users will not download or use non-standard shareware or freeware software without the appropriate ARSD approval.
10. Users will not purposely engage in activity that may harass, threaten, or abuse others or intentionally access, create, store, or transmit material which the ARSD may deem to be offensive, indecent, or obscene, or that is illegal according to local, state, or federal law.
11. Users will follow all school rules while using a personal device on district grounds and understand that the rules outlined regarding use of school technology resources apply to the use of personal devices on district property and to the use of personal devices off district property when that use involves accessing district resources.
12. The ARSD considers all connection to remote or “virtual” locations as field trips. The rules that apply to student conduct on field trips apply to electronic field trips as well.
13. Users will not take photos, record audio or record video of anyone without that individual’s express permission to do so.
14. Users will not engage in activity that may degrade, disrupt, or otherwise interfere with the performance of network users, resources, services, or computers; deprive an authorized user access to ARSD resources; obtain extra resources beyond those allocated; or circumvent ARSD technology security measures.
15. Users will not attempt to obtain access to technology via a proxy server.
16. Users will not download, install, or run any software without approval (including but not limited to security programs or utilities such as password cracking programs, packet sniffers, or port scanners that reveal or exploit weaknesses in the security of an ARSD technology resource).
17. ARSD technology resources must not be used for personal benefit, political activity, unsolicited advertising, unauthorized fund raising, or for the solicitation of performance of any activity that is prohibited by any local, state, or federal law.
18. Users will not attempt to delete, erase, or otherwise conceal any information stored on a school computer that violates these rules.
19. Access to the Internet from the ARSD network on ARSD-owned or privately owned computers/devices must adhere to all the policies. Users must not allow outside access to ARSD technology.
20. Users are individually responsible for appropriate use of all resources assigned to them, including the computer, the network address or port, the internet, software and hardware.

**Part IV – Incidental Use**

Incidental personal use of ARSD technology resources will comply with the following:

1. Incidental use must not result in direct costs to the ARSD, cause legal action against, or cause embarrassment to the ARSD.
2. Storage of personal e-mail messages, voice messages, files, and documents within the ARSD’s computer resources must be nominal.

The ARSD will resolve incidental use questions and issues using these guidelines.

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**Section 3 - Enforcement, Auditing, Reporting**

1. Violation of this policy may result in disciplinary action. Additionally, individuals are subject to loss of ARSD technology resources access privileges and civil and/or criminal prosecution.
2. Exceptions to this policy will be considered only when the requested exception is documented and submitted to the ARSD.
3. Users will report any and all incidents of possible policy violation to their respective building administrator(s). These reports can be kept anonymous at the user's request.

**Section 4 - Agreement**

Users and their parents/guardians will sign and return only the following page of this document to their respective schools or to the Amity Technology Office. This will indicate an understanding of and an agreement with the rules established above. The ARSD will grant access to its technology resources only upon receipt of this completed form.

(Based on an open template developed by the California Department of Technology and available at <http://www.cio.ca.gov/>)

**References:**

Brown University Acceptable Use Policy  
Fairfield Public Schools Acceptable Use Policy  
Texas A&M University Acceptable Use Policy  
Westport Public Schools Acceptable Use Policy

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**Amity Regional School District  
Acceptable Use of Technology Agreement**

The district will provide an environment consistent with its core values and beliefs, the requirements of the Connecticut State Board of Education, and federal/state laws, where students can receive the benefits available through the instructional use of technology that will assist them in accomplishing their academic goals as established by the district.

Signing below indicates understanding of and an agreement with the rules and expectations outlined in the Acceptable Use of Technology Policy.

Student: \_\_\_\_\_

Signature: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_