

We are pleased to offer students of the Hermon-DeKalb Central School District access to our computers and the Internet. To gain access to HDCS computers, each student must obtain parental permission and must sign and return this form to the CRC staff.

Access to the computer system at Hermon-DeKalb and to the Internet will enable students to explore thousands of libraries, databases and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration exceed any disadvantages. Hermon-DeKalb teachers will review guidelines for Internet use, but ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Hermon-DeKalb Central School supports and respects each family's right to decide whether or not to apply for computer access.

District Rules for Computer and Internet Use

Students are responsible for good behavior on school computers just as they are in a classroom or a school hallway. Communications on the network are public in nature. General school rules for behavior and communication apply. Access to our computers and the Internet is provided for students to complete classroom assignments and conduct research. Access to this service is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communication over the networks. Users will comply with district standards and will honor the agreements they have signed.

Network storage areas are to be treated like school lockers. Network administrators will periodically review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials.

Users should also understand that computer systems are not always reliable and that access may be unavailable at any time, and that data stored on network file servers may be lost at any time. Hermon-DeKalb Central School District will not be responsible for students' data. Students should therefore plan ahead and keep copies of important files on floppy or zip disks, CDR/RW or flash drives.

Guidelines for Acceptable Use

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Be polite and use appropriate language in all communications. Communications which are slanderous, insulting, threatening or degrading to any individual or organization will not be tolerated.
- b. Illegal activities are strictly forbidden.
- c. Do not reveal personal addresses or phone numbers or that of other students or staff members.
- d. Realize that users' electronic communications are not guaranteed to be private. School and system administrators do have access to all such communications. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use any computing resources or any school property in such a way that it could be damaged or could disrupt their use by any other users. This includes, but is not limited to, computers, software, data files and furniture.
- f. Do not access, alter, delete or destroy others' files.
- g. Computer use must be in support of education and research and be consistent with the educational objectives of Hermon-DeKalb Central School. For example, users shall not use school computers to play games, listen to music, maintain blogs, download files for personal use, use Internet Chat or any form of Instant Messaging, or electronic mail (E-Mail) unless expressly assigned and supervised

by Hermon-DeKalb faculty.

- h. Do not use others' passwords or share your password with others.
- i. Respect copyright laws, license agreements and intellectual property rights. (eg., as in any type of research, credit should be given to all sources used.)
- j. Do not intentionally waste limited resources. (eg., printer supplies, network storage, bandwidth)
- k. Do not employ the computer networks for commercial purposes.
- l. Report the discovery of inappropriate material (in e-mail, in personal folders or on the Internet) to the teacher in charge or to the system administrator.
- m. Do not download any executable (program) files without express permission from CRC Staff.
- n. Do not modify any school Hardware, Software or Operating Systems (including settings) without express permission from CRC Staff.
- o. All Removable Media (Floppy Disks, CD-R/RW, Zip Disks, Memory Sticks, etc.), originating outside the school, must be scanned for viruses in the CRC Office before being used on/in any school computer.

Sanctions

- a. Violations of the above guidelines will result in loss of access. The system administrators, in conjunction with school administration will deem what is inappropriate use of computing resources, and may request the system administrator to deny, revoke or suspend computer and Internet use to certain individuals.
- b. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
- c. When applicable, law enforcement agencies may be involved.

User Agreement and Parent Permission Form 2016 - 2017
Each student must have this form filed in the CRC in order to gain
access to Hermon-DeKalb Central School computer resources.

As a user of the Hermon-DeKalb Central School computer network, I hereby agree to comply with the above stated rules – working and communicating over the network and the Internet in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature: _____ Date: _____

As the parent or legal guardian of the student signing above, I grant permission for that student to use the computers and the Internet services at Hermon-DeKalb Central School as outlined in this document. I understand that this student will be held liable for violating any of the aforementioned guidelines.

Parent / Guardian Name: (Please Print) _____

Parent / Guardian Signature: _____ Date: _____

Name of Student: (Please Print) _____ Grade: _____

Permission for Student's Name and/or Picture to be used on the HDCS School Web Site.
You will find our web site at: hdcsk12.org

Names may be used for: Honor Roll List, Sports Team Rosters, etc.

Pictures may be used for: Sports Pictures, School Concert Pictures, etc.

My Student's Name may not be used on the HDCS School Web Site.

My Student's Picture may not be used on the HDCS School Web Site.