

**COMPUTER NETWORK AND  
INTERNET ACCEPTABLE USE POLICY**  
*For Students*

The use of the Patchogue-Medford School District's computer system is a privilege. It is expected that all individuals accessing the system will undertake responsibility for their actions and words and respect the rights and privileges of other network users. Users need to familiarize themselves with contents of this policy in order to insure safe and educationally sound use of the District's computer network. **Exemplary behavior is expected at all times.**

I. Personal Safety

For safety reasons, individuals utilizing the Patchogue-Medford Internet connection are to exercise caution at all times. The following will assist:

- A. Do not post personal contact information (e.g., address, telephone number, etc.) about yourself or any other person.
- B. Do not agree to meet with someone you have met online. Any contact of this nature, or the receipt of any message you feel is inappropriate or makes you feel uncomfortable, should be reported to school authorities immediately.

II. System Security

For security reasons, individuals utilizing the Patchogue-Medford Internet connection are to demonstrate responsible Internet use at all times. The following will assist:

- A. Be responsible for your individual account and take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person, other than a teacher or computer aide in your building.
- B. Immediately notify a teacher if you identify a possible security problem. Do not look for security problems.

III. Legal Activities

For legal reasons, individuals utilizing the Patchogue-Medford Internet connection are to adhere to the following:

- A. Do not attempt to gain unauthorized access to this or any other computer system or go beyond the authorized access by entering another person's ID or accessing another person's files.
- B. Do not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

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III. Legal Activities (Continued)

- C. Do not use the Patchogue-Medford computer system to engage in any illegal act, such as arranging for a drug sale or threatening the safety of a person, etc.

IV. Inappropriate Language

Individuals utilizing the Patchogue-Medford Internet connection will conduct themselves in the same manner as expected within the school itself. For example:

- A. Appropriate language is to be used at all times. As within the school itself, obscene, profane, inflammatory, and/or threatening language is not be used at any time.
- B. Do not post information that could cause danger or disruption.
- C. Do not engage in personal attacks, including prejudicial or discriminatory attacks.

Respect for Privacy

- A. Do not post private information, including pictures of yourself or someone else

VI. Respecting Resource Limits

The district network is a limited resource. File server space and memory are adequate for the intended purposes of the system. Other activity on the network may cause unintentional problems such as system slowdown, stoppage or “crashes.” Consequently, users are to adhere to the following:

- A. Use the system for educational and career development activities only. There is no limit on use for education and career development activities.
- B. Do not download large files unless instructed by your teacher to do so.
- C. Do not post chain letters or engage in “spamming” (that is, sending an unnecessary message to a large number of e-mail addresses).
- D. The approval of the system administrator is necessary prior to the subscription to news groups, list servers, and/or educational chat rooms.
- E. Keep your e-mail account clean and delete old messages frequently to avoid excessive use of file servers and hard disk space.

VII. Plagiarism and Copyright Infringement

For legal reasons, individuals utilizing the Patchogue-Medford Internet connection are to adhere to the following:

- A. Do not plagiarize work found on the Internet. Plagiarism is the piracy of ideas or writings of others.

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VII. Plagiarism and Copyright Infringement (Continued)

- B. Respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, the expressed requirements are to be adhered to. If unsure, permission from the copyright owner is required. Direct any questions regarding copyright laws to a teacher.

VIII. Inappropriate Access to Material

- A. Do not use the computer system to access material that is profane or obscene or that advocates illegal acts of violence or discrimination toward other people.
- B. If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim of intentional violation of this policy.

IX. Your Rights

- A. Search and Seizure  
You should be aware that the contents of your personal files on the district system may be monitored if a policy or legal infraction is suspected. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy and/or have engaged in illegal activity on the district's system. An individual search will be conducted if there is reasonable suspicion that you have violated this policy. The investigation will be reasonable and related to the suspected violation.
- B. Due Process  
In the event of a claim that a violation of this policy has occurred, an investigation will be conducted and appropriate disciplinary action will be taken, if necessary. Depending on the result of this investigation, additional restrictions may be placed on an individual's use of the district's Internet connection. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the district computer system.

The district makes no guarantee that the functions or the services provided by or through the district system will be error free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of the system. The district will not be responsible for financial obligations arising from unauthorized use of the system. The Patchogue-Medford School District reserves the right to log Internet use and monitor file server space utilization.

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**Student User:**

I understand and will abide by the district's Computer Network and Internet Acceptable Use Policy.

I further understand that by using the district's computer systems I waive and relinquish the right to privacy of the communications transmitted thereon and agree that the district may examine such communications to determine whether use is consistent with the purposes of the above.

User Name (Please Print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Guardian of Student User:**

As the parent or guardian of this student, I have read the district's Computer Network and Internet Acceptable Use Policy. I grant permission for my son or daughter to access the networked computer system and the Internet and I understand that the use of these district provided services are intended for educational purposes.

I further accept the fact that the Patchogue-Medford School District has reserved the right to review all materials and, if deemed necessary, has the right to revoke a student's access to the entire computer system.

Student's Name (Please Print):

Parent/Guardian's Name (Please Print):

Parent/Guardian's Signature:

Telephone Number: \_\_\_\_\_ Date:

Policy Adopted:

April 15, 1996

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