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.

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.
For Students (Continued)

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 to 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.

V. Respect for Privacy

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

VI. Respecting Resource Limits

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.
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.
Computer Network and Internet Acceptable Use Policy  
*For Students (Continued)*

(DISTRICT LETTERHEAD)

Dear Parent,

The District’s Computer Network and Internet Acceptable Use Policy is posted on the District’s website at www.pmschools.org, and is also available for review by parents or guardians on request. Parents, guardians, and students should review and are expected to be familiar with the Policy. All users of the District’s computer Network and the Internet must understand that access is a privilege, not a right, and that access entails responsibility. All users are required to demonstrate appropriate conduct on school computers and Networks, just as they are required to adhere to the District’s Code of Conduct when on school grounds or while involved in any school-related functions. Failure to comply with the District’s Policy and Regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges. The Code of Conduct applies to all aspects of network use and communications.

By using the District’s computer systems, students agree to follow the District’s Computer Network and Internet Acceptable Use Policy, the District’s Code of Conduct, and applicable District policy, regulations, and guidelines. Any misuse of the District’s computer systems or Internet should be reported to a teacher, supervisor, or other appropriate District personnel.

Sincerely,

Superintendent of Schools

Policy Adopted:
   April 15, 1996
Policy Revised:
   May 23, 2000
   August 14, 2000
Policy Revised:
   September 24, 2001
Policy Reviewed:
   August 24, 2015
Policy Revised:
   August 29, 2016
Policy Reviewed:
   August 28, 2017
Policy Revised:
   April 23, 2018
Policy Reviewed:
   August 27, 2018