I. **Statement of Purpose:**

Richfield Springs Central School teachers, staff, students, and parents use technology and internet-based tools to support learning and expand opportunities to engage, communicate, and collaborate in a global world. These technologies extend learning beyond the walls of the classroom and prepare students for work, life, and citizenship. We provide the privilege of access to technology for student and staff use. Access to technology requires responsible, respectful, efficient, and legal use of technology resources. Our goal in providing access to these resources is to prepare students to be lifelong learners, who are responsible citizens prepared to enter a global society. Our mission is to educate all users in responsible and appropriate use of technology. It is important that all users create responsible digital footprints and recognize that their online activity is public, permanent, and needs to be appropriate.

II. **CIPA:**

Richfield Spring Central School is in compliance with the Children’s Internet Protection Act (CIPA) and utilizes protection measures for all school-owned devices as well as any personal devices connected to the RSCS Internet/network. The protection measure blocks or filters Internet access and protects against content that is obscene, pornographic, or harmful to minors. The content filter monitors the online activities of users, and may be reviewed by authorized personnel when deemed necessary.

III. **Terms of Agreement:**

The use of the network/Internet is for the purpose of education, communication, or research and must be consistent with the educational objectives of the district as set forth in written board policy. Users must abide by all school rules as outlined in the Code of Conduct, RSCS Faculty Handbook, and this Responsible Use Policy.

A. Users are responsible for keeping their passwords private and respecting the privacy of other users’ passwords.

B. Users are responsible for only accessing and using their own accounts, files, and the network security level specifically provided for their use. Users will respect others by requesting permission before accessing another individual’s files.
C. Users are responsible for requesting permission from the Technology Coordinator to install any software. All software will be evaluated for integrity and security before being installed.

D. All equipment (technology hardware, software and peripherals) is the property of Richfield Springs Central School and loaned to the users. The users are responsible to use equipment for educational purposes, practice responsible care, and report any malfunctions to the Technology Coordinator. Users are also responsible for conserving district resources both physically and electronically. They will only print, store files, play online games, and stream audio/video as they directly relate to educational projects.

E. Users are responsible for acting with integrity and respecting the school’s property, network, and other users. Users will be polite, considerate, and use appropriate language. They will report and/or help prevent any attacks or inappropriate behavior such as hacking, harassing, or cyberbullying. Students will report security problems to their teacher. Teachers will immediately notify the Technology Director.

F. Users are responsible to use the Richfield Springs Central School network in a legal and ethical manner. Users will not obtain, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.

G. Users are responsible for following copyright laws and license agreements. Users will only download, copy, and/or distribute information, files, and software with specific written permission of the owner or appropriate licensing. Users will give credit to copyright owners by appropriately citing their sources.

H. Users are responsible to utilize social media sites for educational purposes only. Users accessing social networking sites shall follow the age and legal requirements that govern the use of said site in addition to the guidelines established in this policy.

I. Students are responsible for utilizing school issued email accounts only. Students will only use online communication tools approved by their teachers and only communicate about school projects and academic topics.

J. Users are responsible for all files they store on the district’s computers, network servers, and cloud-based storage systems. These files are not to be considered private, and may be accessed by authorized personnel. Files relating to or in support of illegal activities may be reported to the authorities.

K. Users are responsible to utilize the network for educational purposes only. Any use of
the network for commercial or private business, product advertisement, or political lobbying is prohibited.

L. The Richfield Springs Central School has a system of internet filters to reduce the chance of inappropriate content being displayed or accessed. Users are responsible to follow all filters and security measures. Students will limit their exploration of the internet to sites and information as recommended by their teachers and related to their course work.

M. From time to time, the Richfield Springs Central School's Technology Committee will make determinations on whether specific uses of the network are consistent with the Responsible Use Policy.

N. Richfield Springs Central School reserves the right to remove or suspend a user account on the network to prevent further unauthorized activity.

O. Users are responsible to respect privacy when recording audio and video. It is best practice and common courtesy to ask permission before recording an individual or group. Any recordings regardless of format should be related to the academic program.

IV. Disclaimer

The Richfield Springs Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Richfield Springs Central School District will not be responsible for any damages incurred. This includes loss of data (resulting from delays, non-deliveries, missed-deliveries) or service interruptions caused by negligence, errors, or omissions. The Richfield Springs Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

V. Due Process:

A. School employees who have violated the RUP will lose access to or have their user accounts suspended pursuant to rule “S” above. Additional internal disciplinary actions as outlined in employee contracts may also result from RUP violations.

B. Students who have violated the RUP will lose access to or have their user accounts suspended pursuant to rule “S” above. Additional disciplinary actions as outlined in the school Code of Conduct may result from RUP violations.

C. Due to the serious impact that may result from RUP violations, disciplinary actions
may include criminal prosecution.

VI. Notice:

All students and staff will be provided with a copy of this policy on an annual basis and will provide the district with a signed acknowledgement indicating receipt of the policy. It is recommended that students and families read this together. The Richfield Springs Central School District will review the RUP with students in the fall of each year.