NYSD Google Apps Guidelines for Acceptable Use, Privacy and Safety

Apps for Education are primarily for education use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply

Privacy: School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.

Limited Personal Use: Students may use Apps tools for personal projects, but may not use them for:

- Unlawful activities
- Commercial purposes (running a business, or trying to make money)
- Inappropriate sexual or other offensive content
- Threatening or bullying another person
- Misrepresentation of NYSD School, staff, or students. Google Apps, including sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

Safety:

- Students may not post personal contact information about themselves or other people. That includes last names, addresses, and phone numbers
- Students agree not to meet with someone they have met online without their parent's approval and participation
- Students are responsible for the use of all their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person

Access Restrictions- Due Process:

- Access to Google Apps for Education is considered a privilege accorded at the discretion of the school. The School maintains the right to immediately withdraw access and usage of Apps when there is a reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the agreement with Google, the School also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as a part of such action.

USE OF THE NYSD NETWORK, EMAIL SYSTEM AND INTERNET:

ACCEPTABLE USE POLICY

Purpose

A local area network is available to students and staff at the New York School for the Deaf (NYSD). NYSD also offers staff members access to an electronic mail ("Email") system. Internet access is available everywhere on campus via Wireless Fidelity Connectivity (WiFi). NYSD believes that the Internet offers vast, diverse, and unique resources to staff and students. The goal of the local area network, Email system and Internet access is to improve NYSD's educational and other programs by facilitating communication, enabling resource sharing, and creating unique environments for learning. The purpose of this policy is to ensure that the local area network, the Email system and Internet access are used appropriately.

Network Ownership

NYSD's computers, servers and network are the property of NYSD. As such, all Email messages, including any attachments, that are created, sent or received using NYSD's computers, servers or network are the property of NYSD. Users should have no expectation of privacy in any materials sent, stored or accessed through NYSD's computers, servers or networks, including Email messages. NYSD's computers, network, Email messages and all materials stored on or accessed through NYSD's computers or network are subject to review and monitoring by NYSD's System Administrator, with the consent of the Headmaster. Staff may not use non-NYSD email accounts for official NYSD business. Such access should be limited to non-work hours.

General Computer Use Guidelines

▪ Other than Teacher and Student Laptops designated as available for home use, no computer equipment, peripherals, programs or supplies may be removed from the school.

▪ It is very important that there be NO FOOD OR DRINKS around computers at any time.

▪ Software licensed to the school may not be copied for personal use.

▪ If any computer parts or programs do not seem to be working and you are not sure what to do, please DO NOT try to fix it. If you have any problems of any

kind, please fill out a Technology Request Form in the Kissflow system. The request will be prioritized and a member of the Technology Support Team will respond in a timely manner.

- If you are not sure how to use a printer or a computer, fill out a Technology Request Form to request assistance.

User Responsibilities

It is essential for each user to recognize his or her responsibility in having access to NYSD's network, Email system and to the Internet.

- Users shall limit their use to accessing, receiving and sending materials and messages of direct educational value or of direct relevance to their work at NYSD.

- Incidental, occasional and brief personal uses are permitted. Any messages or other files pertaining to such personal use will be treated no differently than any other messages or files, i.e. they are property of NYSD, subject to the user responsibilities and prohibited uses listed in this policy and subject to review. In general, personal uses should be restricted to non-work hours.

- Users may not download or install software or programs onto NYSD's computers or the NYSD network without permission from the Technology Support Team.

- Users may not move, repair, reconfigure or modify NYSD's desktop computers or network. Laptops may not be repaired or reconfigured.

- Users shall obey all applicable copyright laws. Materials accessed through the Internet must be properly cited when referenced.

- Users are expected to use the highest ethical standards when receiving or transmitting information over the network.

- Users shall use care in composing and sending Email messages to ensure that they are sent only to the intended recipients and are treated with the same care and discretion as any other formal means of communicating, such as written letters.

- Students and staff should immediately report to the Technology Support Team all violations of this policy they witness or of which they have otherwise become aware.

Prohibited Uses

Users are specifically prohibited from engaging in any of the following activities:

- placing unlawful information on a system;

- viewing, accessing, transmitting, downloading or storing text, images or materials that are abusive, inflammatory, defamatory, harassing, offensive, discriminatory or otherwise prohibited by NYSD's harassment and non-discrimination policies;

- viewing, accessing, transmitting ,downloading or storing text, images or materials of a sexually explicit, obscene or pornographic nature;

- viewing, accessing, transmitting, downloading or storing text, images or materials that portray excessive, socially unacceptable violence;

- uploading, downloading, copying, disseminating or printing copyrighted materials (including software) in violation of applicable copyright laws;

- gambling or engaging in any other activity in violation of federal, state or local law;

- sending messages that are likely to result in the loss of recipients' work or damage to the recipients' systems;

- soliciting business opportunities or money for personal gain and/or conducting business for personal gain;

- intercepting or disclosing the contents of Email messages without permission of the sender or receiver;

- using someone else's identity on the network;

- disclosing confidential, personal or student information that is protected by law or without the permission of the individual or his/her parent or guardian;

- allowing another person to use, or failing to protect use of, one's network account;

- making unauthorized statements about NYSD or communicating, transferring, viewing, making, sending, receiving, retrieving, printing or disseminating unauthorized messages concerning NYSD, its operations or its

potential competitors.
- unauthorized posting of any material on the World Wide Web.

As users of the network, individuals may be allowed to access other networks (and/or the computer systems attached to those networks). Each network or system has its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks/systems, as well as NYSD's own policies and procedures.

Violation of this policy may result in discipline up to and including termination (for staff) or suspension or expulsion (for students), and loss of computer privileges.

Student Use

Students eligible for NYSD's one-to-one laptop program may be assigned a laptop only with the written permission of their parents/guardians. Students may log onto the Internet independently via Desktop or Laptop Computers, but must have adult supervision in reasonable proximity. Students may use the network for educational, school-related purposes only.

Controversial Material and User Protection

With widespread access to computers and the Internet also comes the availability of material that may not be considered to be of educational value in a school setting or that may be contrary to the values, mores and culture of the school and community. NYSD has taken available precautions, including the installation of monitoring and blocking hardware and software, to restrict access to objectionable materials on the Internet. However, on a global network it is impossible to control all materials and users may be able to discover controversial material. We firmly believe that the value of the information and interactions available on the local area network, Email and Internet far outweighs the possibility that users may obtain material that is inconsistent with NYSD's educational goals and values. Users should report immediately to the Technology Department any access to objectionable materials of which they become aware.

All questions related to use of or access to computers, NYSD's network, Email system or the Internet should be directed to the Technology Department or your supervisor.

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