

215 Harry Howard Avenue  
Hudson, New York 12534  
Phone: (518) 828-4360

**Computer/Network Acceptable Use Policy**

The Hudson City School District (HCSD) computer network and electronic communications system, including the Internet, email, and LAN shall be made available to students and employees for instructional, research, and administrative purposes exclusively. All district business will be conducted using only the email address provided by the district ending in hudsoncsd.org.

Electronic mail use or other use of the electronic communications and computer systems by students and employees may not be considered private. Designated staff shall be authorized to monitor such computer use and/or electronic communication at any time to ensure appropriate usage as laid out in this document.

HCSD shall not be liable for inappropriate use of electronic computer and/or communications resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users for any reason.

HCSD shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet, network, or any other form of computer use and/or electronic communication.

Access to HCSD's computer network and/or electronic communications systems is a privilege, not a right. All users shall be required to acknowledge receipt and understanding the following regulations governing the use of the systems and shall agree in writing their compliance with such regulations. Non-compliance may result in suspension of access or termination of privileges or other disciplinary action. Misuse, theft or vandalism of HCSD computer network and/or electronic communications systems in any way will not be tolerated.

Violations of the law may result in criminal prosecution as well as disciplinary action.

Prohibited uses include:

- Copying, installing, or storing non-approved software or files without specific permission
- Authorizing anyone else to use your personal log-in password or files
- Use of confidential or personal information without consent of HCSD
- Obscuring the true identity of user logging in and/or sender of electronic mail
- Use for commercial purposes not specifically approved by HCSD
- Accessing or intentionally destroying files or software without permission
- Any attempt at bypassing network or internet security devices or programs
- Inhibiting or interfering with the use of the HCSD communications network
- Transmitting information containing obscene, indecent, or disrespectful material
- Violating any laws or participating in any crime for unlawful purposes
- Using the computer to harass others, including unacceptable language, images, or threats
- Tampering, theft, or vandalism in any form of computers, networks, printers, scanners, cameras, or associated equipment in any way

I have read, understand, and agree to abide by the provisions of the Acceptable Use Policy of the HCSD.

Date: \_\_\_/\_\_\_/\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Legal Guardian Name (if under the age of 18): \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

*Please return this form to the school where it will be kept on file. It is required for all staff and students who will be using the computer network, email system, and/or Internet access.*