

**COMPUTER USE IN INSTRUCTION  
(or ACCEPTABLE USE POLICY)**

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in District classrooms for the purpose of advancing and promoting learning and teaching.

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

All users of the District's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility. The District reserves the right to control access to the Internet for all users of its computers and network. The District may either allow or prohibit certain kinds of online activity, or access to specific websites.

The Superintendent of Schools shall establish regulations governing the use and security of the District's computers and computer networks. All users of the District's computers and networks and equipment shall comply with this policy and those regulations. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges. The Superintendent shall be responsible for designating a computer network coordinator to oversee the use of District computer resources.

The Superintendent, working in conjunction with the designated purchasing agent for the District and the computer network coordinator will be responsible for the purchase and distribution of computer software and hardware throughout District schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or District needs.

Effective Date: April 5, 2016

**COMPUTER USE IN INSTRUCTION REGULATION**

The following rules and regulations govern the use of the District's computers, computer network system and access to the Internet.

**I. Administration**

- The Superintendent of Schools shall designate a computer network coordinator to oversee the District's computer network.
- The computer network coordinator shall monitor and examine all network activities, as appropriate, to ensure proper use of the system.
- The computer network coordinator shall be responsible for disseminating and interpreting District policy and regulations governing use of the District's computer network at the building level with all network users.
- The District administration shall provide employee training for proper use of the network and will ensure that staff supervising students using the District's network provide similar training to their students, including providing copies of District policy and regulations governing use of the District's network.
- The computer network coordinator shall establish a process for setting up individual and class accounts, establish a District virus protection process, and maintain the hardware.
- All student agreements to abide by District policy and regulations and parental consent forms shall be kept on file in the respective school buildings.

**II. Internet Access is provided for educational purposes only.**

- Internet Access is controlled and monitored by Internet filtering software. The District reserves the right to block any sites they deem non-educational or inappropriate.
- Students will be provided with an individual logon account and password. Students' email accounts will be created at the discretion of the building and District. Students are not to create and post any pod casts without the authorization of a teacher.
- Students may not use any Internet sites to generate any personal non-school related personal profiles and/or profiles of any other individual, and may not access any Web pages designed by the student or other unauthorized site without the permission of a teacher, counselor, or administrator.
- Students are not allowed to download music, videos, images, and pod casts without the permission of a teacher and/or computer resource teacher/teaching assistant.

- Students will immediately inform a teacher, school employee, or system administrator if they receive, or access information that is inappropriate or makes them feel uncomfortable.
- Each respective classroom teacher and the computer resource teaching assistant will be required to monitor all of these activities during the use of the District's Computer Network System (including access to the Internet/e-mail).
- The District is not responsible for damage, loss, or theft of personal devices. District Technology Staff are not expected to support personal technologies.
- Students may be provided access: during class time; during the school day when the students are not in class; before or after school hours, or during instructional time all within a controlled environment and under the supervision of appropriate school personnel.

### III. Acceptable Use and Conduct

- Access to the District's Computer Network System (including the Internet /e-mail) is provided solely for educational purposes and research consistent with the District's mission and goals.
- Use of the District's Computer Network System (including the Internet/e-mail) is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Each individual in whose name and access account is issued is responsible at all times for its proper use.
- All network users will be issued a login name and password. Passwords may be changed periodically. Students are not to share their individual password.
- Students will only use school approved software or view material on the Internet that is teacher approved or related to the District's curricula.
- E-mail will only be used for school and curriculum-related projects, and will not be used in violation of these or any other District policies in any respect.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive or sexual language or images, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the District's computer network system must notify the appropriate teacher or administrator. Under no circumstance should the user demonstrate the problem to anyone other than to the District official or employee being notified. Students are not permitted to look for security problems as this may be construed as an illegal attempt to gain access.
- Any network user identified as a security risk or having a history of violations of District computer use guidelines may be denied access to the District's computer network system.

### IV. Prohibited Activities, Uses and Sanctions

The following is a list of prohibited activity concerning use of the District's computer network (including internet/email). Violation of any of these prohibitions may result in

discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising.
- Infringing on any copyrights or other intellectual property rights, including plagiarism, copying, installing, receiving, transmitting or making available any copyrighted software on the District computer network.
- Downloading software on the network or any District device without permission from a teacher or system administrator. Using the network to receive, transmit, or make available to others obscene, offensive, harassing, discriminatory, violent, racist or sexually explicit material.
- Posting chain letters or engaging in "spamming." (Spamming is sending annoying, unnecessary, or inappropriate messages to a large number of people.)
- Using the District's Computer Network System to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- If a student inadvertently accesses inappropriate information, the user should immediately notify a teacher or system administrator to protect against a claim that the user intentionally violated the Acceptable Use Policy.
- Using inappropriate language in private messages, public messages, and material posted on Web pages. Using another user's account or password.
- Downloading music, videos, images, or podcasts without the permission of a teacher.
- Attempting to read, delete, copy or modify the electronic (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's Computer Network System or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Using the network to receive, transmit or make available to others a message that is inconsistent with the District's Code of Conduct.
- Generating a personal non-school related profile and/or revealing personal information about the user or any other person, including information such as their personal address, and telephone number, school location or any other such profile personal information.
- Using the network for sending or receiving personal messages.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software on the District's computers or the District's Computer Network System without the permission of the appropriate District official or employee.

- Using District computing resources for commercial or financial gain or fraud. Stealing data, equipment, or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, computer or phone systems, or vandalize the data of another user.
- Using the District's Computer Network System while access privileges are suspended or revoked.
- Using the District's Computer Network System in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- Wastefully using finite District resources.
- Changing or exceeding resource quotas as set by the District without the permission of the appropriate District official or employee.

#### V. No Privacy Guarantee

Users of the District's computer network and computers should not expect, nor does the District guarantee privacy for electronic mail (e-mail) or any use of the District's computer network and computers. The District reserves the right to access and view any material stored on District equipment or any material used in conjunction with the District's computer network.

#### VI. Sanctions

All users of the District's network and equipment are required to comply with the District's policy and regulations governing the District's computer network system. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges and network privileges.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

#### VII. District Responsibilities

The District makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the District assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the District's computers and computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The District will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The District also will not be responsible for unauthorized financial obligations resulting from the use of or access to the District's computers, computer network or the Internet.

Further, even though the District may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the District policy and regulation.

#### VIII. Parent and Student Notification

The Ichabod Crane Central School District will notify parents and students about the District Network (including the Internet/e-mail) and policies governing its use.

Effective Date: April 5, 2016