

4526 TECHNOLOGY FOR EDUCATION

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 valuable tool for education and research, and encourages the use of computers and computer-related technology in district classrooms solely for the purpose of advancing and promoting learning and teaching.

The Board encourages the use of the District Technology Coordinator as an integral part of the curriculum. Through software applications, online databases, bulletin boards and electronic mail, the network will 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 Board directs the Superintendent of Schools to designate a District Technology Coordinator to oversee the use of district computer resources. The computer coordinator will prepare in-service programs for the training and development of district staff in computer skills, and for the incorporation of computer use in subject areas.

The Superintendent, working in conjunction with the designated purchasing agent for the district, the District Technology Coordinator, and the instructional materials planning committee, will be responsible for the purchase and district 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 that shall be revised as necessary to reflect changing technology and/or district needs.

The Superintendent shall establish rules and regulations governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and those regulations. Failure to comply with district policy may result in disciplinary action, as well as suspension and/or revocation of computer access privileges.

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Voorheesville Central School District

4526-R TECHNOLOGY FOR EDUCATION REGULATION

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

I. Administration

- The Superintendent of Schools shall designate a District Technology Coordinator to oversee the district's computer network.
- The District Technology Coordinator shall monitor and examine all network activities, as appropriate, to ensure proper use of the system.
- The District Technology Coordinator shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's network at the building level with all network users.
- The District Technology Coordinator 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 District Technology Coordinator shall ensure that all disks and software loaded onto the computer network have been scanned for computer viruses.
- All student agreements to abide by district policy and regulations, and Parental Consent Forms shall be kept on file in the district office.

II. Internet Access

- Students will be provided supervised computer access while in school before, during and after the school day, as appropriate.
- Students will be provided with individual accounts
- Teachers may apply for a class account and have access to their students' accounts
- Students may browse the World Wide Web:
- Students are not to participate in chat rooms.
- Students may construct their own web pages using district computer resources as a part of class instruction.
- Students are not allowed to belong to mailing lists.

- A staff member will be required to monitor all of these activities.

III. Acceptable Use and Conduct

- The district's computer network shall be used only for educational purposes and research consistent with the district's mission and goals.
- Use of the district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- The use of the network should encourage efficient, cooperative and creative methods to perform the user's job duties or educational tasks, support research for educational purposes and provide access to unique resources and collaborative projects.
- Users must sign a consent form indicating that they are aware of this policy and will abide in accordance with it. Students must also have parental permission to gain access to Internet accounts.
- All network users will be issued a login name and password. Passwords must be changed periodically.
- Users may only obtain access when supervised by a district staff member. That staff member will determine the number of simultaneous users.
- Only those network users with permission from the District technology coordinator may access the district's system from off-site (e.g., from home).
- 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 language, vulgarities, swear words, and inappropriate graphics are all unacceptable.
- Network users identifying a security problem on the district's network must notify the appropriate teacher, administrator or District technology coordinator. Under no circumstance should the user demonstrate the problem to anyone other than to the district official or employee being notified.
- Student account information will be maintained in accordance with applicable education records law and district policy and regulations.
- Network users may download copyrighted material for their own use. Copyrighted material shall be used in accordance with the fair use doctrine and district policy and regulations and laws.

- 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 network.
- Using video streaming or computer-based video will follow the acceptable use regulations herein.

IV. Prohibited Activity and Uses

The following is a list of prohibited activity concerning use of the district's computer network. 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 another user's account or password without permission from the appropriate teacher/administrator or District Technology Coordinator.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Installing personal software or using personal disks on the district's computers and/or network without the permission of the District Technology Coordinator.
- Using the network for commercial activity, including advertising.
- Encouraging the use of tobacco, alcohol or controlled substances or otherwise promoting any other activity prohibited by district policy, state or federal law.
- Using computer access to data or secure areas for purposes other than educational.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Copyrighted material may not be placed on any computer connected to the district's network without the author's permission. Only staff specifically authorized may upload copyrighted material to the network.
- Accessing or distributing inappropriate material, i.e. obscene, abusive, threatening, harassing (religious, sexual, racial), or any material specifically prohibited by district policy or regulation, local, state or federal law or regulation is prohibited, including pornographic material.
- 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 network 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.
- Revealing the personal address, telephone number or other personal information or photographs of oneself or another person.
- Using the network for sending and/or receiving personal messages.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- 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, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite district resources.
- Evading, changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

V. No Privacy Guarantee

Students using the district's computer network should not expect, nor does the district guarantee privacy for electronic mail (e-mail) or any use of the district's computer network. 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 computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access 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 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 computer network or the Internet.

The district does not have control of the information on the Internet. The connection to the Internet provides access to thousands of interconnected networks around the world. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. Although 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. The district does not condone the use of such materials and will not permit known usage of such in the school environment.

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Voorheesville Central School District

**TECHNOLOGY FOR EDUCATION EXHIBIT – STUDENT AGREEMENT
FORM**

Your child has requested access to the Voorheesville Central School District Computer Network. This access includes connections to computers through the Internet, which would connect your child with educational resources all over the world. In accepting an account, your child accepts the responsibility of using the network in an appropriate manner. It is important that you understand his/her responsibilities as well.

Please read the Voorheesville Central School District Technology for Education Policy with your child. After reading the policy, please complete this form to indicate that you agree to the terms and conditions outlined. The signatures of both the student and parent/guardian, indicating that you have read and agreed to our Use Policy, are mandatory before access may be granted to the Voorheesville Central School District Network.

As a user of the Voorheesville Central School District Computer Network, I have read and agree to comply with the Technology for Education Policy.

Signature: _____ Date: _____

Student Name (Please Print): _____

Student's School: _____

Grade: _____

As a parent/legal guardian of the student signing above,

I do I do not

grant permission for my child to access networked computer services such as electronic mail and the Internet. I have read and agree to the Voorheesville Central School District Acceptable Use Policy, and I understand that I may be held responsible for violations by my child. I understand that some materials on the Internet may be objectionable; therefore I agree to accept responsibility for guiding my child, and conveying to her/him appropriate standards for selecting, sharing, and/or exploring information and media.

Parent/Guardian Signature: _____ Date: _____

Student Name (Please Print): _____

Address: _____

Home Telephone: _____ Day Telephone: _____

Please complete this form and return to your child's school

**If you have any questions or concerns, please contact the District
Technology Coordinator at 765-3314**

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TECHNOLOGY FOR EDUCATION EXHIBIT - STAFF AGREEMENT FORM

You have requested access to the Voorheesville Central School District Computer Network. This access includes the use of District owned hardware, software and connections to computers through the Internet, which would connect you with educational resources all over the world. In accepting an account, you accept the responsibility of using the network and related resources in an appropriate manner.

As an employee of the school district and a user of the computer network, I have read and hereby agree to comply with the Technology for Education Policy.

Signature: _____ Date: _____

Name (Please Print): _____

Primary Work Location: _____

Job Title: _____

Home Address: _____

Home Telephone: _____

**If you have any questions or concerns, please contact the District Technology
Coordinator, at 518-765-3314**

E-mail Etiquette (NETiquette) for Online Services:

1. Keep your messages short to leave room for other messages.
 2. Make your "subject line" as descriptive as possible.
 3. Always include an introduction before your message.
 4. When replying to a message, include some of the original message.
 5. Always acknowledge that you have received a document or file someone has sent you.
 6. Check your mail at least once or twice a week.
 7. Delete unwanted e-mail.
 8. Any time you send e-mail, proofread and edit it so that are no mistakes.
 9. Do not reveal private matters. Your e-mail can be intercepted and read by others.
 10. Be careful when using sarcasm and humor. Without face-to-face communications, your joke may not be taken the way you meant it.
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NETiquette for Listserv and Discussion Groups:

1. Keep your questions and comments relevant to the focus of the discussion.
2. When replying to a message posted to a discussion group, check the address to be certain it is going to the intended location (person or group).
3. When signing up for a group, save your subscription confirmation letter so you will know how to UNSUBSCRIBE!
4. When going away for a week or more, unsubscribe or suspend mail from any mailing lists or LISTSERV services.
5. Personal messages on conferences, bulletin boards and listervs are not allowed.

Consequences for Violations:

1. Suspension of Internet and Intranet access;
2. Suspension of network privileges;
3. Suspension of computer access;
4. Other legal actions permitted by school guidelines; and
5. Other legal actions permitted by state and federal law.

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