

POLICY – 7315

STUDENT ACCEPTABLE USE

Program Implementation

The NYSSB/NYSSD recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the School System will provide access to various computerized information resources through the School's computer system (SCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, "on-line services," "WiFi" and the "Internet." The School shall provide personnel support for such usage.

The SCS is for educational and/or research use only and must be consistent with the goals and purposes of the School. The standards of acceptable use as well as prohibited conduct by students accessing the SCS, as outlined in School policy and regulation, are not intended to be all-inclusive. Students are held to the same standards of good behavior whether they are using school computer networks or any other electronic media or communications, including a student's own personal technology or electronic device while on school grounds or at school events. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the School's *Code of Conduct* also apply to student access to the SCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the Building Principal or his/her designee and/or classroom teacher will be responsible for informing School students of rules and regulations governing student access to the SCS.

In order to match electronic resources as closely as possible to the approved School curriculum, School personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the School curriculum. As much as possible, access to the School's computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

Standards of Conduct Governing Student Access to the Schools Computer System

Inappropriate use of the SCS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the SCS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The SCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the School is provided to students who act in a considerate and responsible manner. Likewise, students are expected to observe the same standards of behavior when using their own personal technology or electronic devices on school grounds or at school events. Individual users of the School's computerized information resources are responsible for their

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behavior and communications over the School computer network. It is presumed that users will comply with School standards and will honor the agreements they have signed.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School property and subject to control and inspection. The computer coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of School policy and regulations regarding student access to the SCS. Students should **NOT** expect that information stored on the SCS will be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

Use of the SCS which violates any aspect of the School's *Code of Conduct*; and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable School guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the SCS. In addition to the School's general requirements governing student behavior, specific activities shall be prohibited by student users of the SCS including, but not limited to, the following:

- 1) Using the SCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
- 2) Use of obscene or vulgar language.
- 3) Harassing, insulting, bullying, threatening or attacking other
- 4) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- 5) Using unauthorized software on the SCS.
- 6) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
- 7) Violating copyright law, including the illegal file sharing of music, videos and software.
- 8) Employing the SCS for non-educational, commercial purposes, product advertisement or political lobbying.
- 9) Disclosing an individual password to others or using others' passwords.
- 10) Transmitting material, information or software in violation of any School policy or

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regulation, the *School Code of Conduct*, and/or federal, state and local law or regulation.

- 11) Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.
- 12) Accessing personal, interactive sites (such as Facebook) unless under the direct supervision of a staff member. This includes the use of a student's personal cell phone or digital device to access such social networking sites.
- 13) Creating or using a website or blog which may cause a substantial disruption in the school environment or interfere with the rights of others.
- 14) Using digital devices (such as cell or camera phones), electronic technology and/or media to facilitate cheating, plagiarism, etc.

Network accounts are to be used only by the authorized owner of the account. Any user of the SCS that accesses another network or computer resources shall be subject to that **network acceptable use policy**.

If a student or a student's parent/guardian has a Student network account, a non-school network account, or any other account or program which will enable direct or indirect access to a School computer, any access to the SCS in violation of School policy and/or regulation may result in student discipline. Indirect access to a School computer shall mean using a non-school computer in a manner which results in the user gaining access to a School computer, including access to any and all information, records or other material contained or stored in a School computer.

Sanctions

- 1) Violations may result in suspension and/or revocation of student access to the SCS as determined in accordance with appropriate due process procedures.
- 2) Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.
- 3) When applicable, law enforcement agencies may be involved.

Security

Security on any computer system is a high priority, especially when the system involves many users. Users of the SCS identifying a security problem on the School's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the SCS as a computer coordinator may result in restriction or suspension of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the SCS. Further, any violations regarding the use and application of the SCS shall be reported by the student to the teacher in charge.

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Notification

The School's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the School's requirements, expectations, and students' obligations when accessing the SCS.

Education Law § 2-d
8 NYCRR Part 121

Adoption Date: September 25, 2020

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**NYSSB STUDENT AGREEMENT
FOR USE OF SCHOOL COMPUTERIZED INFORMATION RESOURCES**

In consideration for the use of the School's Computer System (SCS), I agree that I have been provided with a copy of the School's policy on student use of computerized information resources and the regulations established in connection with that policy. I agree to adhere to the policy and the regulations and to any changes or additions later adopted by the School. I also agree to adhere to related policies published in the *Code of Conduct*.

I understand that failure to comply with these policies and regulations may result in the loss of my access to the SCS. Prior to suspension or revocation of access to the SCS, students will be afforded applicable due process rights. Such violation of School policy and regulations may also result in the imposition of discipline under the School's *Code of Conduct*. I further understand that the School reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the School. Further, the School may bring suit in civil court pursuant to General Obligations Law Section 3-112 against my parents or guardians if I willfully, maliciously or unlawfully damage or destroy School property.

Student Printed Name

Student Signature

Date

**NYSSB PARENT/GUARDIAN NOTIFICATION FOR STUDENT USE OF
SCHOOL COMPUTERIZED INFORMATION RESOURCES**

I am the parent/guardian of _____, the minor student who has signed the School's agreement for student use of computerized information resources. I have been provided with a copy and I have read the School's policy and regulations concerning use of the SCS.

I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the SCS will potentially allow my son/daughter student access to external computer networks not controlled by the School. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the School to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use of technology to my son/daughter when he/she is using the SCS or any other electronic media or communications, including my son/daughter's own personal technology or electronic device on school grounds or at school events.

I agree to release the School, its agents and employees from any and all claims of any nature arising from my son/daughter's use of the SCS in any manner whatsoever.

I agree that my son/daughter will have access to the SCS and I agree that this may include remote access from our home.

Parent/Guardian Signature: _____

Student's Name: _____ Date: _____