

**INSTRUCTIONAL TECHNOLOGY**

The Board of Education is committed to the optimization of student learning and teaching. The Board considers a computer network to be a valuable tool for education, and encourages the use of computers and computer-related technology in district classrooms.

The Board encourages computer network use as an integral part of the curriculum. Through software applications, on-line databases, bulletin boards and electronic mail, the network will significantly enhance educational experiences and provide statewide, national, and global communications opportunities for staff and students.

Student and staff use of school computers is for school-related use only. The Internet and other electronic research materials are available to teachers and other staff solely for the purpose of supporting our students' educational program and professional development. Students are encouraged to complete electronic research under certain conditions. Internet use is a privilege, not a right. Users must comply with Board of Education policy and administrative regulations.

The Superintendent shall establish regulations and guidelines governing student use of technology and networks, including who shall have access, acceptable uses of the network, proper use of copyrighted material and sanctions for inappropriate use. This policy and related guidelines shall be made known to all parents and students.

Failure to comply with district policy and administrative regulations for use of these technologies and networks will result in disciplinary action up to and including loss of school privileges including computer privileges, detention, suspension from school and, where warranted, other civil and/or criminal proceedings.

## INSTRUCTIONAL TECHNOLOGY REGULATIONS

### General Guidelines

Student and staff use of school computers is for school-related use only. Foreign or home software is permitted on school computers only with the express permission of the supervising adult. The district retains the right to review the contents of disks and E-mail of any users. Network etiquette, consistent with expected school behavior, should be observed, e.g., no abusive language, inappropriate behavior, or illegal activities.

Students may not misrepresent themselves or the South Colonie School District through any communication or publication via the Internet. Real time conference uses (e.g. video conferencing, use of "chat rooms," etc.) must be approved and supervised by a district-authorized adult.

Students should never give out their own or anyone else's personal identifying information such as home addresses, age, telephone number, or physical location in an E-mail message or any on-line communication without approval of parent and teacher. (Intra-district communication is excepted.) Please note that students' full names from district authorized publications (e.g., *Rougetor*, *Sandscript*, etc.) will appear as listed in these publications because these have been published for public review.

Students should never arrange a face-to-face meeting with the Internet user without parental permission.

Students should never respond to E-mail messages that are threatening or obscene. They should seek the supervising adult if any inappropriate messages are received.

Students should remember that on-line users may or may not be who they say they are. The anonymity of the net allows some users to cloak themselves in fictional personas.

Students may participate in only those Internet exchanges approved by school personnel. Any Internet security problems must be reported to a supervising adult and to no one else.

### Use of Electronic Research Activities

All materials over the Internet should be assumed to be copyrighted for citation purposes but the South Colonie School District has no responsibility for the accuracy or the quality of information obtained through Internet services. E-mail is not confidential and messages related to or in support of illegal activities will be reported to the authorities. Use of another individual's account without permission from that individual is strictly prohibited. Student account numbers are confidential to the student and should not be revealed to other students.

**Procedures**

Staff may access personal accounts for school-related purposes if the hardware used is not in demand by another staff or student pursuing a curriculum or school-related project. Students may engage in electronic searches if supervised by a responsible adult. Use of on-line services should be preceded by a search plan defining the problem or study.

**Prohibited Activities**

Students are not allowed to promote activities against district policies or local, state, or federal laws. Prohibited use of the computers and computer services shall include, but not be limited to:

- Subscriptions to “listservs” using school accounts without authorization
- Hosting of “usenet” groups and “listservs” without authorization
- Unauthorized copying of software
- Lending or selling of software copies without express written permission from copyright holder with the exception of shareware or public domain software
- Unauthorized downloading of information or applications onto district-owned hard drives
- Unauthorized attempts to access passwords of others
- Revealing student account numbers to other students
- Unauthorized attempts to access or modify the system’s programs
- Any malicious attempt to destroy material of another user or the school district, including the uploading or creation of computer viruses
- Harassment of others by E-mail or any other means
- Loading of personal software or disks into the district’s computers and/or network, without permission of the teacher/administrator or computer coordinator
- Sharing of passwords without written permission from the teacher/administrator or computer coordinator, as appropriate
- Use of computer to access data from secure areas

**Consequences of Inappropriate Use of District Hardware and/or Software**

Failure to comply with any portion of these administrative regulations will result in disciplinary action including, but not limited to:

- Loss of school privileges including computer privileges
- Detention
- Suspension from school
- Monetary restitution for damages caused
- Other school penalties as appropriate
- Where warranted, other civil or criminal proceedings

**LETTER TO PARENT**

Dear South Colonie Parent:

The district would like to offer your child access to our educational computer network. Your child will have access to various software applications, hundreds of databases, libraries and computer services from all over the world through Internet and other electronic information systems.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed district policy, regulation, and agreement form and discuss these requirements together. In the school setting, student work at school on the Internet will be supervised in accordance with the district's policy and regulation. Inappropriate network use will result in the loss of the privilege to use this educational tool.

In spite of our efforts to establish regulations for the district's computer network, please be aware that there may be material or communications on the Internet or other networks that district staff, parents, and students would find objectionable.

Please return the attached agreement form to the principal indicating your permission or denial of permission for your student to participate in the district's computer network.

Sincerely,

Principal

**STUDENT AGREEMENT**

**I. STUDENT SECTION**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**School** \_\_\_\_\_

I have read the district’s policy and regulations related to Instructional Technology and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of system access and related privileges.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**II. PARENT OR GUARDIAN**

I have read the district’s Instructional Technology policy and regulations. I will monitor my child’s use of the system and his/her potential access to the worldwide Internet and will accept responsibility for supervision in that regard if and when my child’s use is not in a school setting. (As with other published materials in the district, students’ names are noted on these materials. If a parent prefers to **not** have his/her child’s name listed, it is the responsibility of the parent and student to alert the teacher of the parent’s desire to remove his/her child’s name from any publications.) In consideration for the privilege of using the district’s computer network and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child’s use, or inability to use, the system including, without limitation, the type of damages identified in the district’s policy and regulations.

- I give my permission for my child to access the Internet and certify that the information contained on this form is correct.
  
- I **do not** give my permission for my child to have access to the district’s network or the Internet.

**Signature of Parent or Guardian** \_\_\_\_\_

