

**TECHNOLOGY USE POLICY**  
**FOR STUDENTS**

**General Guidelines**

Student use of computers and electronic devices is for school-related use only. Foreign or home software is permitted on hardware only with the express permission of the Information Technology Department. The District retains the right to review the contents of any data storage device and e-mail of any user. Network etiquette, consistent with expected school behavior, should be observed (e.g., no abusive language, inappropriate behavior, cyber bullying or illegal activities will be allowed).

Students may not misrepresent themselves or the South Colonie School District through any communication or publication via the Internet or other media/information outlet. Real time conference uses (e.g. video conferencing, use of “chat rooms,” etc.) must be approved and supervised by the appropriate staff member, teacher, principal, IT staff member, etc.

Students should never give out their own or anyone else’s personal identification 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/guardian and teacher. (Intra-District communication is excepted).

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

Students should never respond to e-mail messages that are threatening, obscene, or from an unknown source. 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 Internet allows some users to misrepresent themselves or their intentions.

Students may participate in only those Internet exchanges approved by school personnel. Any Internet security problems must be reported to a supervising adult.

Students will be required to acknowledge and agree with the Student Computer Use Agreement to have access to their District accounts.

All materials over the Internet should be assumed to be copyrighted for citation purposes. 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**

Students may engage in electronic searches for educational purposes. Use of online services should be preceded by a school-related project defining the problem or study as approved by a responsible adult.

**Prohibited Activities**

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

- 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 or storage devices
- 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 and spyware
- harassment or cyber-bullying of others by e-mail or any other means of electronic communication
- loading of personal software by any means into the District's computers and/or network, without permission of the teacher/administrator or IT Department staff member
- sharing of passwords
- use of computer or electronic device to access secure data without authorization

**Consequences for 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 and/or electronic device privileges and networks
- detention
- suspension
- monetary restitution for damages caused
- other school penalties, as aligned to the District Code of Conduct and the Student Handbook
- where warranted, other civil or criminal proceedings

**System Use Requirements**

The following is a list of specific system-use requirements that apply to all users of system-wide networked resources regardless of building, platform, operating system, and application.

1. Only District Technology Staff are authorized to make hardware or software configuration changes to any networked or stand-alone resources. These changes include:
  - the installation or de-installation of software applications
  - the installation or de-installation of workstation or network hardware
  - the removal, relocation, addition or reconfiguration of any network element
2. New software installations will not be made until the proposed software:
  - has been recommended by content area experts
  - is approved by District Information Technology staff for network compatibility
  - is previewed by content area experts and District Information Technology staff
3. Subject to the software review process, applications and other executable files may be installed on the server or workstation hard drive. Once installed, they will not be removed without additional software review.
4. The District Information Technology staff will identify network software, hardware and other devices that will be supported District-wide. This list will be updated and published as necessary.
5. Student users will be assigned space in which to store files created on the District system. These directories will be limited in size subject to the nature of their use. This is the only location where users should store data that users expect to be backed up by District Information Technology staff.
6. The Information Technology staff is not responsible for data stored in locations other than the user's server-based home (H:) directory. This includes data stored on flash drives, hard drives (C: drive), writable CD, DVD and other storage or removable media.
7. Only the files stored on District servers may be backed up by District Information Technology staff. Since storage space is limited, users will be required to purge their files on a regular basis. With notice, District Information Technology staff may also remove files on a regular basis. District Information Technology staff will provide assistance in backing up data files upon request.
8. Files created and stored on the District system, including off-site or cloud storage, are subject to review by authorized District staff. These documents may also be subject to access as a result of formal Freedom of Information Law (FOIL) requests and other legally enforceable access requests.
9. Since any removable media can be a ready source of viruses, the District may disable this access on a public access machines.

10. Users will not access computer games from any source unless used as a part of teacher-supervised instruction or activity authorized by the building principal.
11. Only screen savers included in the current workstation operating system can be installed on the desktop. Unauthorized screen savers will be removed from a workstation.
12. Access to the District network for any purpose will be password controlled.
13. No executable files in any form will be downloaded from the Internet or other outside sources or installed or stored on any District resources. This restriction includes on-line services or any other commercial, privately developed, locally developed or experimental executable file, macro, or application.
14. The District maintains and controls student e-mail accounts while in attendance at South Colonie schools.
15. Since all students do not have equal access to technology outside of school, the instructional application of electronic resources will be supplemental to, and not in lieu of, other District-supplied instructional resources.
16. All users of the District network are specifically prohibited from engaging in the following activities:
  - sending or displaying offensive messages or pictures (i.e., pornography)
  - using obscene language
  - harassing, insulting or threatening others
  - damaging computers, systems or networks
  - engaging in any acts of cyberbullying
  - downloading or installing unapproved software or hardware
  - violating copyright laws and the valid licensed rights of others
  - using another user's password
  - use of an account by anyone other than the account holder
  - encrypting or password protecting material stored on the system
  - possessing programs used for hacking or stealing passwords
  - trespassing in another user's folders, work or files
  - intentionally wasting resources
  - employing the network for non-school related, commercial or other private purposes
17. If it is necessary to download large files for appropriate academic reasons, students should request permission through their Building Principal or his/her IT staff designee.
18. Immediately following graduation or disenrollment, the District Information Technology staff reserves the right to purge any and all affiliated accounts and data files of the former student.

**Implementation of the District's Technology Use Policy**

Each building principal will review the Technology Use Policy with the students of his or her building as it relates to prohibiting conduct outlined within the District's Code of Conduct.

Cross-Reference:      Policy 4527, Cyber Bullying  
                                 Policy 5300, Code of Conduct  
                                 Student Handbook

Adopted:            October 5, 2004

Revised:            June 27, 2017; January 7, 2014

**SAMPLE LETTER TO PARENT/GUARDIAN**

Dear South Colonie Parent/Guardian:

The District would like to offer your child access to computers, electronic learning devices and various information networks. Your child will have access to numerous software applications, hundreds of databases, libraries and information from all over the world through computer/electronic device access via the Internet.

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 policies and regulations. Inappropriate use of computers, electronic devices or networks will result in the loss of these privileges.

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 Use of District Technology Agreement to the Building Principal indicating your permission or denial of permission for your student to participate in the use of the District's technology resources.

Sincerely,

Building Principal

Adopted:      October 5, 2004

Revised:      January 7, 2014

**INTERNET USE DECLINATION FORM**

As parent and natural guardian of \_\_\_\_\_

I hereby request that my child **not** be provided access to the Internet through the South Colonie Central School District systems.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Adopted:      October 5, 2004

Revised:      January 7, 2014

**STUDENT COMPUTER USE AGREEMENT**

Please review Policy 4526.4, Technology Use Policy for Students at the following link:

<http://www.southcolonieschools.org/BoardofEducation/BoardPolicies/4000/4526.4%20-%20Technology%20Use%20for%20Students.pdf>

Once you have done so, check the box below to acknowledge you agree to the terms and conditions outlined in the policy.

Students who have not reviewed and agreed to the terms and conditions in the policy will have their computer accounts disabled.

Please contact your grade-level Principal with any questions or concerns.

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Your e-mail address ([\\*\\*\\*\\*\\*@scolonie.org](mailto:*****@scolonie.org)) will be recorded when you submit this form

Not you? [Switch account](#).

By checking the box below you are agreeing to the terms and conditions outlined in Policy 4526.4, Technology Use Policy for Students.

I agree

Student Name (\*Required) \_\_\_\_\_

**SUBMIT**

Adopted: June 27, 2017