



ADMINISTRATIVE REGULATIONS FOR TECHNOLOGY USE WILLIAMSON CENTRAL SCHOOL DISTRICT

OVERVIEW

With advanced technology comes an electronic network which provides vast, diverse, and unique resources. Our goal is to provide teachers, staff, and students with up-to-date technology, including a range of electronic devices and access to the Internet, to promote educational excellence in our schools by facilitating resource sharing, innovation and communication. We believe, however, that the use of this technology within the Williamson Central School District is a privilege, not a right, and that certain guidelines must be adhered to. **This extends to staff who have independent access to the district technology systems from their home or other remote location.**

Note: The procedures are universal in scope for both student and district employee. The word “user” will be employed to refer to anyone that has access to district technology or utilizes district Internet access (wired or wireless) on a district or personal electronic device (cell phone, iPad, laptop, chromebook, Cellular HotSpots, etc.).

Williamson Central School District expects all members of its community to use electronic communications in a responsible manner. The Williamson Central School District may restrict the use of its computers and network systems for electronic communications, in response to complaints presenting evidence of violations of other Williamson Central School District policies, or state or federal laws. Specifically, Williamson Central School District reserves the right to limit access to its networks, and to remove or limit access to materials posted on computers that can be accessed through LAKENet. It further reserves the right to provide or restrict access based on security, instructional impact, cost effectiveness, system performance and the needs of consortia members.

Williamson Central School District seeks to enforce its policies regarding harassment, safety and rights of individuals; to protect the district and its components against seriously damaging or legal consequences; to prevent the posting of proprietary software or the posting of electronic copies of literary works in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks, and data either at the district or within the wide area network; and to ensure that use of electronic communication complies with the provision of these policies and those of district for maintaining the educational environment.

GUIDELINES

EDUCATIONAL PURPOSE

1. Computer Technology in the Williamson Central School District and Internet access have been established for educational purposes, which includes classroom activities, career development, and educational research projects consistent with Williamson Central School District policy.
2. Users are expected to follow the rules set forth in the Williamson Central School District Student Handbook (and any other document or policy regarding student behavior) that may apply to the use of computer technology. Minimal personal use is acceptable when used appropriately.
3. Users may not use the Internet for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues. When using the Internet for this purpose, users may not claim to represent the official position of the Williamson Central School District without authority to do so.

STUDENT ACCESS

1. All students and staff will have access to the Internet World Wide Web information resources wherever available. Students in grades K-12 using the Internet will be subject to adult supervision.
2. All students & staff will have access to computer technology.
3. Access to the Internet and to district computer technology is not a right but a privilege and unacceptable usage will result in disciplinary review which may also include revocation of this privilege.
4. **Students who enter Grade 5 and 9 will re-sign an agreement at the beginning of the year.**

This agreement must be reviewed on an annual basis. A student's parents may withdraw their approval at any time.

UNACCEPTABLE USES

1. Email and the Internet

- a. **Users are advised against posting** contact information about themselves or other people. Personal contact information includes information regarding home addresses, telephone numbers, school addresses, work addresses, etc. If you are requesting materials for a school-related activity, your school address may be used.
- b. Users will immediately notify **the District Technology Director**, teacher, or administrator of any message they receive that is inappropriate or that makes them feel uncomfortable.
- c. **Users are expected to refrain from engaging in social networking or communications except when such communication is in furtherance of a proper school or educational purpose.**
- d. **Mass email to an entire building that is not specific to school business should be approved by the building principal. If the mass email is to be sent to the entire district, it needs to be approved by the District Technology Director, Superintendent or Assistant Superintendent.**

2. Software

- a. Users will not download software from the Internet without knowledge and consent of the Technology Director. Downloading software could have an impact on the local network and/or the WAN.
- b. Users will not make illegal copies of district owned software. When software is purchased it is licensed for a particular computer or group of computers. To use software in a manner that is not in compliance with the software license is an infringement of copyright laws.

3. Illegal Activities

- a. Users will not attempt to gain access to any other computer system through the Internet access, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".
- b. Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use the Internet to engage in any other illegal act, such as arranging for the sale or purchase of illegal drugs which includes alcohol and cigarettes, engaging in criminal gang activity, or threatening the safety of a person.
- d. **Users will not willfully, maliciously or unlawfully damage or destroy property of the district, including 1:1 electronic devices provided by the district. Users will be responsible for the replacement cost of any device determined to be damaged under the aforementioned circumstances.**

4. Inappropriate Language and Uses

- a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Users will not post information that could cause damage or a danger of disruption to the computer network.
- c. Users will not engage in personal attacks, including those that are prejudicial or discriminatory.
- d. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, then the user must do so.
- e. Users will not knowingly or recklessly post false or defamatory information about a person or an organization.

5. **Request for Privacy**

- a. Users will not share a message that was sent privately without permission of the person who sent the message.
- b. Users will not post private information, including photos, of or about another person.

6. **Respecting Resource Limits**

- a. Users will use the system only for appropriate activities, defined as those not restricted by this agreement.
- b. Users will not download files to a computer unless approved by a supervising adult.

7. **Plagiarism and Copyright Infringement**

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas of writings of others and presenting them as if they were yours. Users should not participate in any activity that promotes academic dishonesty, such as sharing your work with others to pass off as their own.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, users should follow the expressed requirements. If users are unsure whether or not a work can be used, permission should be requested from the copyright owner. If in doubt about copyright status, consult with a teacher or library media specialist.

8. **Inappropriate Access to Material**

- a. Users will not use the Internet or any other computer technology to access material that is obscene (pornographic). Users will not access material that advocates illegal acts, or violence or discrimination towards other people (hate literature).
- b. If a user mistakenly, without intent, accesses inappropriate information, that user should immediately tell a teacher, administrator, or Technology Director. This will be documented and will protect the user against a claim that the user has intentionally violated this policy. However, if a user repeatedly accesses the inappropriate information, a review will be done to determine if the access was truly accidental. If it is determined that access was accidental, no further action need be taken. If it is determined that this is NOT accidental, disciplinary action will be taken in accordance with existing procedures.
- c. If there is material that a parent feels is inappropriate for their child to use, the Williamson Central School District fully expects that the student will follow their parent's instruction in this matter.

9. **System Security**

- a. Users are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account.
- b. Users will immediately notify **the District Technology Director**, teacher, or administrator or if they have identified a possible security problem. Users will not identify this problem to anyone other than those persons specified.
- c. Users will avoid the inadvertent spread of computer viruses by taking all reasonable precautions to ensure that their diskettes or other data storage media is virus free.
- d. Any user identified as a security risk will be denied access to computer technology.
- e. **The District Technology Director will notify affected individuals, where there has been or is reasonably believed to have been a compromise of an individual's personal information, in compliance with the Information Security Breach Notification Act.**

YOUR RIGHTS

1. Free Speech

Technology communication is considered a limited forum, similar to the school newspaper, and the Williamson Central School District may restrict your speech for valid education reasons.

2. Search and Seizures

- a. Users should expect no privacy in the contents of their personal files on the Williamson Central School district system. Teachers, administrators, and the Technology Director will have access to student files on the Williamson Central School District's computer networks, subject to the restrictions of the Family Educational Rights and Privacy Act.
- b. Routine maintenance and monitoring of the Williamson Central School district's computer networks may lead to the discovery that a user has violated this policy, (or any other district policy) or the law.
- c. An individual search may be conducted at any time to determine if a user has violated the Acceptable Use Policy for Computer Technology, Student Handbook Policy.
- c. Parents have the right at any time to request to see the contents of their child's account.
- e. Network storage areas may be treated like school lockers. **The District Technology Director** may review files and communication to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district computers **or internet usage of district on district computers** will be private.

3. Due Process

- a. The Williamson Central School District will cooperate in full with local, state or federal officials in any investigation related to any illegal activities conducted through the Internet or Williamson Central School District networks.
- b. In the event there is a claim that a user has violated this Policy in the use of computer technology, the user will be provided with a written notice of the suspected violation and an opportunity to be heard through normal disciplinary procedures.
- c. Williamson Central School District administrators will make the final determination as to what constitutes unacceptable use **for student use**.
- d. **The standards of acceptable use as well as prohibited conduct by staff as outline in District policy and regulation are not intended to be all-inclusive. The staff member who commits an act of misconduct which is not specifically addressed in District policy and/or regulation may also be subject to disciplinary action, including loss of access to the District Computer System as well as the imposition of discipline under the law and/or the applicable collective bargaining agreement.**

4. Limitation of Liability

The Williamson Central School District makes no guarantees that the functions or the services provided through the Williamson Central School District system will be error-free or without defect. The Williamson Central School District will not be responsible for any damage incurred, including but not limited to, loss of data or interruptions of service. The Williamson Central School District is not responsible for the accuracy or quality of information obtained through or stored on the system. The Williamson Central School District will not be responsible for any financial obligations arising through the unauthorized use of the system.

5. Personal Responsibility

- a. It is the user's responsibility to use technology, both inside and outside of school, in a proper, lawful fashion.
- b. **Staff and student should not expect that information stored on the district computer system will be private.**

THE WILLIAMSON CENTRAL SCHOOL DISTRICT

Digital Citizenship Agreement

Student Section:

I agree to abide by the rules for authorized student uses of the Internet and understand that if I engage in any unauthorized use of the Internet or any use that is not strictly in compliance with Williamson Central School Policy, Practices and Procedures, my Internet privileges may be revoked, suspended, or modified. In addition, I understand that I may be subject to personal responsibility and liability, both civil and criminal, for any unauthorized, improper or illegal use of the Internet.

Dated _____

Student Name (print) _____ Grade Level _____

Parent/Guardian Section:

I have received and read a copy of the Administrative Regulations for Technology Use for the Williamson Central School District. I will emphasize to my child the importance of following the rules for personal safety. I will also instruct my child regarding any restrictions that we may have in addition to the District's restrictions set forth.

Parent's Signature

Date

Parent's Name (please print)