

## STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

One purpose of this policy is to provide notice to students and parents/guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such District policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/ guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications. The District respects the right of each family to decide whether or not to apply for independent computer access.

Student use of the DCS is conditioned upon written agreement by all students that student use of the DCS will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the DCS. All such agreements shall be kept on file in the District Office.

Generally, the same standards of acceptable student conduct, which apply to any school activity, shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the District's school conduct and discipline policy and the Student Discipline Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

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 District property subject to control and inspection. The computer coordinator may access all such files and communications to insure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the DCS would be private.

The Superintendent or his/her designee is authorized to establish regulations as necessary to implement the terms of this policy.

### **Outline of acceptable use, rules and regulations pertaining to computer use**

A responsible user:

- Realizes that it is **NOT** a right to receive **unconditional** access to the Career and Tech computer systems.
- Will be conscious of the amount of time they access the Internet, and keep this time to a minimum out of respect for other individuals that would like to access the Internet.
- Will use the network for legal purposes **only**.
- Will use only polite and appropriate language.
- Will follow the rules of common sense and etiquette.
- Will maintain computer files that belong to the user **only**.
- Will send or receive copyrighted material **only** if they have appropriate permission.
- Will keep his or her password strictly confidential.
- Will keep personal addresses or phone numbers of themselves or their colleagues confidential.
- Will maintain the working order of all data.
- May use computers to complete assigned classroom projects.
- May use computers to facilitate growth and learning.
- May use software that is made available for their curriculum.
- May use the Internet to research assigned classroom projects.
- May use the network in such a way that will not disrupt the use of the network by other users.
- May not copy programs or materials that do not belong to the user.
- May not send or receive material protected by trade secret or obscene material.
- May NOT install personal software/programs onto Career Tech computers, unless approved by the Technology Administrator.

**The following list of actions may interfere with the Career and Technical Education computer system integrity (an action that will prohibit or destroy the computer system in any way), and, therefore, are PROHIBITED:**

- Installing personal software/programs onto Career Tech computers, without the approval of the Technology Administrator.
- Deleting and/or modifying programs or materials that do not belong to the user.
- Vandalism – attempting to harm or destroy data of another user or Internet agency. This includes, but is not limited to, the intentional uploading of computer Viruses.
- Using any password or login combination that is unauthorized.
- Running software that in any way alters the operation of any computer.
- Other actions of similar consequences.

If actions that interfere the Career and Technical Education computer system integrity are observed, CABOCES Network system operators may temporarily suspend user access, immediately notify the user, and report inappropriate use to the user's instructor immediately. Furthermore, failure to observe and abide by the "A responsible user list..." list (as contained in this document) or interfering with the Career and Technical Education computer system integrity could result in one or more of the following:

- Suspension of computer access
- Suspension from school
- Dismissal from school
- Payment for damages
- Other actions as deemed necessary by Administration

The Cattaraugus-Allegany-Erie-Wyoming Career and Technical Education Center makes no warranties of any kind; whether expressed or implied, for the services it is providing. The Career and Technical Education Center will not be responsible for any damages that are a result of a student's use of computers or the Internet. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or a student's errors or omissions. Use of any information obtained via Career and Technical Education Internet access is at the student's risk. The Career and Technical Education Center specially denies any responsibility for the accuracy or quality of information obtained through its services. Furthermore, a student and/or her/his parents/guardians will be held responsible for any damages she/he willingly or knowingly causes to the Career and Technical Education computer system.

These rules, regulations and procedures are subject to change, as the effects and limitations of technological advances also change. Student acknowledgment, as well parental permission (when appropriate), is required for the opportunity to use the computer systems and the Internet while at school.