

## **Keshequa Central School District Acceptable Use Policy for School Chromebooks, Other Devices, and Network**

The focus of computers, devices, systems and use of the network at the Keshequa Central School District (KCSD) is to prepare students for their future, a world of digital technology and information. The 21st Century Skills in Education requires that technology be integrated throughout the curriculum. By increasing student and teacher access to technology, it allows each to learn at their full potential and prepare students for the real world of college and the workplace. Technology encourages problem solving and critical thinking skills, yet does not diminish the teacher from facilitating learning. The KCSD, following the Children's Internet Protection Act (CIPA) requirements, has safety policies and technology protection in place to filter and monitor the online activities of minors/students.

You will be issued/granted access to a district computer and/or chromebook and network once this agreement has been signed and returned. Upon receipt of device and network access, the agreement between the KCSD and you is in effect. You, in consideration of being provided with a computer, CB, and related materials for use while an employee of KCSD, agree to the following:

### **Network Access and Activities**

The KCSD authorizes the use of the KCSD Network for the support of New York State Learning Standards and the educational objectives of the KCSD. All users shall agree to this Policy and sign a written contract stating so. Authorization of ones network account is not transferable and may not be shared.

Access to the KCSD Network is a privilege, not a right. All users are responsible for appropriate behavior when using the KCSD Network and all related equipment. Access will be granted to all users who agree to act in a considerate, appropriate, responsible, ethical and legal manner. Inappropriate use of the KCSD Network will result in immediate action by the KCSD Network Administrators and/or District Administrators, and may result in suspension and/or revocation of the use of the KCSD Network in accordance with law, applicable due process procedures, and collective bargaining agreement(s). Access to the KCSD Network from any non-district network account is subject to the same policies and regulations as access from a district network account. Each staff member who receives a district network account will be part of a discussion with a KCSD staff member pertaining to the proper use of our network.

All users shall demonstrate mastery of basic competencies in using the KCSD Network. The KCSD Network Administrators may require a user to demonstrate such mastery or require additional training before permission to the KCSD Network is granted. All district network accounts, including e-mail, shall be considered to be School District property and subject to control and inspection. The KCSD Network Administrators may access all such files and communications to insure system integrity and document that users are complying with the

requirements of District policy, State or Federal Law. Use of any external computer network not controlled by the KCSD by a ***staff member must be authorized and monitored.***

Security within the KCSD Network is a top priority. Users of the KCSD Network who identify a security problem must notify a faculty member and/or a KCSD Network Administrator. Users are not to demonstrate the problem to others.

Along with ones access to the KCSD Network comes access to the Internet and the availability of materials from all over the world. While the KCSD filters, and retains the right to filter Internet access, the District cannot exercise control over the content of the information which may be accessed by a user through the Internet. The KCSD is provided with the iBoss content filter through our local BOCES, which is our internet service provider.

The KCSC filters Internet access in accordance with Federal mandates and complies with the Children's Internet Protection Act (CIPA). When a site is identified as containing objectionable material, a district employee submits the Internet address to BESS, and the N2H2, Inc. blocks that site from any future access by KCSD Internet users.

Attempts to gain access to the KCSD Network as a KCSD Network Administrator by non-Administrative staff will result in cancellation of the users' privileges. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the KCSD Network.

In addition to any District discipline code, the following specific activities with regard to the KCSD Network and any other external computer network not controlled by the KCSD shall be prohibited by all users:

- 1.) Use to obtain, view, download, send, print, display or otherwise gain access to or transmit materials that are unlawful, obscene, pornographic or abusive.
- 2.) Damaging, disabling or otherwise interfering with the operation of workstations, the network system, software or related equipment through physical action or by electronic means.
- 3.) Use of unauthorized software, VPNs, or applications on the KCSD Network.
- 4.) Changing, copying, renaming, deleting, reading or otherwise accessing files, accounts, and directories not created by the user.
- 5.) Use for financial gain, commercial activity, product advertisement or political lobbying.
- 6.) Violating any copyright law.
- 7.) Disclosure of individual passwords to others or using another's password.
- 8.) Revealing personal information about oneself or of other users including, but not limited to, disclosure of home address, telephone numbers and bank records.
- 9.) Violating any District policy, code or regulation and/or any Federal, State and Local Law or regulation.

10.) Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive, harassing or threatening to others.

The KCSD has taken precautions to restrict access to controversial material, however, the integrity of the system ultimately depends on the integrity of its users. KCSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the Internet is at your own risk. The KCSD will not be responsible for any damages a user suffers. This includes, but is not limited to, loss of data caused by a users own negligence, errors or omissions. KCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Any violations of this Policy may result in the suspension and/or revocation of access privileges to the KCSD Network. Additional disciplinary action may be determined in accordance with existing District procedures regarding inappropriate language or behavior, as well as any Federal, State and Local Law. When applicable, law enforcement agencies may be involved. Further, the district may bring suit in civil court against the individual who willfully, maliciously or unlawfully damages or destroys district property pursuant to Education Law 1709 (36).

## **Equipment and Accessories:**

KCSD has the sole right of possession of the CB, any other workstations, and any related equipment and gives the student permission to use the device and accessories according to the guidelines stated in this document. The KCSD administrative staff retains the right to collect and/or inspect the device at any time, including by remote access, and to add, delete or change installed software and hardware. KCSD administration may deny, revoke, suspend, or limit a student's network account at any time without prior notification.

KCSD will retain records of serial numbers of the CB's and to whom they are assigned. KCSD will stock a limited number of CB's that may be loaned out if the assigned device becomes inoperable; however, KCSD cannot guarantee a loaner may be available at all times. Report all CB problems immediately to the Main Office. Students may not keep a broken CB or avoid using a CB due to loss or damage. If a student forgets to bring the device or power adapter to school, a substitute may or may not be provided.

Students are solely responsible for bringing the fully charged CB to school each day. Students are solely responsible for any data stored on the CB. It is the responsibility of the student to backup data as necessary to a flash drive, if not saved on Google Drive. Lost work due to mechanical failure or accidental deletion is not an acceptable excuse for not submitting work.

Additional files such as music files, video files, and applications not related to schoolwork may be deleted without notification upon discovery and may result in a violation of the Internet Acceptable Use Policy.

Personal use is permitted so long as it does not interfere with the school mission or educational activities, does not interfere with or negatively impact any other person or entity, and does not conflict with any rule or law. KCSD CB's are not to be used for personal profit or nonprofit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other similar uses.

CB's will be treated in the same manner as other school owned educational tools. Therefore, all Keshequa Central School District policies, rules, handbooks, contracts, directives, including disciplinary measures apply to the CB use.

KCSD cannot guarantee that content stored on CB's or Google's server will be private. Keshequa Schools respect the rights of its employees and students; however, KCSD is also responsible for servicing and protecting its property. Although not routinely monitored, KCSD reserves the right to monitor using a variety of methods or access school Google accounts and CB's if it suspects or is advised of possible breaches of security, harassment, or other violations of school policy, rules, regulations, or law, or if there is evidence of data or other intellectual property that belongs to another person.

Student disenrollment from KCSD requires the CB be returned promptly, and any damage fee be paid before report cards will be distributed. All CB's will be collected before the end of the school year for maintenance and repair. To protect the KCSD asset, the administration retains the right to assign probationary privileges to students in the following circumstances, including but not limited to: newly arriving student to the district, students with poor attendance records, students who have violated the Acceptable Use Policy, students whose parent/guardian requests the student not take the CB home.

Students on the probationary list will be required to turn in their CB to the designated location at the end of each day. The equipment will be secured for the night and the student will be allowed to check it back out on a daily basis. Disciplinary actions will be handled on a case-by-case basis at the discretion of the building administration.

Students are solely responsible for reasonable care and use to ensure the CB is not damaged. Treat this CB with as much care as if it were your own. Instructions for care are included in this document. If damage is caused by negligence, as determined by the administration, the student and parent or guardian will be billed a fee on a case by case basis.

Examples of gross negligence include, but are not limited to: leaving the computer unattended and unlocked resulting in loss or damage, lending equipment to others other than one's parent/guardian, using the computer in an unsafe environment, or using the computer in an unsafe manner.

All repairs and service must be processed through the Keshequa school technology department. Do not attempt to repair the CB on your own or to contact the equipment manufacturer.

## **Using the CB at School**

Students are responsible for the ethical and educational use of technology resources at the Keshequa Central School District. Access to these resources is a privilege, not a right. Each employee, student, and/or parent or legal guardian will be required to follow the Acceptable Use Policy. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, cyber bullying and computer viruses.

CB's are intended for use at school each day and brought to all classes, unless specifically advised not to do so by the teacher. CB's are intended for educational use as directed by teachers and administration. (For example, during the school day gaming or other uses not approved by a teacher is a violation of the acceptable use policy.) Repeat violations of this policy may result in disciplinary action.

Inappropriate media may not be used as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures may result in disciplinary action.

Sound must be muted at all times unless the teacher gives permission for instructional purposes. Headphones may be used at the discretion of the teacher.

Only school-approved applications are to be loaded on the CB. Students must not intentionally interfere with the functioning of a KCS D CB.

File sharing, file-sharing programs, or the installation and/or use of any Internet-based file-sharing tools are prohibited. File sharing programs such as, but not limited to, BitTorrent, LimeWire, Kazaa, Acquisition and others may not be used to facilitate illegal sharing of copyrighted material (music, video, and images).

## **Digital Citizenship Responsibilities**

Parents and teachers are in charge of helping students be good digital citizens. This means they support students in using the internet in ways that are safe, responsible, and appropriate. They also help students follow the rules and etiquette that lead to effective digital learning. Here are the responsibilities expected of students, parents, and KCS D:

### **Parent responsibilities**

- Make sure your children act responsibly.

- Keep track of your children's use of the internet when they are outside of school.
- Share values with your children and discuss with them what is and is not acceptable on the internet.

## Student responsibilities

- Follow school and classroom rules for using technology.
- Collaborate in ways that add to the learning environment.
- Act responsibly toward others you interact with face-to-face and/or online.
- Use technology to support an inclusive school community.
- Protect passwords and make sure devices do not automatically save passwords.
- Do not give out any personal information or district sign on, account, and passwords online.
- Respect and care for school work and devices.
- Only download music, photographs, or video if you have permission from your teacher. Follow the owner's instructions for use. If you don't know whether you can use something you found online, request permission from the owner.
- Only use accounts that belong to you.
- Raise money for school activities only as directed by your teacher.

A student who does not act responsibly may face consequences as determined by school administration

## District Responsibilities

- Teach students appropriate behavior when interacting with others online, and make sure they are aware of and familiar with ways to react appropriately to cyberbullying.
- Provide students with guidelines and support for safe and responsible use of the internet. Notify parents if student work involves using the internet to communicate with individuals outside the school community (i.e. other classes, experts, authors).
- Provide alternative learning activities if a student's use of technology is revoked.
- Protect student information which addresses the confidentiality and release of student records and the [Family Educational Rights and Privacy Act](#) ("FERPA"). In accordance with this Regulation and federal law, schools cannot share personal information from a student's education record without parental consent, except in a few limited exceptions. Refer to the NYSED [Privacy Policy](#) to learn how information is protected, collected, and used.
- In accordance with the law (the [Children's Internet Protection Act](#)), internet content is blocked if it is inappropriate for minors, lacks educational or work-related content, or poses a threat. Teachers can request to block a site, or to unblock a site that is needed for learning purposes. Please add requests to QueCenter.
- Reach out to a supervisor if you encounter inappropriate use or communications that violate NYSED policies or regulations.

**Violations of the Acceptable Use Policy or Digital Citizenship Responsibilities may result in disciplinary action or loss of CB and network privileges. The KCSD network and CB may NOT be used for the following, but not limited to: illegal activity, access or transmitting offensive materials, hate mail, material advocating violence or discrimination, obtaining obscene or pornographic material, creating or forwarding inappropriate (mean-spirited, racist, pornographic, false, etc.) material, using another person's account (with or without his or her permission), accessing or modifying other users' accounts, files, or passwords, or any action that deliberately disrupts network service or damages equipment or data. KCSD empowers the KCSD faculty to set boundaries within their classrooms. Individual teachers may set further restrictions for their classrooms.**

### **ACCEPTABLE USE POLICY AGREEMENT FORM**

**Sign and return this page only. Do not return the entire policy.**

I have read and will abide by the Keshequa Central School District's Acceptable Use Policy. I understand that I am responsible for my actions while using the District's devices, systems, network, and the Internet. I understand that my Internet activities will be monitored by the

District, and any violation may result in the loss of computer privileges, discipline as per the contract, and/or appropriate legal action.

Printed Name of Staff: \_\_\_\_\_

Signature of Staff: \_\_\_\_\_ Date \_\_\_\_\_

**Please return form to main office**