SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES

Program Implementation

The Marlboro Central School District recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the School System 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 "Internet." The District shall provide personnel support for such usage.

The DCS is for educational and/or research use only and must be consistent with the goals and purposes of the Marlboro Central School District. The standards of acceptable use as well as prohibited conduct by students accessing the DCS, as outlined in District policy and regulation, are not intended to be all-inclusive. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the District's school conduct and discipline policy and the Code of Conduct also apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the Building Principal or his/her designee and/or classroom teacher will be responsible for informing District students of rules and regulations governing student access to the DCS.

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the District curriculum. As much as possible, access to the District's computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

SUBJECT: **STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (Cont'd.)**

Authorization

Students will not be permitted to use the DCS without specific authorization from the appropriate administrator and/or instructor. Furthermore, only those students who have signed an agreement form and provided written permission from parents/guardians may access the DCS, including potential student access to external computer networks not controlled by the Marlboro Central School District. (Refer to Forms #7314F and #7314F.1) Permission is not transferable and may not be shared. All required forms must be kept on file in the District Office.

Standards of Conduct Governing Student Access to the DCS

Inappropriate use of the DCS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The DCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the District is provided to students who act in a considerate and responsible manner. Individual users of the District's computerized information resources are responsible for their behavior and communications over the District computer network. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be Marlboro Central School District property and 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 District policy and regulations regarding student access to the DCS. Students should **NOT** expect that information stored on the DCS will be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

Use of the DCS which violates any aspect of Marlboro Central School District policy; the Code of Conduct; and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the District's general requirements governing student behavior, the following specific activities shall be prohibited by student users of the DCS.

SUBJECT: **STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (Cont'd.)**

The following specific activities shall be prohibited by student users of the DCS.

1) Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
   (Examples include posting of pictures or videos.)

2) Use of obscene or vulgar language.
   (Examples include texting, email, posting, video chatting)

3) Harassing, insulting or attacking others.
   (Examples include texting, email, or posts on social media sites such as Facebook).

4) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.

5) Using unauthorized software on the DCS. (This includes downloads to district computers or apps to district equipment).

6) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the Computer Coordinator.

7) Violating copyright law.

8) Employing the DCS for commercial purposes, product advertisement or political lobbying. It is expected that the use of the DCS will be to complete school related work and assignments required for courses or other educational objectives).

9) Disclosing an individual password to others or using others' passwords.

10) Transmitting material, information or software in violation of any District policy or regulation, the school behavior code, and/or federal, state and local law or regulation.

11) Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.

12) Accessing personal, interactive sites (such as Myspace or Facebook blog) unless under the direct supervision of a staff member. This includes the use of a student's personal cell phone or digital device to access such social networking sites on school property.

13) Creating or using a website, blog or post which may cause a substantial disruption in the school environment or interfere with the rights of others. Student may be held accountable regardless if this occurs on or off school property.

14) Using a digital device (such as cell or camera phone), electronic technology and/or media to facilitate cheating, plagiarism, or other form of unauthorized use on school property.

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(Cont'd.)

Network accounts are to be used only by the authorized owner of the account. Any user of the DCS that accesses another network or computer resources shall be subject to that networks acceptable use policy.

If a student or a student's parent/guardian has a District network account, a non-District network account, or any other account or program which will enable direct or indirect access to a District computer, any access to the DCS in violation of District policy and/or regulation may result in student discipline. Indirect access to a District computer shall mean using a non-District computer in a manner which results in the user gaining access to a District computer, including access to any and all information, records or other material contained or stored in a District computer.

Sanctions

1)   Violations may result in suspension and/or revocation of student access to the DCS as determined in accordance with appropriate due process procedures.

2)   Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.

3)   When applicable, law enforcement agencies may be involved.

Security

Security on any computer system is a high priority, especially when the system involves many users. Users of the DCS identifying a security problem on the District's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the DCS as a Computer Coordinator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the DCS. Further, any violations regarding the use and application of the DCS shall be reported by the student to the teacher in charge.

MARLBORO CENTRAL SCHOOL DISTRICT
AGREEMENT FOR STUDENT USE OF DISTRICT
COMPUTERIZED INFORMATION RESOURCES

Please print:

User/Account Holder Name: _____

School: _____

Grade/Position: _____

I have read and understand the Marlboro Student use of Computerized Information regarding Internet/Computer use of District-sponsored account. I agree to abide by its provisions.

I understand that in-school access to the Internet is designed solely for educational purposes. The use of school computers, software, network resources and/or the Internet for non-educational purposes such as for profit activity, personal business or illegal activity is prohibited. I also understand that a variety of inappropriate and offensive materials are available over the Internet, and it may be possible for me to access these materials inadvertently. I agree to act responsibly and to refrain from viewing inappropriate and/or offensive materials. I further understand that it is possible for undesirable or ill-intended individuals to communicate with me over the Internet and that there is no practical way for the Marlboro School District to prevent this from happening. I agree to take responsibility for avoiding such individuals and to report any such attempts at communicating with me. I acknowledge that in the course of using the Internet, there may occur interruptions in service beyond the control of the District, which may result in the loss of data, information or files. The District disclaims any and all responsibility for loss of data, information or files, caused by such service interruptions. I shall not use the Internet for any purpose that would violate any District policy and/or regulations, or that would violate any State or Federal law or regulation.

I understand that I have no right to privacy when I use the Marlboro School District's computer network and the Internet, including e-mail. I authorize the Marlboro School District staff to monitor any communications to or from me on the Marlboro School District Internet. I have determined that the benefits of having in-school access to the Internet outweigh the potential risks, and I will not hold the Marlboro School District as the Internet Access Provider, responsible for material acquired or contacts made on the Marlboro School District network or the Internet.

I further understand that any violation of the provisions in this Policy may result in suspension or revocation of my systems access and related privileges, other disciplinary action, and possible legal action.

Account Holder/User Signature: _____

Date: _____

MARLBORO CENTRAL SCHOOL DISTRICT
PARENTAL/GUARDIAN CONSENT FOR STUDENT USE OF DISTRICT
COMPUTERIZED INFORMATION RESOURCES

CONDITIONS OF USE FOR ELECTRONIC INFORMATION RESOURCES

<u>STUDENT</u>

I understand and will abide by the Marlboro Central School District Acceptable Use Policy. I further understand that any violation of the policy is unethical and may constitute a school offense. Should I commit any violation, my access privileges may be suspended, revoked and/or other disciplinary action may be taken.

Username (please print) _____

User signature _____

Grade _____ Date _____

<u>PARENT OR GUARDIAN</u>

As the parent or guardian of this student, I have read the Marlboro Central School District Acceptable Use Policy. I understand that this access is designed for educational purposes. It is impossible for the Marlboro Central School District to completely restrict access to inappropriate materials, and I will not hold the Marlboro Central School District responsible for materials accessed on the network. I hereby give permission for my child to use the electronic information resources, including the Internet, and certify that the information contained on this form is correct.

Parent or Guardian (please print)_____

Signature _____ Date _____

PLEASE RETURN THIS FORM TO YOUR HOMEROOM TEACHER FAILURE TO RETURN THE FORM WILL DISALLOW INDEPENDENT INTERNET USE.