

Board Policy

Spackenkill Union Free School District (SUFSD) has high-speed access to the Internet for the use of the entire school community of students and staff for legitimate academic, instructional, research and administrative purposes. All staff and students are granted free and equal access to the network and Internet resources. All users, including board members, are given access to a district managed email account. This email account is the only one that should be used for district related matters.

SUFSD encourages computer network use as an integral part of the curriculum. The network will enhance the educational experience and provide local, state, national and global communication opportunities for staff and students.

Our District will:	Provide a safe environment for students
Faculty and Staff will:	Exhibit positive behaviors, literate practices and provide guidance and instruction
Students will:	Use technology productively and for appropriate educational purposes

Each student or staff member who wishes to use the various schools' networks must first sign a user agreement in order to establish a user ID account. In the case of students, the student's parent or legal guardian must also sign the user agreement. This must be done each year.

Technology protection measures (i.e., filtering software) have been installed on networked computers with access to the Internet to protect against user access to images and materials that are obscene. When access is needed for bona fide research or other lawful purposes, these technology protection measures may be disabled.

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. The District is not responsible for any financial obligation that may arise from a user's unauthorized use of the technology.

Users acknowledge that in the course of using the Internet, there may occur interruptions in service beyond the control of the District, which can 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.

Users may not damage, tamper with or hack into any computers, computer systems, or networks that are accessible over the District's computer network, or any District folders, files or work.

Users may not post, send, transmit, publish, download, upload, copy, print or otherwise disseminate information containing any advertising or solicitation of other members to use goods and services that are not for school-related purposes.

Anyone identifying a security problem on the Internet must notify a network administrator or administrator immediately.

Users possess no reasonable expectation of privacy. All activities on school computers and/or network are subject to unlimited access by the network administrator and school officials.

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to: being polite, not being abusive in messages to others, and using appropriate language in the school context.

Users are legally required to respect all copyright laws regarding software and acknowledgement of authoring.

Any account user who, after due process has been afforded, is determined to have violated this policy or our Administrative Procedure may have his/her user account suspended and/or revoked. Also, a breach of the terms may result in disciplinary action consistent with applicable laws and regulations, the Student Code of Conduct, and collective bargaining agreements.

Students are solely responsible for the safekeeping of any portable electronic device (including but not limited to cell phone, PDA, I-pod, MP3 player or other similar device) that they bring onto school property (which includes school grounds or buses). The District assumes no legal or financial responsibility for any loss or damage to portable electronic devices brought onto school property by students.

All forms used related to technology are provided in this policy.

Parent/Guardian Informational Letter:

(Date)

Dear Parent/Guardian:

Spackenkill is fortunate to be able to provide twenty-first century technology in all schools in our instruction program. Along with this comes a responsibility that every student respects appropriate usage practices of modern technology.

Each year you receive a student handbook which outlines the rules and regulations that we all must follow in the school district. The Board of Education's policy on technology and its use in the district is included in the handbook.

This letter and the attached signature sheets will serve to familiarize you with the district's policy and certify your receipt and acknowledgment of its terms. We ask that you and your child sign the agreement regardless of the grade or age of your child. Our purpose in requesting your child sign the sheet is to impress upon children the civic responsibility that comes with following school district policies, as well as federal, state, and local laws and regulations that address technology in our society.

Kindly sign the attached sheet and return it to your School office by _____

Sincerely yours,

(Building Principal)

Student Agreement

I have received the Spackenkill Union Free School District's policy on technology. My signature indicates receipt of the policy that is in accordance with the rules and regulations that are consistent with the District's Code of Student Conduct and State and Federal laws and regulations, and that I will:

1. Respect Myself. I will show respect for myself through my actions. I will select online names that are appropriate, and I will consider the ages of users who can view the information and images that I post online. I will not post personal information about my life. I will not be obscene.
2. Protect Myself. I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to bully, harass, or stalk people. I will show respect for others in my choice of websites, and I will not visit sites that are inappropriate. I will not abuse my rights of access, and I will not enter other people's spaces or areas. I will respect the ownership of media or information. I will request permission to use resources and suitably cite any and all use of websites, books, media, etc.
4. Protect Others. I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are inappropriate.

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, to act appropriately in a moral and ethical manner and to use the Internet only for educational purposes.

I agree to follow the principles of digital citizenship and accept that failing to follow them will have consequences.

_____ **(Student Signature)**

_____ **(Date)**

_____ **(Parent Signature)**

_____ **(Date)**

Name of Student: _____

Address: _____

Home Phone: _____

School: _____

Spackenkill Union Free School District

STAFF USER AGREEMENT

COMPUTERS AND NETWORKED INFORMATION RESOURCES

As a user of the Spackenkill School District's computers and networked information resources (including the Internet), I have read the attached Board of Education Policy and Administrative procedures. I understand the policy and procedures. I agree to comply with the above policy and procedures communicating over the network in a reliable fashion while honoring all relevant laws and restrictions. If I violate any of the provisions of the policy and/or the procedures, I understand that I may have my network access suspended or revoked; that I may be subject to disciplinary action consistent with the applicable collective bargaining agreement; and that if I engage in a suspected illegal or criminal activity while using the network, I may be referred to the appropriate law enforcement agencies. I further understand that some materials on the Internet may be objectionable, but I accept responsibility for using this resource for strictly educational purposes and conveying these standards of use to my students when selecting, sharing or exploring information and media.

Staff Signature: _____

Date: _____

School: _____

Spackenkill Union Free School District TECHNOLOGY EQUIPMENT Borrowing Agreement

Teacher's Name: _____

Building/Grade _____/_____

Date Signed Out: ____/____/____ _____
Admin's Initials

Date to be Returned: ____/____/____ _____
Admin's Initials (when returned)

Needed for: _____

Equipment: _____

Equipment Serial Number: _____

- I understand that I am responsible for the care of the equipment while it is in my possession.
- I understand that I am to use this equipment only for the school business stated above.
- I understand that I must bring **the equipment to school every day**.
- I understand that I must return the equipment to my supervisor no later than the date listed above.
- I understand that NO INFORMATION RELATING TO STUDENT RECORDS OF ANY KIND, INCLUDING NAME, ADDRESS, PHONE, GRADES OR REPORTS, MAY BE STORED ON THE EQUIPMENT.

Employee's Printed Name

Building

Employee's Signature

Date

Supervisor's Signature

Date

Date Copy sent to Technology Director *signed out* _____ *Admin Initials* *Date Returned* _____ *Admin Initials*