Book	District Policies
Section	4000 Instruction
Title	COMPUTER USE IN INSTRUCTION (or ACCEPTABLE USE POLICY)
Code	4526
Status	Active

( ) Required
(X) Local
(X) Notice

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to the district's computer system ("DCS" hereafter), including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer related technology in district classrooms for the purpose of advancing and promoting learning and teaching.

The DCS can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

The Board will provide access to various computerized information resources through the DCS 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.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of district policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

Standards of Acceptable Use

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 in accordance with applicable due process procedures, and may be subject to further discipline under the district's school conduct and discipline policy and the district 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 3-112.

With increased concern about identity theft, unwarranted invasion of privacy and the need to protect personally identifiable information, prior to students being directed by staff to use any cloud-based educational software/application, staff must get approval from the *Data Protection Officer*. The (*Data Protection Officer)* will determine if a formal contract is required or if the terms of service are sufficient to address privacy and security requirements, and if parental permission is needed.

All users of the DCS and the Internet must understand that use is a privilege, not a right, and that use entails responsibility. The district reserves the right to control access to the Internet for all users of its computers and DCS. 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 without prior notice to ensure 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 will be private.

Notification/Authorization

The district's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

"Affirmative Consent" (Opt-Out) Student use of the DCS by all students and their parents/guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. If a student chooses to opt-out, a signed opt-out form shall be kept on file in the District Office.

The Superintendent or his/her designee, working in conjunction with the designated purchasing agent for the district, the *computer coordinator* and the *instructional materials planning committee*, will be responsible for the purchase and distribution of computer software and hardware throughout district schools. They shall prepare and submit for the Board's approval a comprehensive multi year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

Regulations and handbooks, to be developed by the Superintendent, *in consultation with District Staff and Administration,* will provide specific guidance on this, as well as rules governing the use and security of the district's computer network. All users of the district s computer network and equipment shall comply with this policy and regulation. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

Cross-ref:
5300, Code of Conduct
5695, Student Use of Personal Electronic Devices

Adoption date:
January 11, 2021
Effective date:
July 1, 2022
: