

**Technology Use Policy  
For Students and Staff of Mahopac School District**

The Mahopac Central School District considers use of District technology and access to computer networks, including the internet, essential for success in the 21<sup>st</sup> century. These District provided resources support collaborative learning, encourage innovation, and are a catalyst for global awareness and communications.

In order to ensure the integrity of such resources, it should be understood that the use of technology, including the use of the internet, is a privilege, not a right, and carries with it responsibilities. These responsibilities are not technology specific but instead are an extension of the general acceptable rules and behaviors followed by students and staff daily while in school buildings, on school grounds, or at school sponsored events. Further, this includes the appropriate use of building approved electronic personal devices and District technology resources via off-campus access.

The District reserves the right to specify who may use its equipment and the information contained therein, for what purpose and under what circumstances. While the following rules and regulations govern the use of technology in the Mahopac School District, we realize not every situation or use can be addressed here.

The District's technology is to be used solely in furtherance of the District's educational mission. This policy applies to all hardware, software, operating systems, storage media and devices, network accounts, Internet access devices, wireless communications devices and other technology at the District's schools and/or facilities or provided by the District or its consultants (collectively "technology"). This policy also applies to all technology owned, leased or licensed by the District or otherwise provided for use by the District. This technology includes but is not limited to computers, laptops, cell phones, personal digital assistants (*e.g.* Palm or Blackberry devices), computer networks, data and storage devices, Internet access, mechanisms, software, firmware, hardware, cameras, etc. Personal use of District technology, including the internet, is not permitted during school hours, except in emergency circumstances. Further, incidental personal use of District technology is permitted during non-school hours but must be of limited duration and frequency and must be in compliance with this technology Use Policy. Additionally, students and staff may engage in incidental personal use of District technology (via personal or District owned devices) during non-instructional periods (such as lunch time) and when they utilize the District's guest network.

**Proper Use and Affirmative Obligations of Student and Staff Users**

Students and staff who access and/or use the District's technology are expected to comply with the following rules and guidelines:

1. Respect and protect the privacy of self and others.
  - o Use only assigned accounts.
  - o Access only authorized data and networks.
  - o Do not share passwords.
  - o Do not distribute private information about self or others. This includes

## MAHOPAC CENTRAL SCHOOL DISTRICT

7315

social security numbers, bank account numbers and/or other personally identifiable information. The District is not responsible for any breach in its network which may allow for personally identifiable information to be disseminated.

### 2. Respect and protect the integrity, availability, and security of district resources.

- Observe all network security practices.
- Conserve finite district resources which include paper and ink.
- Report security risks, violations, or objectionable material to a teacher, supervisor or network administrator.
- Do not vandalize, destroy or damage data, networks, or other resources such as system hardware or software.
- Do not interrupt or infect the network with viruses and other types of malicious software.
- Do not incur financial obligations on behalf of the District.
- Only District technology may be connected to the District's secure network or other technology. Students and staff shall not install additional software or utilities on any District technology or make any modifications to the District's software or hardware. If a student or staff member needs to connect to the District's technology (including its internet service), he or she must have prior approval from the IT Department.
- Students and staff may use personal devices to access the District's guest network.
- Students and staff shall not circumvent or attempt to bypass the security, filter, screening or blocking software of any District technology.

### 3. Respect and practice the principles of community.

- Exhibit exemplary behavior as a representative of your school and community.
- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher or supervisor.
- Do not use technology for inappropriate purposes including but not limited to accessing unapproved files, inappropriate text files or pictures.
- Do not access, use, transmit, copy, or create material that violates the school's code of conduct (this includes items which are rude, threatening, discriminating, or meant to bully or harass others sexually or otherwise).
- Do not access, use, transmit, copy, or create material that is offensive, obscene, pornographic, stolen, or illegal copies of copyrighted works.
- Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Do not send spam, chain letters, or other mass unsolicited mailings.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- Students and staff shall not use another person's account or password.
- Students and staff shall not send anonymous messages or files, except as provided for in District programs.
- Students and staff shall not use the District's technology in a manner that misrepresents the user or impersonates others.
- Students shall not send, transmit or reveal through the District's technology their home addresses, phone numbers, social security numbers,

- o unauthorized photographs or any other personal information.
  - o Students shall not send, transmit or reveal through the District's technology the home address, phone number, social security number, unauthorized photograph(s) or any other personal information about another person.
  - o Students and staff are prohibited from using the District's technology for political lobbying, commercial activity (including advertising), activities related to privately owned businesses, personal solicitations or distributing information related to items for sale, e.g. tickets.
  - o Students and staff shall not access social networking sites, chat rooms, gambling sites or gaming sites through the District's technology.
  - o Students and staff shall not access file share programs (e.g. Napster) using the District's technology.
4. Respect and protect the intellectual property of others.
- o Do not infringe copyrights (do not illegally copy material, music, games, software, or movies).
  - o Do not plagiarize.
  - o Adhere to "Fair Use Guidelines" (see attached) which will be used to address copyright issues.

### **Supervision and Monitoring**

Students and staff must understand that the use of the District's technology is not private. The District reserves the right to and will access, view, monitor and disclose any data, records, files, material and communications (including e-mail, text messages, instant messages, voicemail messages and all other messages) generated by or on, stored by or on or transmitted through the District's technology to monitor and maintain the operational functions of the technology, to ensure all users are using its technology responsibly, to ensure all users are using its technology in compliance with the rules and guidelines set forth in this policy and to investigate claims or complaints of violations of the rules and guidelines set forth in this policy. Students and staff should have no expectation of privacy in any use made of or material generated, stored or transmitted through the District's technology even if labeled "private," "confidential" or the equivalent. The material that may be accessed, viewed, monitored or disclosed includes records of access to and content in web-based, password-protected accounts accessed through the District's technology. A student's use of the District's technology constitutes his/her consent to this access and disclosure.

The "deletion" of any data, records, files, materials and/or communications may not eliminate it from the District's technology devices or systems and the District reserves the right to access, retrieve, view, monitor and disclose any "deleted" data, records, files, materials and/or communications. The District also reserves the right to remove, delete, modify, or otherwise disable access to any materials that infringe copyright or are otherwise illegal, violate this policy or are determined to be inappropriate under the guidelines and purposes set forth in this policy.

Further, the District reserves the right to log/record Internet and e-mail use and to monitor file server and other technology utilization by students and staff and to remove user accounts/access to prevent unauthorized activity or activity that violates this policy.

### **District Responsibilities and Liability Limitations**

The District endeavors to provide technology which it believes is useful and appropriate for the education of its students. The District cannot and does not make any warranty of any kind, express or implied, with regard to the technology provided to its students and staff and assumes no responsibility for the quality, availability, accuracy, nature, reliability or viability of such technology or the information derived from such use. Students and staff use the District's technology and the information obtained using it at their own risk. Each student and staff member is responsible for verifying the integrity and authenticity of the information used and provided.

The District will not be responsible for any damages suffered by any student or staff member, including, but not limited to, loss of data, files or other materials resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by errors, omissions or negligence of any District user, nor for any reason resulting from the use of the District's technology in contravention of the rules and guidelines set forth in this policy. The District also will not be responsible for unauthorized financial obligations resulting from the use of or access to the District's technology.

Some materials accessible through the District's technology may be controversial and objectionable, although filtering software is utilized, the District cannot guarantee that using District technology will not result in access to information which may be upsetting, objectionable or controversial.

Students and staff using the District's technology should not expect, nor does the District guarantee privacy for e-mail or any other use of the District's technology. As stated above, the District reserves the right to access and view any material generated on, stored on or transmitted through the District's technology.

Be aware that if a student's personal cell phone, personal laptop or other personal digital or electronic device is damaged in any way, misplaced or stolen, the District is not responsible and does not offer any restitution for loss or damage. A student's or staff member's personal equipment is not insured by the District nor will the District provide repairs or maintenance to such equipment.

### **Penalties**

All student and staff member use of the District's technology or personal cell phones, personal laptops or other digital or electronic devices by students and staff while on District property is subject to the provisions of the District's Code of Conduct. Violation of the guidelines and rules in this policy or other inappropriate use by students may result in the suspension or revocation of the privilege to use the District's technology. If the student's use of the District's technology also violates the District's Code of Conduct, the student may be disciplined under the Code of Conduct, in addition to the suspension or

**MAHOPAC CENTRAL SCHOOL DISTRICT**

**7315**

revocation of his/her privilege to use the District’s technology. Violation of the guidelines and rules in this policy or other inappropriate use by staff may result in discipline or revocation of the privilege to use the District’s technology. Moreover, if the student’s or staff member’s use of the District’s technology violates Federal, State or local law, he or she may be prosecuted by law enforcement. Students and staff will be financially responsible for willful damage to the District’s technology.

If a student is found to have used a personal cell phone, personal laptop or other personal digital or electronic device in a manner that does not comply with this policy, in addition to other disciplinary actions, the administrator may ban the student’s use of any personal cell phone, personal laptop or other personal digital or electronic device on District property.

Further, in cases where inappropriate pictures and/or text messages are sent, in addition to other disciplinary actions, the administrator may confiscate the student’s personal cell phone, personal laptop or other personal digital or electronic device on District property.

**Part I – Students**

I have read the Technology Use Policy of the Mahopac Central School District. I understand the policy, and regulations, and agree to abide by them throughout enrollment in the current building. I understand that violations of the regulations may lead to suspension of my access privileges, financial liabilities for damages, other disciplinary action, and/or legal action.

User Name \_\_\_\_\_  
(Please print)

User Signature \_\_\_\_\_ Date \_\_\_\_\_

School attending \_\_\_\_\_ Grade and/or Teacher \_\_\_\_\_

**Part II - Parent/Guardian**

I am the parent/guardian of \_\_\_\_\_. I have read the Technology Use Policy of the Mahopac Central School District. I understand the policy, and regulations, and have reviewed them with my child, and agree to the policy terms throughout enrollment in the current building. I understand that violations of the regulations may lead to suspension of my child’s access privileges, financial liabilities for damages, other disciplinary action and/or legal action. I understand that it is impossible for the school district to restrict access to all controversial materials and will not hold the district, its employees or internet provider responsible for materials acquired on the network. My child has my permission to access technology resources in the Mahopac Central School District.

Name of Parent/Guardian \_\_\_\_\_  
(Please print)

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Part III – Faculty/Staff/Other Authorized Users**

I, \_\_\_\_\_, have read the Technology Use Policy of the Mahopac Central School District. I understand the policy, and regulations and agree to the policy terms throughout my employment with the District. I understand that violations of the regulations may lead to suspension of my access privileges, financial liabilities for damages, other disciplinary action and/or legal action. I understand that it is impossible for the school district to restrict access to all controversial materials and will not hold the district, its employees or internet provider responsible for materials acquired on the network.

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please print)

Additionally, by logging in to the network, users agree to be bound by the Mahopac Central School District Acceptable Use Policy.

**Fair Use Guidelines 1**

The Federal Copyright law governs the reproduction of authorized works including books, periodicals, photographs, music, drama, video, sculpture, software, multimedia, databases and digital works.

One should know that under “Fair Use,” limited copying of copyrighted works without the permission of the owner is allowed for certain teaching and research purposes.

Courts judge fair use based on four factors:

1. The purpose of use.
2. The nature of the work.
3. The portion used.
4. The effect on the market.

Students & teachers can use copyrighted clips from videos, CD’s or the Internet as follows:

**AUDIO:** Portions of recordings can be copied for academic purposes other than performances. Guidelines suggest limiting the portion used to 10 percent and no more than 30 seconds.

**VIDEO:** You can use videotapes and movies for instruction. School-made VCR recordings are more like library books that can be kept for a set time. According to widely accepted guidelines, you can show them for up to 10 days after the broadcast and keep them for an additional 45 days for evaluation purposes. If you want them longer, somebody generally has to pay for them--unless the distributor has chosen to grant educators broader rights, as is often the case with educational television.

**MULTIMEDIA:** Curriculum-based projects may include material from CDs, books, the Internet, and other sources. The resulting projects cannot be distributed outside the classroom community, although they can be shared with family members since students’ homes are considered to be part of the learning community.

**INTERNET:** Taking things off the Web and using them in projects is OK, but posting them back online is not. Posting on a protected Intranet is permissible since it’s viewed as remaining inside the classroom community.

**DISTANCE LEARNING:** The Copyright Office recommends extending to teachers and students in a distance learning course the same fair use rights they would have in a regular classroom. In other words, the mere fact that the class is being taught using digital transmission should not cause it to be interpreted as a public distribution or performance.

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