

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

The Mahopac Central School District considers 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 and especially 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.

### Users must

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.
2. Respect and protect the integrity, availability, and security of district resources.
  - o Observe all network security practices.
  - o Conserve finite district resources which include paper and ink.
  - o Report security risks, violations, or objectionable material to a teacher, supervisor or network administrator.
  - o Do not vandalize, destroy or damage data, networks, or other resources such as system hardware or software.
  - o Do not interrupt or infect the network with viruses and other types of malicious software.
  - o Do not incur financial obligations on behalf of the district.
3. Respect and practice the principles of community.
  - o Exhibit exemplary behavior as a representative of your school and community.
  - o Communicate only in ways that are kind and respectful.
  - o Report threatening or discomfoting materials to a teacher or supervisor.
  - o Do not use technology for inappropriate purposes including but not limited to accessing unapproved files, inappropriate text files or pictures.
  - o 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 harass others sexually or otherwise).
  - o Do not access, use, transmit, copy, or create material that is offensive, obscene, pornographic, stolen, or illegal copies of copyrighted works.
  - o Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
  - o Do not send spam, chain letters, or other mass unsolicited mailings.
  - o Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

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** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that utilization is secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to ensure the health, safety, discipline, or security of any student or other person, investigate misuse of technology resources or protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

**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**

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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Revision date: September 8, 2009

### Reference

United States Department of Justice 'Model Acceptable Use Policy Information Technology Resources in the Schools'  
<http://www.usdoj.gov/criminal/cybercrime/rules/acceptableUsePolicy.htm>

1 Hall Davidson, "The Educators' Lean and Mean No Fat Guide to Fair Use," Technology and Learning Sept.1999: 58-59, 64.