

Students

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE GUIDELINES)****Program Implementation**

The BOCES recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the BOCES will provide access to various computerized information resources through the BOCES's computer system (BCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, "on-line services," "WiFi" and the "Internet." The BOCES shall provide personnel support for such usage.

The BCS is for educational and/or research use only and must be consistent with the goals and purposes of the BOCES. The standards of acceptable use as well as prohibited conduct by students accessing the BCS, as outlined in BOCES policy and regulation, are not intended to be all-inclusive. Students are held to the same standards of good behavior whether they are using school computer networks or any other electronic media or communications, including a student's own personal technology or electronic device while on school grounds or at school events. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the BOCES's Code of Conduct also apply to student access to the BCS. 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 BOCES students of rules and regulations governing student access to the BCS.

In order to match electronic resources as closely as possible to the approved BOCES curriculum, BOCES 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 BOCES curriculum. As much as possible, access to the BOCES'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.

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(ACCEPTABLE USE GUIDELINES) (Cont'd.)****Standards of Conduct Governing Student Access to the BOCES Computer System**

Inappropriate use of the BCS 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 BCS 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 BOCES may be provided to students who act in a considerate and responsible manner. Likewise, students are expected to observe the same standards of behavior when using their own personal technology or electronic devices on school grounds or at school events. Individual users of the BOCES's computerized information resources are responsible for their behavior and communications over the BOCES computer network. It is presumed that users will comply with BOCES standards and will honor the agreements they have signed.

Student data files and other electronic storage areas are treated like school lockers. Such areas are BOCES property and subject to the BOCES' control and inspection. The computer coordinator may access all such files and communications without prior notice. Students should **NOT** expect that information stored on the BCS will be private as there is no expectation of privacy to such information.

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 BCS which violates any aspect of the BOCES Acceptable Use 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 the law and the BOCES Code of Conduct. In addition to the BOCES' general requirements governing student behavior, specific activities shall be prohibited by student users of the BCS including, but not limited to, the following:

- 1) Using the BCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
- 2) Use of obscene or vulgar language.
- 3) Harassing, insulting, bullying, threatening or attacking others.

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- 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 BCS.
- 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, including the illegal file sharing of music, videos and software.
- 8) Employing the BCS for non-educational, commercial purposes, product advertisement or political lobbying.
- 9) Disclosing an individual password to others or using others' passwords.
- 10) Transmitting material, information or software in violation of any BOCES policy or regulation, the BOCES Code of Conduct, 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 Pinterest, Facebook, Twitter, LinkedIn, Flickr blogs, etc...) 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.
- 13) Creating or using a website or blog which may cause a substantial disruption in the school environment or interfere with the rights of others.
- 14) Using digital device (such as cell or camera phones), electronic technology and/or media to facilitate cheating, plagiarism, etc.

Network accounts and email are to be used only by the authorized owner of the account. Any user of the BCS 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 BOCES network account, a non-BOCES network account, or any other account or program which will enable direct or indirect access to a BOCES computer, any access to the BCS in violation of BOCES policy and/or regulation may result in student discipline. Indirect access to a BOCES computer shall mean using a non-BOCES computer in a manner which results in the user gaining access to a BOCES computer, including access to any and all information, records or other material contained or stored in a BOCES computer.

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

- 1) Violations may result in suspension and/or revocation of student access to the BCS as determined in accordance with appropriate due process procedures.
- 2) Additional disciplinary action may be determined at the building level in accordance with the law and the BOCES Code of Conduct.
- 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 BCS identifying a security problem on the BOCES'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 BCS as a computer coordinator may result in restriction or suspension 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 BCS. Further, any violations regarding the use and application of the BCS shall be reported by the student to the teacher in charge.

Notification

The BOCES'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 BCS.

