

INSTRUCTION

Subject: Technology and Internet Safety

Purpose

Port Byron Central School District students and staff have access to a very powerful computer network that allows users to contact computer systems across the country and around the world via the Internet. Access to the Internet adds a significant dimension to the educational process by enabling users to share information, conduct research, and communicate with other computer users.

Authorization and use of Port Byron Central School District equipment and access to the Internet will be in full compliance to federal regulations set forth in the Children's Internet Protection Act (CIPA), enacted in December of 2000. The Port Byron Central School District provides these resources to promote educational excellence by facilitating sharing, innovation, and communication, with the support and supervision of parents, administrators, teachers, and support staff. Due to this technology the Port Byron Central School District has developed the following safety policy.

District Liability

Providing access to the computer network and Internet may open a door to materials of questionable educational value. On a global network, it is impossible to control all materials. An industrious user may discover controversial information in both written and graphic form. Port Byron Central School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material, which is not consistent with the educational goals of the district. The Port Byron Central School District must take precautions to control access to materials of questionable educational value and will use an initial filtering device to assist in removing inappropriate materials. However, the district can offer no

guarantee that students will be unable to gain access to inappropriate materials.

The district is not responsible for the accuracy, quality and appropriateness of the information obtained through the Internet. In addition, the district is not responsible for damages that may arise from a user's misuse of the system

Training and Protection Measure

Some computer systems contain defamatory, inaccurate, abusive, racially offensive, illegal or adult-oriented material. Because of this, students must be trained in the appropriate use of computer networks and the Internet. Each building, therefore, will develop and update as necessary a training manual and procedure to ensure that students are fully trained before using the district's computer network and Internet. The Port Byron Central School District will also adopt a Technology Protection Measure. This Technology Protection Measure is a specific technology that blocks or filters Internet access and will assist in protecting against access by adults and minors to visual depictions that are obscene, child pornography, or with respect to use of computers with Internet access by minors, harmful to minors. This technology will also monitor all Internet activity and, when possible, all network activity.

Rights and Responsibilities

Student use of the district's computer network and Internet should be limited to educational purposes that are directly related to the curriculum the student is studying. Employee use of the district's computer network and Internet should be limited to uses that are directly related to the individual's duties and responsibilities of employment. However, the limited, occasional or incidental use of the Internet by employees for personal, non-business purposes is acceptable to the extent that there is no tangible cost to the Port Byron Central School District nor any negative impact on the district's computer or network resources. Usage should be ethically correct in nature.

The Port Byron Central School District respects and supports the rights of parents and guardians to participate in decisions related to their child's access to the district's computer network and Internet. To the extent reasonably practical, all students' access to the Internet will take place under the directed supervision of a responsible member of the School District's instructional staff.

The Port Byron Central School District also realizes that due to this vast computer network, safeguards must be put in place to protect minors.

Therefore unauthorized disclosure, use, and dissemination of personal information regarding minors are strictly forbidden.

All users accessing the computer network should not expect nor does the Port Byron Central School District guarantee privacy for any user of the district computer network. The Port Byron Central School District reserves the right to monitor all technology resource activity. District officials or system administrators for any reason whatsoever may access all computerized files.

The Superintendent of Schools shall provide appropriate notice of this policy throughout the District at least annually.

Terms and Conditions

The use of the Port Byron Central School District computer network and Internet is a privilege, not a right. Any person using the district's computer network and/or Internet has implicitly consented to adhere to all policies. The district may disable a user's account at any time for inappropriate or irresponsible behavior. Violations of the terms and conditions of use will be reported to the building administrator, who will determine penalties. If warranted, the administrator shall refer the case to an appropriate school, local, state, or federal authority for disposition.

- 1) Anyone utilizing the computer network and Internet in any manner will not violate District policy, federal, state or local laws. This includes, but is not limited to, copying or transmission of software, unauthorized access, and interfering, destroying, or disrupting (hacking) the proper operation of any computer or computer network, software program or software system.
- 2) A user will not violate copyright protections, including those placed on photos, text, etc.
- 3) A user will not use information obtained through the computer network and Internet without giving proper credit to the source. (Failure to do so constitutes plagiarism.)
- 4) A user will not use an account assigned to another user, or allow another user to use his or her account. It is the user's responsibility to be accountable for the use of his/her password. The password should not be revealed to anyone. Any problems that arise from misuse of a user's password will be that user's responsibility.
- 5) A user will not use the computer network and Internet for financial gain or profit.

- 6) Users are prohibited from creating, receiving, uploading, downloading, transmitting, storing, printing or distributing files or messages that are, but not limited to, pornographic, profane, obscene, or threatening, or that use language that offends or tends to degrade others, or that contain information considered dangerous to the public at large.
- 7) A user will use only software owned by the Port Byron Central School District when working on the computer network or on any workstation. No software from outside sources may be loaded or used without written permission from the Technology Coordinator.
- 8) Users will not post personal contact information about themselves or other people. Personal contact information includes information regarding home addresses, telephone numbers, school addresses, work addresses, etc.
- 9) All Web pages must be developed according to District guidelines and approved by the Technology Coordinator prior to posting. Web pages may include only the first name and the initial of the student's last name. Pages or filenames may not include a student's phone number, address, e-mail address or names of other family members or friends. Use of individual student pictures (video or still) and audio clips on a district web page, including teachers' individual web pages, must have a signed parent/guardian approval on file with the Technology Coordinator for all students under 18 years of age. Group pictures (video or still) and audio clips may be published without parent/guardian approval if names are omitted. Personal information about employees (name, phone number, e-mail address, home address, or employees' picture (video, still, or audio clip) may be published only with their written permission.
- 10) Access to Internet communication websites such as social networking websites, chat rooms, e-mails, and blog websites is prohibited. Should the district decide to allow access to certain Internet communication website using the Port Byron Central School District computer network, the following guidelines will be adhered to:
 - a. Such websites will only be used for educational purposes, and all activities will occur under the general supervision of a member of the instructional staff.
 - b. Be respectful of others and use appropriate language when communicating.
 - c. Be aware of inappropriate activities such as cyberbullying and sextexting. If such activity occurs inside or even outside of the school, it should be reported to a District official immediately.

- 11) Computers, laptops, mobile devices, or other peripherals not owned by the district may not connect to the district's computer network or Internet for any reason without prior consent from the Technology Coordinator.

Revised and Adopted: