

TECHNOLOGY SERVICES, EQUIPMENT & USE

To promote educational excellence in district schools, the Board of Education recognizes the need to provide access to computers and other electronic communications equipment for staff and students. Access to computer networks, including the Internet and website is for innovation, collaboration and communication.

The Board of Education encourages computer use as an integral part of the curriculum. Furthermore, the Board of Education permits and promotes the use of student devices, to the extent authorized by staff for educational purposes and in accordance with the District's Acceptable Use Terms, found in Regulation 4526R. It is the user's responsibility to access the Internet in support of education and academic research consistent with the educational objectives of the School District.

All technology services and equipment of the Cornwall Central School District, including all messages transmitted or stored by them, are the sole property of the School District. Equipment is solely for the educational and business purposes of the School District. Any unauthorized use is prohibited. Such unauthorized use includes, but is not limited to: accessing, posting, or downloading pornographic material; computer "hacking" and other related activities; attempting to disable or compromise School District computer systems or networks including technology protection measures taken by the School District; attempting to access another student or employee's files; forging electronic mail messages; and any other illegal or improper purpose. The creation or forwarding of offensive, demeaning, discriminatory or disruptive messages is also prohibited. This includes, but is not limited to, messages that are inconsistent with School District policies including the policies prohibiting sexual harassment and all other forms of harassment.

The Cornwall Central School District reserves the right, at any time, to access, review and monitor the use of electronic communication services, equipment and usage, as well as the data that is stored or transmitted. Students and employees should have no expectation of privacy or confidentiality while utilizing these services and equipment. When an individual leaves the School District, (s)he is expected to return his/her equipment in good working condition.

In accordance with the requirements of the Federal Children's Internet Protection Act, the School District shall maintain technology protection measures which will protect against and filter Internet access to visual depictions that are obscene, child pornography or which would be harmful to minors if viewed by minors. These technology protection measures may be disabled for adults engaging in legitimate research or other school purposes.

The School District prohibits reproduction or use of software or related documentation in violation of the license granted by the developer. Usually, software may not be copied or installed on more than one computer. Students or employees who make, acquire or use unauthorized copies of such items are subject to discipline as well as civil penalties under the U.S. Copyright laws.

Electronic communication services and equipment includes electronic mail, Internet access, website, computer hardware and software, computer systems, handheld personal devices, printers, scanners, copiers, facsimiles, telephone systems, computer networks, on-line services, computer files, telex systems, digital cameras, video equipment and tapes, tape recorders and recordings, pagers, cellular phones and bulletin boards, etc.

All users (including students, faculty and staff) must follow the District's Technology Services guidelines, as well as the District's Code of Conduct. Parents of students **may decline** access for

their child to the District's computer resources by annually providing written notice to the District. The District has an **Opt-Out form** that may be used for this purpose. Failure to comply with the District's Technology Services guidelines, the District's Acceptable Use Policy and Regulations or the District's Code of Conduct, may result in disciplinary action as well as suspension and/or revocation of access privileges, and/or legal action.

Any employee who violates this policy or uses the Internet or electronic mail system for improper purposes shall be subject to discipline, up to and including discharge.

Any student who violates this policy or uses the Internet or electronic mail system for improper purposes shall be subject to discipline pursuant to the School District's Code of Conduct and Education Law section 3214.

The School District reserves the right to change this policy and accompanying regulations at any time as may be required under the circumstances.

The Superintendent of Schools is directed to establish the appropriate regulations and procedures to effectively implement this policy.

Public Hearing & Adopted: December 21, 2009

Re-Adopted: April 21, 2014

School District Regulations for:**TECHNOLOGY SERVICES, EQUIPMENT & USE POLICY**

These regulations and procedures are established pursuant to the Cornwall Central School District's Technology Services, Equipment and Use policy and shall set forth acceptable uses of the District network and internet. This policy shall apply to any employee or student accessing District internet or email and to any use of a personal device for educational purposes.

The School District reserves the right to monitor all student and employee e-mail and Internet access at any time. Any unauthorized use is prohibited. Examples of reasons for School District monitoring include, but are not limited to: compliance with the federal Children's Internet Protection Act, system maintenance or repairs, investigation of an alleged breach of security of the computer system, any alleged violations of School District policy or in response to law enforcement requests. No rights of privacy from use of School District computers or District-issued e-mails or accounts are intended nor should they be expected by any user, including all students and employees.

ACCEPTABLE COMPUTER AND NETWORK USE

The School District maintains a computer network with access to e-mail and the Internet. This system is provided by the School District for educational and academic research purposes, professional development, communication and publication consistent with the School District's mission and goals.

Use of the School District's computer network is a privilege, not a right. Use of personal devices by students or staff for educational purposes shall be through the School District's computer network and will be subject to the rules set forth herein. Inappropriate usage will result in the suspension or revocation of that privilege pending a review by the appropriate administrator.

Students whose accounts are denied, suspended or revoked have the right to request justification of the actions taken by the system administrator. They may also submit a written appeal to the appropriate building administrator and request a meeting with the principal.

ACCEPTABLE USES OF THE INTERNET AND/EMAIL

1. All use of the Internet and District network must be in support of educationally related inquiry.
2. Network user ID's are ONLY to be used by the authorized owner of the account.
3. All use of messaging software, including e-mail, must be in support of educational-related inquiries.
4. Only school owned devices or personal devices used in connection with an educational related inquiry may connect to the network.

UNACCEPTABLE USES.

1. Sharing passwords or seeking passwords belonging to other individuals or making unauthorized entry into another individual's network account.
2. Impersonation – real names MUST be used, pseudonyms are not allowed.
3. Using profanity, obscenity or language that may be offensive to another user.

4. Personal attacks upon others, including attacks that may be interpreted as harassment, bullying or cyber-bullying.
5. Illegal installation of copyrighted software on District network. Users must respect all copyright issues regarding software, information, all media (i.e., music, video, intellectual property) and attributions of ownership. The unauthorized copying or transfer of copyrighted materials is not acceptable.
6. Downloading or uploading pirated or illegal software.
7. Publishing, accessing, distributing, downloading, forwarding, or sending any information which violates or infringes upon the rights of others or which would be considered abusive, profane or sexually or ethnically offensive.
8. Using the network for financial or commercial gain.
9. Downloading computer applications or installing software applications or computer hardware without first having the express permission from the Cornwall Central School District.
10. Using the network for illegal activities or political lobbying.
11. Accessing or processing pornographic materials, or inappropriate text files.
12. Accessing or processing files dangerous to the integrity of the network.
13. Creating any inappropriate documents or other digital content.
14. Degrading or disrupting equipment, software or system performance.
15. Disclosing or disseminating personal information regarding minors (i.e., address, phone number, pictures, social security number and academic standing).
16. Bypassing or attempting to bypass any security measures or software the District has in place including but not limited to, internet content filtering, desktop security and anti-virus software.
17. Users shall not use system resources for any non-instructional purpose, including but not limited to: personal email account access (e.g. Hotmail, AOL, Yahoo, Gmail, etc.), personal instant messaging (chatting), accessing social networking sites (e.g. Facebook, MySpace, Twitter, etc.), online shopping, online gaming or personal use of streaming media such as online radio stations, music videos or video broadcasts, accessing person pictures/videos, unauthorized music access, unauthorized software installation/access, etc. Students are prohibited from using the camera, video or recording functions of their personal electronic devices during school hours or at school-sponsored activities without the express consent of the staff member supervising and the subjects being recorded. Additionally, these functions shall not be used where another student or individual has an expectation of privacy, including, but not limited to, locker rooms, counseling sessions, restrooms, dressing areas, etc.
18. Videotaping without the express written permission of the staff member. Videotaping conducted by staff members or students that does occur with the permission and supervision of a staff member must be for an educational purpose.
19. Academic dishonesty (i.e. copying, cheating, plagiarizing).

E-MAIL

The School District maintains an electronic mail system. This system is provided by the School District for educational and academic research purposes, professional development, communication and publication consistent with the School District's mission and goals.

Updated September 2014

1. The School District insists that all users follow the highest ethical standards when utilizing the electronic mail system. E-mail is for school business and educational use only and never for correspondence such as personal communication, junk mailings, chain letters, solicitations, harassment, etc. The School District reserves the right to monitor e-mail at any given time without notice. Any violation in this policy may be subject to disciplinary action.
2. Passwords to e-mail shall not be shared with unauthorized individuals.
3. The electronic mail system hardware is School District property. Additionally, all messages composed, sent, forwarded or received on the electronic mail system are and remain the property of the School District. The messages are not the private property of the sender or the recipient.
4. The use of the electronic mail system may not be used for personal business.
5. The electronic mail system shall not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non school-related solicitations.
6. The electronic mail system shall not be used to create, send or forward any offensive or disruptive messages. Among those messages which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.
7. The electronic mail system shall not be used to send (upload), receive (download) or forward any copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization.
8. The School District reserves and intends to exercise the right to review, audit, intercept, access and disclose any and all messages created, received, forwarded or sent over the electronic mail system.
9. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the School District or they are invalid and cannot be used. All passwords are maintained by the System Administrator and may be used by the System Administrator for maintaining, auditing and investigating the system and its usage.
10. Notwithstanding the School District's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other individuals and accessed only by the intended recipient. E-mail users are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy

must receive prior approval by the School District.

11. Users shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Users shall not attempt to gain access to another user's messages without the latter's permission. All computer pass codes must be provided to the System Administrator. No pass code may be used that is unknown to the School District.
12. Any employee who discovers a violation of this policy shall notify an administrator.
13. Any stored messages, documents, files or record of use may be accessed through the Freedom of Information Law or subpoena.

INTERNET USE

The School District provides Internet access. This system is provided by the School District for educational and academic research purposes, professional development, communication and publication consistent with the School District's mission and goals.

1. Any unauthorized use of the School District provided Internet access is prohibited. Unauthorized use includes, but is not limited to: connecting, posting or downloading pornographic material; engaging in computer "hacking", and other related activities; attempting to disable or compromise the security of the School District's computer system or any other computer system.
2. Postings placed on the Internet may display the School District's web address. Any information posted on the Internet must reflect the standards and policies of the School District. Under no circumstances should information of a confidential, sensitive or otherwise proprietary nature be placed on the Internet.
3. Information posted or viewed on the Internet may constitute published, copyrighted or trademarked protected material. Any reproduction of information or photographic material posted or otherwise available over the Internet may be done only with the express permission of the author or owner of the copyright or trademark.
4. Users may not establish Internet or other internal or external network connections which could permit unauthorized persons to gain access to the School District's computer systems, files and other information.
5. Any user who violates these regulations or uses the School District's Internet access capabilities for improper purposes shall be subject to discipline.

PERSONALLY OWNED CELL PHONES, TABLETS, COMPUTERS and OTHER COMMUNICATION DEVICES

Elementary and Middle School Use:

Use of personal cell phones, tablets, smartphones and other internet connected devices are not allowed during the school day.

The District does not assume responsibility for the care of personal cell phones, tablets, smartphones and other internet connected devices should a student bring a personal device to the elementary or middle school.

High School Use:

Cell phones, tablets, smartphones and other internet connected devices are valuable and necessary tools, however, the display of or use of these devices may cause disruption to the educational process and need to be used at the appropriate time during school hours. If a high school student decides to carry a device, these devices may only be used at the high school during a student's lunch period and passing time at the discretion of the principal. Students who possess communication devices in any school shall assume responsibility for their care and any data costs. The devices must be turned off during class time unless permission is granted by the teacher to use such device as part of the BYOT program (Bring Your Own Technology). To help eliminate data costs and to be in compliance with the Federal Children's Internet Protection Act, the District requires students to connect to the District WiFi. The District's Acceptable Use Policy shall apply to any use of a personally-owned electronic device.

Regardless of whether a student owned device is used for instructional purposes or personal use, the district shall not be responsible for stolen, lost or damaged personal electronic devices.

Misuse of an electronic device will result in its confiscation until the end of the school day.

Cellular Telephones/Smartphones and Testing

In order to ensure the integrity of testing, in accordance with state guidelines, students are not allowed to bring cell phones or other electronic devices into classrooms or other exam locations during testing. The exception to this policy is if a teacher gives specific permission for a cell phone or other electronic device to be used during a classroom, non-state assessment.

Test proctors, monitors and school officials shall have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them for the duration of the test taking time. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it.

Students with individual education plans (IEPs) or 504 plans that specifically requires the use of an electronic device may do so as specified within State and other legal guidelines.

Personal electronic device use shall be allowed in the classroom at the High School in accordance with the following criteria:

- The student has successfully registered the device with the district.
- The teacher has authorized use of personal devices either in their classroom generally or for a particular exercise.
- The student uses the personal device to access the Internet or authorized applications through the District's network, pursuant to the District's Acceptable Use Policy and terms

Updated September 2014

contained therein, and has agreed to abide by District Policy pertaining to acceptable use of computers/internet.

Classroom Guidelines for BYOT

- Teachers shall discuss acceptable and inappropriate use with students at the beginning of the year and prior to each exercise.
- Students will use devices only when directed during teacher-selected activities.
- Students shall only use the device during authorized times and shall refrain from using a device when others are presenting, when others are talking, or when the teacher is talking to the entire class.
- Students are not expected to have a device to use as we do have other avenues to gain knowledge and information through other sources (books, textbooks, magazines, ipads/chromebooks/etc.).
- Students will adhere to the District guidelines for acceptable use.
- Students will use devices for educational purposes only.
- Students are only to use devices with teachers participating in the BYOT program.
- Students must connect to the District sponsored network when using a personal device.

Failure to abide by these guidelines will result in discipline according to the District Code of Conduct as follows:

1. First Incident: Teacher will instruct student to put away the device and a warning referral will be issued.
2. Second Incident: Teacher will send the student to the office for the device to be held until the end of the day. A referral (detention) will be issued.
3. Third Incident: Teacher will send the student to the office for the device to be picked up by a parent. A referral (detention) will be issued and the student's BYOT privileges will be revoked.

Additionally, if the infraction is a violation of the Student Handbook or Code of Conduct, further consequences, as outlined in the the Code, will be assigned (ie. infractions such as videotaping, harassment, academic dishonesty, etc).

DISTRICT RESPONSIBILITIES

The School District makes no warranties of any kind, whether express or implied, for the computer services it provides and is not responsible for any claims, losses, damages, costs or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information accessed. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the Cornwall Central School District, its affiliates, or employees. Accordingly, anonymity is NOT allowed. As an educational institution, we believe that individuals must take responsibility for their actions and words.

Updated September 2014

The Cornwall Central School District shall not be responsible for:

- Damages users suffer, including, but not limited to, physical damage to devices, loss of data resulting from delays or interruptions in service or other reason;
- The accuracy, nature or quality of information stored on school devices, hard drives or servers or gathered through school-provided Internet access;
- Personal property used to access school computers or networks or for school-provided internet access, whether used for educational purposes or personal use; or
- Unauthorized financial obligations resulting from school-provided access to the Internet..

The individual in whose name a system account is issued will be responsible at all times for its proper use. Thus, users have full responsibility for the use of their account. All violations of this policy will be treated as the sole responsibility of the owner of the account.

In accordance with the federal Children's Internet Protection Act, the School District shall install and maintain technology protection measures. If these measures prevent appropriate and educationally related access to research by teachers, (s)he should contact the system administrator for information on how the measures may be disabled.

Each user is responsible for verifying the integrity and authenticity of the information that is used and provided. All materials over the Internet are assumed to be copyrighted.