

## **COMPUTER USE IN INSTRUCTION (“STUDENT TECHNOLOGY ACCEPTABLE USE”)**

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms for the purpose of advancing and promoting learning and teaching.

District students are able to have access to vast amounts of information through district computer networks and the Internet. Text, photographs, video and sound from local agencies, governments, universities, individual people and businesses in every corner of the globe are available for educational purposes.

Just as parents set appropriate guidelines for the use of such technology within the home, the district must also set guidelines for technology use within the schools. This assures that students use Internet materials properly. Such guidelines also serve to prevent inappropriate materials from being used in the school setting, and to ensure that all laws appropriate to such information are followed.

With the world “at the fingertips” of students, it is most important that the information, programs and telecommunications made possible by technology be used in a constructive, educational, safe, and legal manner. Students must accept this responsibility directly.

Technology use in the school setting must be related to strictly educational purposes consistent with course and district curricula and goals. Parents/guardians must review the guidelines with students to ensure their appropriate and continuing use of technology within the district. In addition, parents/guardians and students must sign and return the User Agreement as acceptance of the terms and conditions specified so that students may have access to the Internet and district networks.

The Superintendent shall be responsible for designating a Director of Technology to oversee the use of district computer resources. The computer coordinator will prepare in-service programs for the training and development of district staff in computer skills, and for the incorporation of computer use in appropriate subject areas.

With increased concern about identity theft, unwarranted invasion of privacy and the need to protect personally identifiable information, prior to students being directed by staff to use any cloud-based educational software/application, staff must get approval from the Director of Technology. The Director of Technology will determine if a formal contract is required or if the terms of service are sufficient to address privacy and security requirements, and if parental permission is needed.

Terms and conditions for use of district computers, networks and Internet resources or any other electronic media or communications, including by means of a student's own personal

technology or electronic device on school grounds or at school events (NOTE: All terms apply when remotely connected from outside school property as well):

1. Only students that have signed the Acceptable Use Policy may use district computers and the Network;
2. Telecommunications are only to be used for education and research related to the curriculum, career planning or college search activities;
3. Students are expected to adhere to school standards of appropriate behavior when using the Network and the Internet;
4. Students shall not seek information on, obtain copies of, or modify the files, other data, or passwords belonging to others;
5. Students shall not use the Network or disrupt the use of the Network by others;
6. Students shall not save any type of file on the network or workstations without permission;
7. Students shall not destroy, modify, copy, damage, or abuse hardware and software in any way;
8. Students shall not use the Network or Internet to develop programs that harass others or infiltrate a computer, computer system, or network or knowingly introduce a virus into a computer system or network;
9. Students using the Internet may not reveal their home addresses or phone numbers or those of others;
10. Students shall not use the Network or Internet for commercial or for profit purposes, for product advertisement, or for political lobbying or for any personal, charitable, religious, or not-for-profit purpose;
11. Students shall not use the Network or the Internet for antisocial activities (e.g., hate mail, cyber-bullying, harassment, profanity, obscenity, misrepresentation or impersonation);
12. Students shall not use the Network or Internet for illegal activities or to access or transmit pornographic and educationally inappropriate materials, or files which are dangerous to the integrity of the Network;
13. Students shall use only school approved software or view material on the Internet that is related to the district's curricula or teacher approved project;
14. Students are not to make copies of software found on school computers;
15. Students shall only access the school/district network with their own user identification and password;
16. Students shall not incur any financial obligations on behalf of the district through the use of the Internet or district telecommunications. The district will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet;
17. The district will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the errors or omissions of any user;
18. Students may not use the district network or the Internet in violation of the district's Sexual Harassment policy, Bullying/Harassment policy, Code of Conduct, or any other district policy; and
19. Students identifying a security problem on the district's network must notify the appropriate teacher, administrator or computer network coordinator. Students may not demonstrate the problem to anyone other than to the district official or employee being notified.

20. During remote learning, students shall be held to the same standards set forth in the Code of Conduct, including the prohibited conduct and potential penalties. Remote learning sessions and content will not be recorded in any way without permission, including, but not limited to, taking videos, photos or screen shots. Remote learning sessions and content will not be shared on any social media platform or other similar means. Students may not display any virtual backgrounds, photographs or objects during a videoconference or during remote learning that would violate the Code of Conduct.

Not all materials found on the Internet are appropriate for students. The district will make attempts to prevent such material from being accessed on our computers. While such material may be a small amount of the information available on the Internet, it does exist.

Students using the district's computer network should not expect, nor does the district guarantee privacy for e-mail or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

All users of the district's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility. The district reserves the right to control access to the Internet for all users of its computers and network. The district may either allow or prohibit certain kinds of online activity, or access to specific websites. While we believe students will use technology in a responsible manner, for those who do not do so, consequences will follow. Those consequences can range from the suspension of the use of the Internet and/or network, and/or computers within the district, to a school suspension.

Cross-ref: 4526.1, Internet Safety  
5300, Code of Conduct  
5695, Student Use of Personal Electronic Devices

Adoption date: September 14, 2020

**SUBJECT: STUDENT TECHNOLOGY ACCEPTABLE USE POLICY****Beacon City School District Student  
Technology User Agreement and  
Parent Permission Form****(Please complete ALL information and provide the two signatures required)**

As a user of the Beacon City School's computers and networked information resources (including the Internet), I hereby agree to comply with the terms and conditions stated in the Student Technology Acceptable Use Policy. I agree to communicate over the network in a responsible fashion while honoring all relevant laws and restrictions. I understand and agree to abide by the following policy regarding copyrighted material.

I recognize that material received via a computer network is owned by the author or the person holding the copyright and I will give credit to all materials received electronically. I recognize that software is protected by copyright laws; I will not make copies of software found on school computers.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Student's Name (print): \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Homeroom #: \_\_\_\_\_ Student's Homeroom Teacher: \_\_\_\_\_

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As the **PARENT** or **LEGAL GUARDIAN** of the minor student signing above, I grant my permission for my son/daughter to use district computers and to access networked computer resources including electronic mail and the Internet. I have read the attached Student Technology Acceptable Use Policy and understand that the individual student may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for setting and conveying strictly educational standards for my son/daughter to follow when selecting, sharing or exploring information and media.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Street Address: \_\_\_\_\_ Town/State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_