

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

CLASSROOM TECHNOLOGY USAGE
INTERNET ACCEPTABLE USE, SOFTWARE LICENSING, AND GUIDELINES

The Internet is a global network, connecting computers to other computers all over the world in order to exchange text, graphics, sound and video. Access to the Internet through the WSWHE BOCES is a privilege, which entails responsibility. All users, both students and staff, are expected to exercise the same standard of behavior on the school computers as in classrooms and schools.

Technology protection measures are used that protect against inappropriate Internet access by both adults and minors. Inappropriate and objectionable material may include visual depictions that are obscene, child pornography, or, with respect to the use of the computers by minors, harmful to minors. These protection measures also include monitoring the online activities of minors.

Use of only properly licensed and documented software will be permitted on BOCES computers. Therefore, only software applications that have been approved for use in a classroom or office may be installed on these computers. Any student, teacher, or staff member wishing to have software installed on a BOCES computer must contact the technology department through a program administrator. The software will be obtained, if necessary, and installed on a case-by-case basis.

TERMS AND CONDITIONS OF INTERNET ACCESS, COMPUTER SOFTWARE, AND USE

A. Purpose

- WSWHE BOCES provides Internet access for educational purposes only. The BOCES network may only be used for activities that serve to advance the BOCES educational and professional development goals.
- The WSWHE BOCES system may not be used for personal commercial activities such as offering or obtaining goods or services.
- WSWHE BOCES computers and licensed software are provided to enhance the learning experiences of students in efforts to raise awareness and achievement, and therefore are not intended to house peer-to-peer file sharing applications, shareware or freeware games, or any other unlicensed or inappropriate files.
- The attached WSWHE BOCES Student Technology Use Agreement form must be signed by all student users. Students under the age of 18 must also obtain the signature of a parent/guardian. (WSWHE BOCES Internet Use Agreement - Parental Guardian Approval form attached). Internet use agreements must be completed by each student user, and parent/guardian, and renewed each year.

B. Definitions

- Child Pornography – Any visual depiction which involves the use of a minor engaging in any sexually explicit conduct; or where a depiction appears to be of a minor, or has been created, adapted, or modified to appear that a minor is engaging in such conduct; or is advertised, promoted, presented, described, or distributed in a manner that conveys an impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

- Harmful to Minors – Any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way, with respect to what is suitable for minors, and actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals and lacks serious literary, artistic, political, or scientific value as to minors.
- Obscene – Any material or performance when, considering as a whole, predominantly appeals to a prurient interest in sex; or that depicts or describes in a patently offensive manner, actual or simulated sexual acts, sexual contact, nudity, sadism, masochism, excretion, or a lewd exhibition of the genitals; and that lacks serious literary, artistic, political, or scientific value.
- Inappropriate Materials – Any material that is obscene, child pornography, or harmful to minors.
- Technology Protection Measures – A specific technology that blocks or filters Internet access.

C. Acceptable Use

- Use of the WSWHE BOCES network to access the Internet is a privilege, not a right. Inappropriate use may result in the loss of this privilege.
- This document is intended to address, at a minimum, the following issues:
 - Access by minors to inappropriate matter on the Internet and World Wide Web;
 - The safety and security of minors when using electronic mail, chat rooms, and other forms of electronic communications;
 - Unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
 - Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
 - Measures designed to restrict minors’ access to materials harmful to minors.
 - Downloading and installing applications, documents, media files, or other files onto BOCES computers
- Users are expected to abide by the generally accepted rules of computer etiquette in order to address the issues outlined above. These include (but are not limited to) the following: Users will:
 - Be polite. Do not be abusive in communications to others. Do not harass others. If told by a person to stop sending them messages, you MUST stop.
 - Use appropriate language. Do not swear, use vulgarities or make statements that are sexually or racially offensive.
 - Not engage in illegal activities. Do not discuss or obtain information on illegal activities or products.
 - Not release personal information over the computer (phone number, address, age, school, gender or credit card numbers).
 - NEVER agree to meet with someone they have met on-line without their parents' approval and supervision.
 - Not write or say anything you would not want others to see or hear. (Email is not guaranteed to be private).
 - Not disrupt the use of the computer network by others.
 - Assume that all information and software on the Internet is private and, therefore, protected by copyright laws. (Please see section on Copyright below.)
 - Think about the social and legal consequences of what will be you communicated prior to the act.
- The WSWHE BOCES network may not be used to access inappropriate materials. An administrator must be notified if the network is being used to harass or to send or access inappropriate materials.
- Although this regulation restricts access to inappropriate materials through the supervision of student users, BOCES cannot guarantee that exposure to these materials will not occur.

D. Privacy

- Network resources, including, but not limited to, email and file storage space, are considered to be similar to a school locker. That is, the contents are subject to review without notification or upon request. Parents may request to review student files. Illegal activities discovered through file review will be reported to the proper authorities.
- Do not repost a message that was originally sent privately without first getting permission from the message sender.
- Do not post private information about another person.
- Do not trespass or assist another to trespass into someone else's account or files.
- Do not share passwords or other account information.

E. Copyright

- Do not plagiarize works that are found on the Internet.
- Do not install privately purchased software on BOCES computers, or download and install software from the Internet or any other remote location without proper administrative approval, licensing, and documentation.
- Observe all copyright laws while on the WSWHE BOCES network. Users should assume that all materials are covered by a copyright and act accordingly.
- Civil and/or criminal penalties may be incurred for any violation of the copyright laws.
- Obtain the consent of the copyright owner before using (e.g. copying, downloading, transmitting) such material.

LOSS OF SYSTEM USE PRIVILEGE AND DUE PROCESS

A. Violation of any terms and conditions or policies concerning network access may result in:

- Loss of access.
- Administrative review.
- Contact of a parental guardian and/or law enforcement officials, where applicable.

B. Due Process

- Any suspected violations of terms and conditions of acceptable use shall be handled by an administrator, in keeping with other violations of student conduct/disciplinary codes and or staff issues. Access may be suspended, revoked, or modified following a review of the situation.

DISCLAIMER

WSWHE BOCES makes no warranties of any kind, whether expressed or implied, for the service it is providing. WSWHE BOCES will not be responsible for any damages users suffer. This includes loss of data caused by service interruption or error as a result of either network failure or user negligence. Use of any information obtained via the Internet is at the user's risk. WSWHE BOCES specifically denies any responsibility for the accuracy or quality of information obtained through its network services.

BOCES-OPERATED CLASSES LOCATED IN COMPONENT (HOST) SCHOOLS

BOCES classes located in component schools and utilizing the host school's Internet access shall utilize the host school's Internet acceptable use policy. If the host school does not have an acceptable use policy, the component class will follow the WSWHE BOCES policy as described above. If a WSWHE BOCES class located in a component school is accessing the Internet through the WSWHE BOCES network, the teacher of that class shall adhere to the WSWHE BOCES terms and conditions of use, as prescribed in this administrative regulation.

INSTRUCTION OF STUDENTS DENIED INTERNET ACCESS

If a student is denied Internet access due to lack of parental approval or administrative decision, the instructor shall not penalize that student, and shall ensure that alternate assignments and instruction will be available.

INTERNET USE GUIDELINES FOR STUDENTS AND TEACHERS

This provides guidance for teachers as they supervise students when they are working on the Internet. The purpose of Internet access in classrooms is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. The guidelines below are to be followed in order to maintain a safe and educationally effective environment for students in regards to their Internet usage.

Before a student can access the Internet:

- He or she must have submitted a signed Internet Use Agreement.
- Have the students sign a classroom log for Internet use, which states the student's name, objective (research topic), the date, sign-on and sign-off times at the computer. (See attached log)
- The objective of the Internet session should be clear. The student should have specific topics to research (i.e., Picasso, space exploration, car engines, etc.).

During the session:

- Access to the Internet will be for specific educational purposes only, such as researching a specific topic for a classroom project. While on the Internet, students should stay focused on the topic they are researching, and log out when done.
- A teacher or teaching assistant should monitor the student to assure that Web sites visited are appropriate and relevant to the educational objective. All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members cannot be expected to monitor student use at every moment. Each student is expected to take individual responsibility for his or her appropriate use of the Internet.
- Any information downloaded from the Internet should be classroom related. This applies to software, music files (mp3, wav, etc.), graphics, and images, as well as text.
- Students may not use impolite or abusive language via electronic mail or list serves.
- Students must never give out any personal information such as their address, telephone number, parent's name, etc.
- Students must always tell a teacher if they come across any information that makes them feel uncomfortable.
- No review or downloading of inappropriate material will be tolerated.

End of session:

- Student must indicate sign off time on log sheet.
- Teacher should randomly check the Internet history on a weekly (or more frequent) basis.

WSWHE BOCES Student Technology Use Agreement

I understand and will abide by the WSWHE BOCES Classroom Technology Usage guidelines. I further understand that any violation of the guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privilege may be revoked, suspended or modified, school disciplinary action may be taken, and the authorities may be notified.

User's Full Name (please print): _____

User's Signature: _____ Date: _____

WSWHE BOCES Student Technology Use Agreement - Parental Guardian Approval

(Required for all users under age 18)

Student Name: _____

As the parental guardian of the above student, I have read the WSWHE BOCES Classroom Technology Usage guidelines. I understand this access is being provided for educational purposes. WSWHE BOCES staff will supervise my child's use of the Internet. However, I recognize it is impossible for them to guarantee that my child will not access material that he/she or I find to be objectionable and I will not hold WSWHE BOCES responsible for materials my child may acquire through the network.

I understand that my child may be disciplined for violations of these guidelines in accordance with existing WSWHE BOCES policies and practices. This could include the loss of his/her access privilege.

I understand that my child may be held liable for any criminal act committed using BOCES computers, the BOCES network, and related Internet services.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____ Date: _____