

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

ADMINISTRATIVE REGULATION

**STUDENT AND CLASSROOM TECHNOLOGY USE,  
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 District Computer System (DCS) is a privilege, which entails responsibility. The DCS consists of all software, hardware, computer networks, wireless networks/access, and electronic communication systems. All users, both students and staff, are expected to exercise the same standard of behavior on the school computers and the DCS, 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, but not be limited to 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 or accessed through the DCS. 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. Use of the Internet

Use of the WSWHE BOCES DCS to access the Internet is a privilege, not a right. Inappropriate use may result in the loss of this privilege. The BOCES takes measures designed to restrict access to materials harmful to minors to ensure the safety and security of minors when using the Internet, electronic mail, chat rooms, social media and other forms of electronic communications.

- **Acceptable Use:**

**Users are expected to abide by the generally accepted rules of computer etiquette and digital citizenship. 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, users MUST stop.
- Use appropriate language. Do not swear, use vulgarities or make statements that are sexually or racially offensive.
- Protect the confidentiality of personal information regarding minors and staff.
- Write or say only things you would want others to see or hear. (Email is not guaranteed to be private).
- Respect the use of the DCS by others.
- Abide by all copyright laws as noted in Section E.
- Understand and respect potential social and legal consequences of what is posted or communicated prior to the act.

- **Improper Use:**

**The WSWHE BOCES DCS may not be used to access or communicate inappropriate materials. An administrator must be notified if the network is being used to harass, send or access inappropriate communication or materials.**

**Users will:**

- Not engage in unauthorized access, including so-called “hacking,” and other unlawful activities on-line;
- Not disclose, disseminate minors personal information (name, phone number, address, age, school, gender or credit card numbers), through the DCS, unless authorized.
- Not download or install harmful or unauthorized applications, documents, media files or other files onto BOCES computers or through the DCS.
- Not disrupt the use of the DCS by others.
- Not engage in illegal activities. Not discuss or obtain information on illegal activities or products.
- NEVER agree to meet with someone met on-line without parents' approval and supervision.

Although this regulation restricts access to inappropriate materials through content filtering software and student supervision, 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 DCS, including the Internet:

- He or she must have submitted a signed Internet Use Agreement.
- The objective of utilizing the Internet should be clear. The student should have specific topics to research (i.e., Picasso, space exploration, car engines, etc.) or assigned class work to complete.

#### During use of the DCS:

- Access to the DCS will be for specific educational purposes only, such as researching a specific topic for a classroom project or completing class assignments. 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.
- Review or downloading of inappropriate material will not be tolerated.

Approved: 8/14/18

**WSWHE BOCES Student and Classroom Technology Use Agreement**

I understand, and will abide by the WSWHE BOCES Student and Classroom Technology Use 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 and Classroom 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 Student and Classroom Technology Use 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 District Computer System.

I understand that my child may be disciplined for violations of these guidelines in accordance with existing WSWHE BOCES policies and practices, including the Code of Conduct. 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 District Computer System, and related Internet services.

Parent/Guardian's Name (please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_