



Book	Brewster Central School District Policy Manual
Section	5000 - Non-Instructional/Business Operations
Title	Computer Use in Instruction - Responsible Use
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COMPUTER USE IN INSTRUCTION – RESPONSIBLE USE

The Brewster Central School District is committed to optimizing student learning and teaching. The district considers student access to digital learning resources, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and other web enabled technology in district classrooms for the purpose of advancing and promoting learning, student engagement, and teaching.

Digital learning resources can provide a powerful forum for learning and the use of software applications, online databases, collaborative tools, and other web based forums can significantly enhance learning experiences and provide global communication opportunities for staff and students.

The Director of Technology and Innovation shall establish regulations governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and those regulations. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

The Director of Technology and Innovation shall oversee the use of district computer resources. S/he will coordinate the preparation of in-service programs for the training and professional learning of district staff in computer skills, and for the incorporation of digital learning in all subject areas.

The Director of Technology and Innovation, working in conjunction with the district's purchasing agent, and the district's technology committee, will be responsible for the purchase and distribution of computer software and hardware throughout district schools. S/he shall prepare and submit for the Superintendent's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

Virtual/Remote Learning

During virtual/remote learning, students shall be held to the existing standards set forth in the Code of Conduct, including with respect to prohibited conduct and potential penalties. Students may not display any virtual backgrounds, photographs or objects during a videoconference or during virtual learning that would violate the Code of Conduct. Further, there shall be no unauthorized recording of individuals or content, including but not limited to videos and screenshots. In addition, there shall be no posting to social media of any of the aforementioned material.

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Book	Brewster Central School District Policy Manual
Section	5000 - Non-Instructional/Business Operations
Title	Computer Use in Instruction - Responsible Use Regulation
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COMPUTER USE IN INSTRUCTION – RESPONSIBLE USE REGULATION

The following rules and regulations govern the use of the district's computer network system and access to the Internet.

I. Administration

- The Director of Technology and Innovation is to oversee the district's computer network.
- The Director of Technology and Innovation shall monitor and examine all network activities, as appropriate, to ensure proper use of the system.
- The Director of Technology and Innovation shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's networks.
- The Director of Technology and Innovation shall coordinate employee training and professional learning for proper use of the network and will ensure, through school level administrators, that staff supervising students using the district's network provide similar training to their students, including providing copies of district policy and regulations governing use of the district's network.

II. Internet Access

- Students will be provided access: **during class time, during the school day when the students are not in class, and before or after school hours.**
- Faculty and staff will have the option of utilizing a device and be provided access during the school day and before or after school hours.
- Faculty, staff, and students will be provided with secure, password protected individual accounts and will be responsible for all activity on their account.
- Students may browse the World Wide Web for items related to the district's instructional goals.
- Students are encouraged to participate in all district sponsored digital learning opportunities.
- Students may construct their own digital presence using district computer resources as related to the district's instructional goals and aligned with the district's responsible use policy.

- Students will have an individual e-mail address assigned by the district. The content of any district sponsored email shall not be considered private and may be reviewed by teachers, administrators, and others with no prior notification.
- Staff members will be required to oversee the use of technologies that they assign.

III. Responsible Use and Conduct

- Access to the district's computer network and its digital learning resources is provided solely for educational purposes and research consistent with the district's mission and goals.
- Each individual in whose name an access account is issued is responsible at all times-- during school as well as outside of school hours-- for its proper use.
- All users of the district's network and digital resources will be issued a username and password. Passwords must be safeguarded and changed periodically.
- Only those network users with written permission from the Director of Technology and Innovation may access the district's internal network from off-site (e.g., from home). The district will make reasonable effort to provide digital learning tools to students and staff which are available anytime, anywhere and on any device for which the user has access to the Internet.
- All users of the district's network and digital resources are expected to abide by the district's code of conduct.
- Network users identifying a security problem on the district's network must notify the appropriate teacher, administrator or computer network coordinator. Under no circumstance should the user demonstrate the problem to anyone other than to the district official or employee being notified.
- Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.
- As part of this policy, and the District's Internet Content Filtering/Safety Policy (policy 8271), the District shall also provide age-appropriate instruction regarding appropriate online behavior, including:
 - Interacting with other individuals on social networking sites and in chat rooms
 - Cyberbullying awareness and response.
- When using personal technology in school and/or on the school's network, students shall comply with the District's policy on Student Use of Personal Technology.

Such instruction will be provided even if the District prohibits students from accessing social networking sites or chat rooms on District computers.

IV. Prohibited Activity and Uses

Active Restriction Measures: The District will utilize filtering software or other technologies in an effort to prevent Network users from accessing inappropriate content. Use of such software and technologies cannot, however, guarantee that all inappropriate sites will be blocked. It is not possible to list all examples of unacceptable use, but below is a list of examples of activity that is prohibited on the district's computer network. Unacceptable use of the District resources may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others.
- Using another user's account or password without that person's knowing consent.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging or attempting to forge email messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are

connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.

- Using the network to transmit anonymous messages or files.
- Using the network to receive, transmit or make available to others a message that is inconsistent with the district's Code of Conduct.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Using the network for sending and/or receiving personal messages not related to the district's goals.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software on the district's computers and/or network without the permission of the Director of Technology and Innovation.
- Using district computing resources for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite district resources, including bandwidth and storage.
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

V. No Privacy Guarantee

Users of the district's computer network and equipment should not expect, nor does the district guarantee privacy for electronic mail (email) or any use of the district's computer network or digital resources. The district reserves the right to access and view any material stored on district equipment, any of its digital resources, or any material used in conjunction with the district's digital resources.

VI. Theft and Device Protection

Damage or loss of a device must be reported to the main office and School Resource Officer. Loss of a device as a result of theft must be reported within 24 hours of the occurrence. If insurance is purchased through the district, a police report number must be produced for the school to complete an insurance claim. When a device is reported lost or stolen, the device will be disabled rendering it unusable. If the device is not insured the student is responsible for the cost as determined by the Department of Technology and Innovation and building administration. Students are strongly encouraged to purchase insurance on a device they are issued either through the district or on their own.

VII. Returning Devices

Students will return any issued device when requested on a date determined by administration. If a device is not returned, Brewster Central School District may avail itself of all legal options available to it for collection of the device or, if necessary, collection of the fair market value of the device.

VIII. Sanctions

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity may be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

IX. District Responsibilities

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the district's computer network and the Internet access, download and otherwise use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

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. The district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

Further, even though the district may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulation.

The Brewster Central School District (the "District") purchase technology (i.e. Chromebooks) for students to use for instructional purposes. Students are expected to properly secure, transport and protect the District device and its related hardware, software and accessories.

Revised: 5/10/2016

Revised: 1/11/2017

Revised: 10/10/2017

Revised: 2/13/2018

BREWSTER CENTRAL SCHOOL DISTRICT

Responsible Use Policy

I have read, understand and agree to the information and guidelines in the Responsible Use Policy (RUP).

Please print your name: _____

As a user of the Brewster Central School District computer network and recipient of a District-owned device, I acknowledge receipt of and agree to comply with the information and guidelines referenced above and in the Brewster Central School District's Responsible Use Policy.

Please return signed form to the Department of Technology and Innovation at the High School.

Employee's Signature

Date