

Instructional Technology

The Board of Education is committed to optimizing teaching and learning in the school district. It is also committed to insuring that this teaching learning process is administered in the most efficient way. The Board of Education considers technology an important tool in this effort and therefore encourages the use of computers and other technologies to achieve this goal.

Software applications and on-line uses including electronic bulletin boards, electronic mail, and networking structures can enhance students' educational experiences, provide global communication opportunities for staff and students, and significantly enhance administrative efficiency.

The Board directs the Superintendent of Schools to designate a person to oversee and coordinate the implementation and use of district technology resources. Working in conjunction with the technology staff and the District wide Technology Committee, the designated individual will prepare in-service programs for training the district staff to use computers and other technologies and to incorporate technology into the instructional program.

Working in conjunction with the district's purchasing agent, the technology staff and the District wide Technology Committee, the designated individual will be responsible for the purchase and distribution of computer software, hardware and related technologies throughout the district schools. (S)he shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised or updated as necessary to reflect changing technology and/or district needs.

The Superintendent shall insure that rules and regulations governing the use and security of the district's technologies are established and promulgated to all staff and students.

Failure to comply with district policy and regulations governing the use of computers and other technologies may result in the suspension and/or revocation of an individual's access to technology.

Policy

Adopted: 11/12/96

ADMINISTRATIVE REGULATIONS TO SUPPORT INSTRUCTIONAL TECHNOLOGY POLICY

OVERVIEW

The Mamaroneck Board of Education recognizes that telecommunications and other new technologies will change the way people can access, communicate and transfer information, and that these changes have the potential for significant positive impact on teaching and learning. Access to these new technologies will enable students to explore thousands of libraries, databases and bulletin boards and to exchange messages with people in our school system and throughout the world.

Board of Education Policy # 4526 supports the use of these technologies to enhance the mission of the school district, as part of the district's curriculum and to promote the efficient administration of the school system.

Unfortunately, because access to these new technologies can connect users to virtually all computer systems throughout the world, some of the information available will be controversial and even objectionable. While the Mamaroneck Union Free School District does not condone the presence of this information, unfortunately, neither the Mamaroneck Public School system, nor any of our staff members can control the content of all the available information.

The Board believes, that the tangible benefits to students and staff in the form of information resources and opportunities for worldwide communication and collaboration far outweigh the potential disadvantages.

As much as possible, access to information resources will be designed to point students to the resources that have been reviewed and evaluated. While students may be able to move beyond those resources to others not evaluated by staff, they will be provided with guidelines and lists suited to the learning objectives. In a further effort to insure the safety of our staff and students and because some in-sites contain information, material and/or images that are objectionable, outside the scope and sequence of our curriculum and of little academic value, the district will maintain filtering software that identifies objectionable words/phrases and blocks access to sites containing them.

Use of school district computers and other related technologies including access to any networking capabilities is a privilege. Elementary, middle and secondary school students, teachers and administrators, other school district employees (as appropriate and necessary) and community members (as appropriate and necessary) may use these resources, provided they can use them and adhere to all district policies and procedures.

Students will be required to have permission from home and school before they are able to use the technology, and the student and his/her parent(s) or guardian will have to agree to take responsibility for using the technologies in accordance with the Mamaroneck acceptable guidelines.

The following regulations guide the use of computers and other technologies by the Mamaroneck School District staff, students, and community:

DISTRICT RESPONSIBILITIES

The Superintendent of Schools shall designate an individual to oversee district technology.

The designated individual will be responsible for:

...Making certain that all staff, students and community members adhere to all procedures and protocols designed to insure the proper use of technology, including all applicable copyright laws.

...Disseminating and interpreting district policy and regulations governing the use of technology.

...Arranging employee training for using computers and other technologies and ensuring the training of staff supervising students using technology.

...Supervising the technology support staff to insure that they fulfill the goals and objectives of the District-wide technology Plan.

...Designating an individual(s) to monitor the use of district computers, computer networks, e-mail and other related technologies.

ACCESS

Computer users will be issued a log-in name and password. Passwords should be changed periodically by the user to maintain the integrity of the password. Network users should not publish personal information (name, address, telephone number) on the network at anytime.

Student account information will be maintained in accordance with applicable education records law, district policy #4526, and the administration regulations that implement policy #5300,5310 and 5311.

The individual responsible for overseeing technology may permit off-site (e.g. from home) access to the system.

WEB SITE GUIDELINES

The district recognizes that a web site can be a significant educational tool and an excellent means of communicating with the community. Therefore the district may establish a web site that may display staff or student work, pictures of students or staff members and announce activities and events that take place in individual class rooms, at each school and at the district level.

While a web site can be a useful resource, users must be mindful of the potential risks and therefore information will be included on the district web site according to the following guidelines:

- No student work or pictures may be posted on the web without parent permission. Parent permission must be obtained when the child enrolls in Pre-k, at the beginning of elementary school (grade K), at the beginning of middle school (grade 6), and at the beginning of high school (grade 9) or in the case of a school aged child who enters our school system after kindergarten, at the time the child enrolls and at the appropriate grade level, thereafter.
- Care must be taken to limit the amount of information provided about a child. Students should not be identifiable from materials that are posted on the web page. No directory information should ever be posted on the Web.

The following guidelines should be followed when posting student work or displaying student pictures on the Intranet or Internet (web page).

INTERNET POSTINGS

POSTED ITEMS

Student work

APPROPRIATE INFORMATION

School
Grade
Teacher
First name

INAPPROPRIATE INFORMATION

Last name
Picture
Any other means of identifying the student
(e.g. personal information included in the work.)

GROUP PICTURE

APPROPRIATE INFORMATION

School
Grade
Class
Teacher

INAPPROPRIATE INFORMATION

Students' names or any other information that could identify an individual student.

INDIVIDUAL PICTUREAPPROPRIATE INFORMATION

None

INAPPROPRIATE INFORMATION

Any information that could serve as a means to identify the child (e.g. school teacher grade/name)

INTRANET POSTINGS

It is necessary for educational purposes, or in order to facilitate discussions among the professional staff, teachers may post information that identifies individual students (last name of a student linked to his/her picture).

However, teachers are cautioned to limit the amount of information posted to the minimum necessary to accomplish the objective. Under no circumstance however should a child's address, phone number or any other directory information be posted. It is never appropriate to include any confidential information such as CSE status or any medical or psychological data.

POSTING STAFF PICTURES OR WORK

Staff members must be informed at the time they are employed, that in the ordinary course of their activities, their picture or work related information may appear on the web. If an individual does not want his/her picture or work related information (such as subjects taught grade level school assignment) to appear on the web he/she may decline to have his/her picture or work related information appear on the web. At no time should personal information (e.g. address, telephone number and personal e-mail address) appear on the Internet (Web).

STUDENT PUBLICATIONS

All web pages created by students and/or student's organizations on the district's computer system will be subject to treatment as district sponsored publications accordingly. Therefore the district reserves the right to exercise editorial control over such publications.

LINKS TO OTHER WEB SITES

From time to time web pages of other organizations may be linked to school sites. The linked sites (or any sites linked to them) are not under the control of the district and the district cannot control and is not responsible for the contents of any linked site or any link contained in a linked site or any changes or updates to such sites. The district is providing these links only as a convenience, and the inclusion of any link does not imply endorsement of the site by the district.

APPROPRIATE USE GUIDELINES

The following appropriate use procedures and prohibitions will be posted conspicuously in every computer lab, classroom and school library.

1. The district's computers and other technologies should be used only for educational purposes consistent with the individual users responsibilities, the district's mission, all district policies and state and federal law.
2. Students will act responsibly as detailed in Board Policy #5300, 5310 and 5311 (Student Conduct and Student Discipline).
3. The individual in whose name access is issued is responsible for expenses incurred by the district as a result of the improper use of that access.
4. Computer Network users identifying a security problem on the district's system must immediately notify the appropriate teacher, coordinator, administrator or Assistant Superintendent for Operations. A user should not demonstrate a security problem to another user.
5. Copyrighted material must be used in accordance with the fair-use doctrine and pertinent district policy and regulations.
6. The individual responsible for overseeing technology will ensure that district staff and students are aware of the ethical and material implications of software piracy.
7. Any network user identified by a teacher, building administrator or by the Assistant Superintendent for Operations as a security risk or having history of violations of district computer use guidelines, may be denied access to the district network.

PROHIBITED USE OF DISTRICT COMPUTERS OR COMPUTER RELATED TECHNOLOGY

1. There must be no sharing of passwords. The integrity of a password is the individual's responsibility.
2. Attempts to read, delete, copy or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, and forgery or attempted forgery of electronic mail messages are prohibited.
3. No personal software or disks may be loaded onto the district's computers and/or network without permission of the teacher/administrator or the individual designated by the superintendent to oversee the use of the district's technology resources.
4. Attempts to log on to the district's system in the name of another individual, with or without the individual's password is prohibited.
5. Using profane or obscene language, symbols, or pictures that may be offensive to other users is prohibited. Hate mail, harassment, discriminatory remarks, and other antisocial behavior are also prohibited. Users are prohibited from originating such material or forwarding material they receive from outside the district.
6. Student access to Internet "chat rooms" is prohibited unless approved by a teacher for a specific educational purpose. A staff member may access "chat rooms" only for purposes related to school and the performance of his/her job.

7. Users are not permitted to access secure areas.
8. System users shall not evade, change or exceed resource quotas as set by the administration. A user who continues to violate disk space quotas after notification may have his/her file removed by the system coordinator. System users may request in writing that disk quotas be increased. The request must include a rationale for the increase.
9. Transmission of material, information or software in violation of any district policy or regulation, local, state or federal law or regulation is prohibited.
10. Any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system or any of the agencies or other networks that are connected to the Internet will result in cancellation of system use privileges. This malicious behavior includes, but is not limited to, the uploading or creating of computer viruses.
11. Staff and students may not use e-mail for solicitation, political activities, commercial enterprises, advertising, expressing personal opinions, non-profit activities unrelated to these responsibilities as students or staff members.
12. Tampering with or misusing of the computer system or taking any other action inconsistent with this policy and regulations will be viewed as a security violation.
13. Copyrighted material may not be placed on any computer connected to the district network without the author's permission. Only staff specifically authorized may upload copyrighted material to the network.
14. Duplication of copyrighted software is prohibited; except for a single archival copy not to be used simultaneously with the original.
15. School computers may not be used to duplicate copyrighted software illegally.
16. Illegally duplicated material, however obtained, may not be used on any district equipment.
17. Using the network for political activity or personal financial gain or to promote or announce the financial opportunities of others is prohibited.
18. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to integrity of the system is prohibited.

SEARCH SEIZURE

The district reserves the right to and does monitor the use of district computers, computer networks, e-mail, the Internet use and other related technologies. Therefore, students, staff and community members should have no expectation of privacy when they use these technologies.

Network storage areas will be treated like “school lockers”. Administrators may review files and communications to maintain system integrity and insure that the system is being used in an acceptable fashion.

The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system.

PENALTIES

Any network user identified by a teacher, building administrator or by the Assistant Superintendent for Operations as a security or having a history of violations of district computer use guidelines, may be denied access to the district’s network.

Failure to comply with district policy and regulations governing the use of computers and other technologies may result in the suspensions and/or revocation of access to district technology.

Violations of any of the prohibitions detailed above, or any other inappropriate use of district computers, computer network e-mail or other technologies as determined by the Superintendent or his/her designee may result in suspension or revocations of the user’s access. Users who violate district use protocols may be subject to discipline for their actions and to damages and/or liability for penalties incurred by the district as a result of his/her inappropriate behavior.

DISCLAIMER

The Mamaroneck Union Free School District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.