

**WILLSBORO CENTRAL SCHOOL**

**ACCEPTABLE USE POLICY  
AND  
TECHNOLOGY PLAN**

Updated November 2008

## **Mission Statement**

The Willsboro Central School District (defined as Board, Administrators, Teachers, Staff, Parents and Students) believes that the effective school is one whose primary purpose is teaching and learning. We believe that all students can learn and achieve.

Our mission is to assure that all students are given equal opportunity to acquire the basic knowledge and skills necessary to progress competently throughout life.

We accept the responsibility of examining our present educational environment in order to improve our educational process and motivate students to achieve higher academic levels. We also accept the responsibility of examining ways to bring our entire school community into this process and philosophy of higher ideals and achievements.

Our mission is one of improvement, a process that will involve all our employees, the Board, parents and students. We embark on such a mission with the hope that all will find it equally important and therefore work as a team toward these goals.

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### **District Technology Mission Statement**

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As Willsboro Central School progressed with technology we realize that a great deal of planning must take place. This planning must be done in such a way as to provide the best hardware and software packages possible for our school and community. To meet this end we will identify the role of technology and the changes that must take place to lead us down this road.

#### **1. Technology's Role**

The Willsboro Central School District will use technology to provide the best educational and management tools for our students, teachers, staff and administration.

These tools will provide strength to our overall academic achievement. Educational technology will enhance the curriculum for already achieving students, while providing a multidimensional approach to support remediation in reading, math and writing skills.

Educational technology will help provide each student with the success needed to become a lifelong learner with a positive self-image. The student will be prepared to accept the technological changes in the working world of the future.

Educational technology will enhance teacher and management productivity by increasing the ability to communicate with parents, students, colleagues, the business community, and the world.

#### **2. Changes in teaching styles:**

Changes in teaching styles will occur as teachers receive training and increase the use of technology within the classroom setting. Teachers will become facilitators of student use of technology by raising their expectations of student-generated work (i.e., written, graphic, oral and research projects).

Technology will enhance communication, improve access to information, increase creativity, and allow the teacher to maximize use of instructional time.

### 3. The need for Technology:

It is not enough to expose our students to what we in Willsboro Central see as necessary; we must prepare them for the future. The problems they will face in the future are global. Throughout the twentieth century, America has led the world in discovery and research. As technology changes, our students must be prepared to meet these changes and lead the way into the twenty-first century.

The utilization of technology in all areas of our lives has grown and will continue to grow. Most, if not all occupations will require proficiency in technology.

The time saved and immediacy of access to great amounts of information will make teachers, administration, and guidance more efficient. In addition to preparing students for the future, technology is necessary for the day-to-day operation of Willsboro Central School.

## **Acceptable Use Policy**

The Willsboro Central School District recognizes that computers are used to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in responsible, efficient, ethical and legal manner.

The Willsboro Central School District declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity through which an individual:

Uses the information networks for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as those that violate local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle;

Uses the information networks for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts;

Intentionally disrupts information network traffic or crashes the network and connected systems;

Degrades or disrupts equipment or system performance;

Uses Willsboro Central School District computing resources for commercial or financial gain or fraud;

Steals data, equipment, or intellectual property;

Gains unauthorized access to the files of others, or vandalizes the data or files of another user;

Gains or seeks to gain unauthorized access to resources or entities;

Invades the privacy of individuals;

Posts anonymous messages; or

Any personal computer hardware must be approved by the administration prior to connecting to the district network.

Possesses any data, which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

### **A. Consequences of Violations**

Consequences of violations include but are not limited to:

- Suspension or revocation of information network access;
- Suspension or revocation of computer access;
- School suspension or expulsion; and
- Legal action and prosecution by the authorities.
- Professional disciplinary action
- Termination of employment

For specific violations, consult the student handbook.

## **B. Remedies and Recourses**

Anyone accused of any of the violations has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

The School District has the right to restrict or terminate information network access at any time for any reason. The School District further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

### **Information Network Access Ethics**

#### **Introduction**

The information super highway is a reality. From your home or school you can travel all over the world to gather information. As more people travel this electronic highway, maps to find information and rules to keep traveling safe become vital to successfully completing the journey.

The information networks of the Willsboro Central School District represent powerful educational resources, which allow you to find information anywhere in the world. You can connect to business, major universities, national libraries, other schools and other students around the world.

Your school has rules for acceptable behavior. Likewise, there are correct procedures and rules that govern the use of the information networks. If you don't follow these guidelines, you may lose your privileges to access the information highway.

#### **Information Networks**

At the present time the Willsboro Central School District has one internal network system. This network system connects the computers in the classrooms, computer labs, library, administrative and other support offices. This is used to keep attendance for students and staff, do grade reporting, maintain employee payroll records, and for district business accounting through an outside link. The school district is committed to maintaining and improving its network system on a regular basis. This work will be done through annual budget expenditures, grant funds, and future capital projects.

The Internet is a collection of many worldwide networks that support the open exchange of information. The Internet provides immediate access to information anywhere in the world. You can look at (and print out) articles, documents and pictures that you can use in your classes. You can even get current facts about news, weather, and sports.

## **First Steps**

It is important to the effective and proper use of our school's technological resources that you understand the many consequences of the new computer connections that you may make using the information networks. It is important that you understand that **your use of this powerful educational tool is a privilege**. If you use it properly, it can provide you with countless hours of exploration. You can lose this privilege if you break any of the network access rules. Some parts of the Internet may contain material that is not suited for students or any school use. The intent of the Willsboro Central School District is to use connections on the Internet only for purposes consistent with our approved curriculum. **Anyone** who uses the network illegally or improperly will lose his or her use privileges. The information networks cannot be used for commercial or for-profit services. The rules defined in this document describe the proper way to use this research tool.

## **Who's On the Internet?**

The information networks are "public places." You must always remember that you are sharing this space with many other users. Millions of individuals may be interacting across the network at the same time. Your actions can be "seen" by others on the networks. If you use a particular service on the network, it is likely that someone knows the connections that you are making, knows about the computer shareware that you are using and knows what you looked at while you were in the system. Because these connections are granted to you as part of the larger scope of the curriculum, the Willsboro Central School District has the right to monitor what you do on the network to make sure that the network continues to function properly for all of its users.

## **Your Behavior**

You are expected to use the network to pursue intellectual activities, seek resources, access libraries, and search the World Wide Web and other types of learning activities. We want you to explore this new "space", and discover what is available there. We want you to learn new things and share your newfound knowledge with your friends, your parents and your teachers.

When you are using the computer network and communicating with others, keep the following in mind: (1) You cannot see them; (2) You cannot tell how old they are or even what sex they are; (3) They can tell you anything, and you cannot always be sure what they are telling you is true; and (4) Absolute privacy cannot be guaranteed in a network environment. So, you need to think carefully about what you say and how you say it.

For your own safety and for the safety of others, remember to exercise caution when you are communicating with people anywhere. Do not give out your home phone number or your address to anyone. If you feel there is a problem or if you feel uncomfortable with the information someone is giving you, tell your teacher or computer lab operator immediately.

On the other hand, you may not harass other users. You don't want to run the risk of breaking the law by bothering other people. If a user on the network asks that you no longer send them mail or in any other way contact them, you must stop all contact immediately. You may feel you have the right freedom of expression, but others have the right to be free from harassment.

Because the Willsboro Central School District's information networks are used as part of a school activity, your school's code of conduct applies to network activities as well. Therefore, the Acceptable Use Policy is an extension of your school's behavior code. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and any tampering with hardware or software. These rules apply to harassing others and using abusive or obscene language on the information networks. You may not use the network to annoy, harass, or otherwise offend other people.

The rules also apply to other types of damage or information loss on the information networks that might be caused by destructive devices such as computer viruses. If you are responsible for a computer becoming infected with viruses, worms, or any other type of destructive device, you will be held liable.

### **Moral and Ethical Issues**

The Willsboro Central School District wants to provide you with stimulating educational environment. At the same time, we want to protect you from information that is not appropriate for you to use. While the Willsboro Central School District wants you to use this educational tool, we do not condone the use of inappropriate information on the Internet. We acknowledge that some materials exist that are inappropriate to the instructional setting and do everything we reasonable can to prevent them from being accessed. You must clearly understand that access to such material in any form is strictly forbidden. The network is designed to achieve and support instructional goals. You should avoid any information that does not support classroom learning.

Although the actual percentage of unacceptable materials is small, it can cause concern for students and parents if a student accesses those material while doing legitimate research. If you have a question or concern regarding any materials you find, contact your teacher or computer lab operator.

### **Electronic Libraries**

Guidelines for access to information have already been established in the Library Bill of Rights of 1980. These principles can be applied to the Internet as well. This document states that “attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights;” however, school librarians are required to devise collections that are “consistent with the philosophy, goals, and objectives of the school district.” This means that students have the right to information, but the school has the right to restrict any information that does not apply to the approved curriculum. Materials on the Internet can be considered part of a vast digital library. Electronic database and information search tools to access the Internet are becoming part of school media centers and libraries, and many public libraries offer some type of Internet access as part of their services.

### **Using Resources**

Information networks have limited capacities. The more users there are on the network, the more congested the network becomes and access to information will take longer. The following guidelines will help ease the congestion:

Do not tie up the network with idle activities.

Do not play games with others on the network or on the Internet.

Networks are not designed for computer games.

Do not download games, music or other amusement files.

Request teacher permission to download very large files.

Download only the information you need.

Use your access time efficiently. Remember, there are many students who need to use the

network.

## **Legal Issues**

### **A. Plagiarism**

Plagiarism is “taking ideas or writings from another person and offering them as your own.” Credit should always be given to the person who created the article or the idea. The student who leads readers to believe that what they are reading is the student’s original work when it is not is guilty of plagiarism.

Be careful when you are using the information networks. Cutting and pasting ideas into your own document is very easy to do. When using someone else’s work, be sure that you give credit to the author. When you do this, your teacher will know which ideas are yours, and you won’t be guilty of plagiarism (refer to student handbook).

### **B. Copyright**

According to the Copyright Act of 1976, “Fair Use” means that you may freely use any information that you legally find on the information networks as long as you do so only for scholarly purposes. You may not plagiarize or sell what you find.

For example, if you find a copy of Microsoft Works or any commercial copyrighted or licensed software on the Internet, you cannot legally copy it. These software packages must be purchased or licensed before you can legally use them. If, however, you find an article about the use of Microsoft Works on the Internet, you can legally copy it as long as you give credit to the author and do not sell the article for profit.

## **Parent Permission Letter** Internet Permission Form Willsboro Central School District

We are pleased to offer students of the Willsboro Central School access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return a form to the district.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Willsboro Central School supports and respects each family’s right to decide whether or not to apply for access.

### **District Internet and Technology Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and complete school assignments. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege-not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

As outlined in Board Policy (Information Network Acceptable Use) and supporting procedures on student rights and responsibilities in accessing Willsboro Central Schools' computer networks, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal actions.

Students are not to access outside e-mail accounts, chatrooms, newsgroups or guestbooks from school

### **Privacy**

In using the internet, personal privacy and safety can easily be compromised. Therefore, it is very important that no personal information about yourself or others (ie. name, address, phone number, e-mail address, personal picture, etc.) be given out to others over the internet.

### **User Agreements**

Forms are attached

## **THREE YEAR PLAN**

### **School Year**

\* 2009-2010 Continue to update and replace hardware and software as necessary and appropriate while remaining fiscally responsible. An annual survey will be provided with in-service for all staff to ensure effective use of technology. This plan will be reviewed for any necessary changes or amendments.

*This is the third year of the district's five year plan. The district has expended the monies from the EXCEL grant to purchase additional smartboard equipment, projectors for all the classrooms, and video cameras for safety and security. We continue to update one lab each year with the latest hardware and increase the number of classroom computers on an annual basis.*

\* 2010-2011 Continue to update and replace hardware and software as necessary and appropriate while remaining fiscally responsible. An annual survey will be provided with in-service for all staff to ensure effective use of technology. This plan will be reviewed for any necessary changes or amendments.

\* 2011-2012 Continue to update and replace hardware and software as necessary and appropriate while remaining fiscally responsible. An annual survey will be provided with in-service for all staff to ensure effective use of technology. This plan will be reviewed for any necessary changes or amendments.

### **CURRENT TECHNOLOGY INVENTORY**

Desktop Computers :	170
Laptops :	5
Servers :	7
Printers :	42

### **THREE YEAR BUDGET PLAN ESTIMATE**

#### **School Year**

2009-2010	\$27,000	Hardware \$19,000	Software \$ 8,000
2010-2011	\$27,000	Hardware \$19,000	Software \$ 8,000
2011-2012	\$27,000	Hardware \$19,000	Software \$8,000

Along with any additional money from grants or e-rate money

## **PRIORITIES**

### **WHAT HAVE WE ACCOMPLISHED - WHERE ARE WE GOING ?**

#### **Elementary Priorities**

Create a uniform computer platform using PC configuration in all grades, PreK-6. - Accomplished  
Each classroom will have at least 3 computers (connected to the internet) and a network printer. Accomplished  
Each classroom will have a TV and VCR connected to cable and broadcast facilities. Accomplished ?  
All Staff will be knowledgeable of and proficient in the use of software appropriate for their grade level.  
Accomplished  
All staff will be proficient in the use of basic applications (Word, Excel, Power Point). Accomplished  
\* Technology will be effectively integrated into the curriculum at all grade levels. In Progress  
Each teacher will create and maintain a database of student performance, needs, and progress. In Progress  
Each teacher will receive the necessary training to become and remain current and proficient. In Progress

#### **Secondary Priorities**

Create a uniform computer platform using PC configuration in all grades, 7-12. Accomplished  
Each classroom will have at least 2 computers (connected to the internet) and a network printer. Accomplished  
Each classroom will have a TV and VCR connected to cable and broadcast facilities. Accomplished  
All Staff will be knowledgeable of and proficient in the use of software appropriate for their grade level.  
Accomplished  
All staff will be proficient in the use of basic applications (Word, Excel, Power Point). Accomplished  
Technology will be effectively integrated into the curriculum at all grade levels. In Progress  
Each teacher will create and maintain a database of student performance, needs, and progress. In Progress  
All student work over one page in length will be word-processed. Priority may have changed  
Each student will create at least one Internet research project at each grade level.

#### **Staff Priorities**

All staff will become proficient with and will use the school web page to provide activities & information to students, parents, and the community at large. In Progress

#### **Community Priorities**

Our school web page will provide ongoing information to parents, and other community members.  
Our broadcast facilities will provide the community with regular information via our local cable TV provider.  
Parents and community groups will interact effectively with the school web page and use it as an informational resource. Accomplished  
Community groups will have access to the school web page to disseminate information about their groups and calendar of activities. Accomplished  
Assistance will be provided to community members and groups to ensure that they can effectively make use of our District's technology resources. Accomplished

## WHAT WILL WE DO ?

### Throughout the curriculum, Students will:

- Use technology to produce and self-edit academic work.
- Use the Internet as an integral part of their research & informational resources.
- Use the technology for learning as well as for the assessment of their learning and progress.
- Become proficient in the use of the basic technology programs (Word, Excel, Power Point).

### The Staff will:

- Use technology as an ongoing part of student instruction and assessment.
- Use technology as an ongoing resource for information, ideas, and activities.
- Become proficient in the use of the basic technology programs (Word, Excel, Power Point).
- Provide current & ongoing information, about their classes, subjects, grades, & activities for our web page.
- Continue training and participate in staff development opportunities to remain up to date in the technology and applications available for their areas.

### The District will:

- Continue to up-grade technology *infrastructure and hardware to promote, encourage and allow the staff and students access to current resources.*
- Continue to refine and expand the District web page for use by students, staff, and the community.
- Increase classes for both students and staff in technology.  
(CAD, Web Publishing, Excel, Word, Power Point, etc).
- Have technical services available to staff at regular times throughout each school day.
- Continue an outreach program to educate community members regarding technology.

## STAFF IN-SERVICE AND TRAINING

We will continue to in-service staff to increase their proficiency in the use of technology and its integration into the instructional program and curriculum. Each year, staff will be surveyed to determine their individual needs for in-service training. Based on the results of these surveys, a structured in-service plan will be formalized for each individual in compliance with the New York State Professional Development Guidelines. The required training will be provided by qualified computer/technology resource personnel with evaluation documents completed following the training sessions. *Routinely throughout the school year, the technology committee will meet to review, discuss and modify programs, budgetary issues, and improvements to our current plan. Training has included the following: PowerPoint Presentations, Web Design, Electronic GradeBooks, Outlook Trainings, Ed-Line and others. The district is also investing time and training into SmartBoard technology with the teachers and several teachers have started to integrate this technology into their lesson planning and classroom presentations. The district encourages and promotes individual teachers pursuing their technology interests through both the teacher resource center as well as other local technology experiences.*

## **PROGRAM EVALUATION**

The District technology program and this plan will be evaluated periodically through a survey of staff, students, and selected community members, to ascertain its effectiveness and adequacy. Based on the results of these surveys, this plan and the overall technology program will be amended to reflect necessary changes and/or additions.

*Our plan will be on the district's web site and available for our community members to review. We also work in consultation with the local cable provider who is also a parent in our school-community for recommendations and improvements to our system.*

## **TECHNOLOGY COMMITTEE**

*The district's technology committee is comprised of interested staff members within the district, including teachers, tech coordinator, library-media specialist, community cable provider/parent and administration. Being classified as a small school, the committee members are in constant communication with their colleagues regarding technology issues and matters. The district continues to try and provide new and innovative technological advances into our school district.*

### **Acceptable Use Policy for Staff Members at Willsboro Central School**

The Willsboro Central School District recognizes that computers are used to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in responsible, efficient, ethical and legal manner.

The Willsboro Central School District declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity through which an individual:

Uses the information networks for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as those that violate local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle;

Uses the information networks for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts;

Intentionally disrupts information network traffic or crashes the network and connected systems;

Degrades or disrupts equipment or system performance; installs software without the approval and/or assistance of the technology coordinator

Uses Willsboro Central School District computing resources for commercial or financial gain or fraud;

Steals data, equipment, or intellectual property;

Gains unauthorized access to the files of others, or vandalizes the data or files of another user;

Gains or seeks to gain unauthorized access to resources or entities;

Invades the privacy of individuals;

Posts anonymous messages; or personal computer hardware is prohibited

Possesses any data, which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

#### **Consequences of Violations**

Consequences of violations include but are not limited to:

- Suspension or revocation of information network access;
- Suspension or revocation of computer access;
- Legal action and prosecution by the authorities.
- Professional disciplinary action

I understand Willsboro Central School will not be held legally or civilly liable if I do not adhere to this policy. I have read, fully understand, and certify that I will comply with the guidelines above. I also realize that I, solely, may be held legally and civilly responsible for my own actions if I do not adhere to this policy.

Signature of Staff Member \_\_\_\_\_ Date: \_\_\_\_\_