

4526 COMPUTER USE IN INSTRUCTION

Computers and other electronic technologies are vital components of both classroom and remote instruction whether synchronous (live)¹ or asynchronous (through the use of various media that are not live including previously recorded)² instruction (also referred to as distance learning).

In order to comply with applicable Federal and New York State laws and to support the classroom setting, students, parents/guardians and third-parties are strictly prohibited from taking photos or making audio and/or video recordings of classroom and/or online content provided to students during classroom and/or synchronous remote instruction. Notwithstanding this prohibition, parents/guardians and/or students may take photographs of students' work products for purposes of participating in remote learning (e.g. taking a photo of students' work and emailing it to the teacher for it to be reviewed and/or evaluated).

Further, the Nassau BOCES Board directs the Nassau BOCES District Superintendent or designee to procure and implement the use of technology protection measures that filter and/or block access to inappropriate matter on the internet and world wide web in accordance with the Children's Internet Protection Act (CIPA) for all users of the Nassau BOCES Computer System (the "NBCS"), which comprises the Nassau BOCES network infrastructure and any device attached to this network.

Use of the NBCS is a privilege not a right, and as such, the Nassau BOCES Board prohibits:

- the unauthorized disclosure, use and dissemination of Personally Identifiable Information (PII)³;
- unauthorized online access, including hacking and other unlawful activities; and
- access to inappropriate matter on the internet and world wide web.

The Nassau BOCES District Superintendent or designee shall:

- develop and implement procedures that provide for the safety and security of students using electronic mail, chat rooms and other forms of direct electronic communications;
- monitor the online activities of students using Nassau BOCES computers; and
- restrict student access to materials that are harmful to minors.

The Nassau BOCES District Superintendent or designee shall be responsible for designating an individual to oversee the use of the Agency's computer resources. The appropriate program administrator shall prepare in-service programs enabling staff to optimize the use of computers in instruction. The administrator shall also be responsible for ensuring all privacy and security requirements are met.

The Nassau BOCES shall also provide age appropriate instruction regarding online conduct, including, but not limited to:

- providing guidelines relating to responsible and respectful interactions with other individuals on Social Networking Sites (SNS) and in chat rooms;
- prohibiting cyberbullying and informing of its dangers and possible consequences.

In order to guard against identity theft, unwarranted invasion of privacy and the need to protect PII, as well as maintain compliance with New York State Educational Law Section 2-d, staff must obtain approval from the appropriate program administrator prior to directing students to use a software application. Staff must also obtain approval prior to downloading and/or using any third party software.

Cross-ref:

0115 – Dignity for All Students Act

5300 - Code of Conduct

5695 - Student Use of Personal Electronic Devices

8630 – Computer Resources and Data Management

8635 – Information and Data Privacy, Security Breach and Notification

Ref:

Children's Internet Protection Act, Public Law No. 106-554

Broadband Data Services Improvement Act/ Protecting Children in the 21st Century Act, Public Law No. 110-385

47 USC §254

20 USC §6777

Adopted: 12/8/11

Revised: 5/14/15

Revised: 10/4/18

Revised: 7/2/20

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Footnotes

1. Synchronous Instruction refers to learning in real time; the teacher and students interact through a specific virtual tool at a specific time.
2. Asynchronous Instruction refers to learning that does not occur in the same place at the same time; learning can be carried out even when the students are offline. Instruction can be delivered through various mediums (email, LMSs, etc.) and students ideally complete assignments at their own pace.
3. Personally Identifiable Information (PII): information that would allow a reasonable person in the Agency or community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parent(s)/guardian(s) name and/or address, a biometric record, etc.

4526-R STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES

Program Implementation

The BOCES recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the School System will provide access to various computerized information resources through the BOCES' computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so called "on-line services" and "Internet." The BOCES shall provide personnel support for such usage.

The DCS is for educational and/or research use only and must be consistent with the goals and purposes of the BOCES. The standards of acceptable use as well as prohibited conduct by students accessing the DCS, as outlined in BOCES policy and regulation, are not intended to be all-inclusive. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the BOCES' school conduct and discipline policy and the Student Discipline Code of Conduct also apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the building principal or his/her designee and/or classroom teacher will be responsible for informing BOCES students of rules and regulations governing student access to the DCS.

In order to match electronic resources as closely as possible to the approved BOCES curriculum, BOCES personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the BOCES curriculum. As much as possible, access to the BOCES' computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

Authorization

Students will not be permitted to use the DCS without specific authorization from the appropriate administrator and/or instructor. Furthermore, only those students who have signed an agreement form and provided written permission from parents/guardians may access the DCS, including potential student access to external computer networks not controlled by the BOCES. (Refer to Forms #4526-F and #4526-F.1.) Permission is not transferable and may not be shared. All required forms must be kept on file in the BOCES Office.

Standards of Conduct Governing Student Access to the DCS

Inappropriate use of the DCS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The DCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the BOCES

is provided to students who act in a considerate and responsible manner. Individual users of the BOCES' computerized information resources are responsible for their behavior and communications over the BOCES computer network. It is presumed that users will comply with BOCES standards and will honor the agreements they have signed.

A student is responsible for keeping a log of all contacts made on the BOCES' computer network. The full Internet address of each correspondence on the network must be included in this log. A count of all mail received must be included in this log. The BOCES computer coordinator or his/her designee will be responsible for placing a log book near each computer capable of accessing the network.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be BOCES property and subject to control and inspection. The computer coordinator may access all such files and communications to insure system integrity and that users are complying with the requirements of BOCES policy and regulations regarding student access to the DCS. Students should **NOT** expect that information stored on the DCS will be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

Use of the DCS which violates any aspect of BOCES policy; the Student Discipline Code of Conduct; and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable BOCES guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the BOCES' general requirements governing student behavior, the following specific activities shall be prohibited by student users of the DCS.

- 1) Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
- 2) Use of obscene or vulgar language.
- 3) Harassing, insulting or attacking others.
- 4) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- 5) Using unauthorized software on the DCS.
- 6) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
- 7) Violating copyright law.
- 8) Employing the DCS for commercial purposes, product advertisement or political lobbying.
- 9) Disclosing an individual password to others or using others' passwords.
- 10) Transmitting material, information or software in violation of any BOCES policy or regulation, the school behavior code, and/or federal, state and local law or regulation.
- 11) Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.

Network accounts are to be used only by the authorized owner of the account. Any user of the DCS
4526-R

that accesses another network or computer resources shall be subject to that networks acceptable use policy.

If a student or a student's parent/guardian has a BOCES network account, a non-BOCES network account, or any other account or program which will enable direct or indirect access to a BOCES computer, any access to the DCS in violation of BOCES policy and/or regulation may result in student discipline. Indirect access to a BOCES computer shall mean using a non-BOCES computer in a manner which results in the user gaining access to a BOCES computer, including access to any and all information, records or other material contained or stored in a BOCES computer.

Sanctions

- 1) Violations may result in suspension and/or revocation of student access to the DCS as determined in accordance with appropriate due process procedures.
- 2) Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.
- 3) When applicable, law enforcement agencies may be involved.

Security

Security on any computer system is a high priority, especially when the system involves many users. Users of the DCS identifying a security problem on the BOCES' system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the DCS as a computer coordinator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the DCS. Further, any violations regarding the use and application of the DCS shall be reported by the student to the teacher in charge.

Year Approved: 2000

Nassau BOCES

4526-E.2 PARENTAL/GUARDIAN CONSENT

I am the parent/guardian of _____, the student who has signed the Nassau BOCES' agreement for student use of computerized information resources. I have been provided with a copy and I have read the Nassau BOCES' policy and regulations concerning use of the Nassau BOCES Computer System (NBCS).

I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the NBCS will potentially allow my son/daughter student access to external computer networks not controlled by the Nassau BOCES. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable and I acknowledge that it is impossible for the Nassau BOCES to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use to my son/daughter when using the NBCS or any other electronic media or communications.

I agree to release the Nassau BOCES, the Nassau BOCES Board, its agents and employees from any and all claims of any nature arising from my son/daughter's use of the NBCS in any manner whatsoever.

I agree that my son/daughter may have access to the NBCS and I agree that this may include remote access from our home.

Parent/Guardian Signature and Other Information

Date

Adopted: 12/8/11

Revised: 5/14/15

Nassau BOCES

4526-E.1 AGREEMENT FOR STUDENT USE OF BOCES COMPUTERIZED INFORMATION RESOURCES

In consideration of the ability to use the Nassau BOCES' Computer System (NBCS), I agree that I have been provided with a copy of the Nassau BOCES' policy on student use of computerized information resources and the regulations established in connection with that policy. I agree to adhere to the policy and the regulations and to any changes or additions later adopted by the Nassau BOCES Board. I also agree to adhere to related policies published in the Student Handbook.

I understand that failure to comply with these policies and regulations may result in the loss of my access to the NBCS. Prior to suspension or revocation of access to the NBCS, I will be afforded applicable due process rights. Such violation of Nassau BOCES policy and regulations may also result in the imposition of discipline under the Nassau BOCES' school conduct and discipline policy and the Student Discipline Code of Conduct. I further understand that the Nassau BOCES reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the Nassau BOCES. Further, the Nassau BOCES may bring suit in civil court pursuant to General Obligations Law Section 3-112 against my parents/guardians if I willfully, maliciously or unlawfully damage or destroy Nassau BOCES property.

(Blank lines for items of student information)

Student Signature

Date

School Building

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