

TECHNOLOGY RESPONSIBLE USE POLICY FOR PLATTSBURGH CITY SCHOOL DISTRICT NETWORK ACCOUNT HOLDERS

EDUCATIONAL PURPOSE

The Plattsburgh City School District recognizes that instruction and learning will change as new technologies alter the ways in which information is accessed, communicated, and transferred. The district also recognizes that electronic information skills are now required as essential knowledge for critical thinkers, effective communicators, healthy and responsible citizens, and lifelong learners.

In responding to these changes, the Plattsburgh City School District actively supports access to the widest variety of electronic information resources together with providing access to appropriate professional development to integrate such resources into teaching and learning.

USE AND RESPONSIBILITY

Users of Plattsburgh City School District technology and network are expected to use it with integrity and in a responsible and professional manner.

Users can help maintain a working network by being aware of possible activities that may cause interruptions and failure of the district network and connected technology. **Users should not deliberately:**

- attach devices to the network (including, but not limited to: personal laptops, routers, wireless access points, printers)
- download online software that has not been preauthorized by the network administrator
- load personal software on a district computer without prior approval from the network administrator
- forward chain letter type emails as they often contain viruses that may disrupt the system

All users are expected to keep all district policies, state laws, federal laws, and commissioner's regulations in mind when using technology. For example:

- Software is protected by copyright laws; therefore, users will not make unauthorized copies of software or media.
- Users will follow copyright and fair use guidelines when using information from the Internet for classroom purposes.
- Student information is protected under many laws and regulations therefore users will take special precautions to insure that such information is kept private. Use of non-HIPAA compliant software/storage should be avoided (i.e. "Drop Box")
- Title IX and Anti-Harassment protections and guidelines for staff and students.

THE PLATTSBURGH CITY SCHOOL DISTRICT RESERVES THE RIGHT TO

- monitor network, Internet, computer, and fileserver activity by users on the district network.

DISTRICT RESPONSIBILITY

The Plattsburgh City School District will:

- allocate resources to promote, to the extent possible, a safe Internet experience for all users.
- review this policy annually with all users.
- provide ongoing technology hardware and software support.
- provide professional development.

Violations of the above policy shall be handled per School District Policies, Laws (Federal, State, Education, Civil Service, etc.), and as applicable, labor agreements.

Adopted: March 24, 2011