Student Information Technology Acceptable Use Policy

Lake George Central School District (LGCSD) directs that the use of technology be curriculum driven and be equitably integrated into the total school setting. LGCSD will ensure that all students will have the opportunity to develop lifelong learning and problem solving skills necessary to be productive citizens in an ever changing, information-driven, global society. The LGCSD will strive to provide faculty, staff, and students access to education through state-of-the-art technologies.

Lake George Central School District provides its students with access to a variety of technological resources, including software, hardware, computer networks, and electronic communication systems. LGCSD is providing Google Apps accounts, Internet access and network student accounts on the physical and wireless network to support the curricular goals of the school. LGCSD intends that students benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the district establishes this policy to govern student use of school district technological resources. This policy applies to all school district equipment and technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

Expectations for Use of District Technological Resources

Individual users of the school DTR (District Technological Resources) are responsible for their behavior and communications when using those resources. Responsible use of school DTR is use that is ethical, respectful, academically honest and supportive of student learning. This policy does not attempt to articulate all required and/or acceptable uses of the DTR; nor is it the intention of this policy to define all inappropriate usage.

General student behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct, the Student Handbook, and other regulations and school rules, apply to this Acceptable Use Policy (including the use of the Internet and other DTR). District users shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state laws.

In addition, anyone who uses DTR, or who accesses the school network or the Internet must comply with the Rules & Regulations listed below. Failure to follow these guidelines could result in confiscation of equipment and resources, suspension of Internet/network access, and may lead to disciplinary and/or legal action.

Rules & Regulations

Acceptable Use: The DTR is provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. The district reserves the right to monitor all activity on district owned hardware and on any hardware accessing this network. All use must be in support of education and/or research consistent with the goals and purposes of LGCSD.

Ownership of Equipment: District issued technology (laptops, iPads, peripherals, etc) remain the property of the LGCSD and must be returned promptly if a user leaves the district, at the end of the school year, or upon request from the district. Failure to return district equipment will result in the replacement cost of the equipment becoming immediately due and payable to the district.

Accounts & Passwords: Users must take all precautions to prevent others from using their assigned network or email accounts.
- Users must not provide password or account information to another person. Keep them confidential.
- Users must not leave accounts open or unattended.
- Users are prohibited from using another person's ID or password for any DTR.

Google Apps for Education: LGCSD provides every student with a Google Apps for Education account. The following services are a part of the Google Apps for Education account and are available anywhere with Internet access:

- Email - an individual email account (for school use only) managed by LGCSD, until such time as the student is no longer enrolled with the district
- Calendar - an individual calendar providing the ability to organize schedules, daily events, and assignments
- Drive - word processing, spreadsheet, presentation, and drawing creation, sharing, and storage
- Sites - an individual and collaborative website creation tool
- Video - access and storage for video projects

Using these tools, students collaboratively create, edit, and share files and websites for school-related work. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their behavior at all times.

The *Children's Online Privacy Protection Act (COPPA)* helps to protect our students when they utilize online or web-based programs like Google Apps for Education. COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. The district's collection and/or use of student information is solely for educational purposes. However, users should be aware that Google may collect certain information concerning users of Google Apps for Education from time to time.

Please refer to the Privacy Policy published by Google, which outlines the information that Google may https://edu.google.com/k-12-solutions/privacy-security/?modal_active=none   NOTE: this is the same Privacy Policy which currently applies to a student's use of any Google products, including use of Google products at home or anywhere that Google products are accessed by students.

Parents may contact the Director of Innovation and Instructional Technology with questions about Google Apps for Education and to discuss removing their child's account at any time.

Inappropriate Conduct & Access:
Students shall not access, create, transmit, retransmit or forward material or information:
- that uses inappropriate, obscene, profane, rude, harassing, inflammatory, threatening, or disrespectful language or content
- that promotes violence or hatred against another person or group of persons, or advocates destruction of property
- that plagiarizes (copies the work of others without their permission) or is in violation of any federal or state law, including but not limited to U.S. copyrighted material and material protected by trade secret
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- that contains sensitive personal identifying information about themselves or others, including information protected by confidentiality laws
- for personal profit, financial gain, advertising, commercial transaction, or political purposes

Students are not to take photos or videos of staff or other students without permission.

**Failure to follow teacher direction in regards to the use of devices/tools/websites during class is a violation of this policy.

Illegal or Destructive Activities:
- Users may not read, alter, change, block or delete files or communications belonging to another user.
- Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
- Users shall not disrupt/damage or attempt to disrupt/damage any computer, system, software, computer network, system performance, or data.
- Under no circumstance may software purchased by the district be copied for personal use.

Filtering & Virus Protection: LGCSD makes use of network management technology to protect the DTR from security violations, to protect equipment from viruses, malware, harmful files, and from unauthorized changes to network settings. Moreover, the LGCSD filters Internet content as required by CIPA (Children's Internet Protection Act). Students may not use proxies or other means to bypass this filter.

Privacy:
No right of privacy exists in the use of DTR. Users should not assume that files or communications accessed, downloaded, created, or transmitted using the DTR will be private. The District may access student accounts, files, and emails at any time.

Care of Equipment: The DTR is installed and maintained by members of the Office of Information Technology. Students shall not attempt to perform any installation or maintenance without the permission of the Office of Information Technology. LGCSD is responsible for any routine maintenance or standard repairs to the school system DTR.
- Users of the DTR are expected to respect school district property and be responsible in using the equipment.
- Users are to follow all instruction regarding maintenance and care of the equipment.
- Users may be held responsible for any loss or damage caused by intentional or negligent acts.

Security: Security on any computer system is a high priority, especially when the system involves many users. Anyone who expects or sees a security problem must notify a District employee, official or system administrator immediately. No one should attempt to demonstrate the security problem to anyone else.

Disclaimer/Warranty: LGCSD makes no warranties of any kind, whether expressed or implied, for the services provided and is not responsible for any damages suffered while using the DTR. This includes the loss of data and inaccurate or poor-quality information obtained through the DTR.
Users are encouraged to back up important digital information.

Be sure to read, sign, and return the Information Technology Acceptable Use Policy Parent/Student Agreement Consent located at the end of The Student Handbook

Information Technology Acceptable Use Policy
Parent/Student Agreement

Student Expectations

I have read, understand, and will follow this Acceptable Use Policy. I understand that my use of district equipment and the use of school district technological resources (DTR), is a privilege and not a right. By allowing me the use of the District's equipment and DTR, the district does not create a property right in the programs or equipment and that the district may revoke my access or privilege at any time for any or no reason. I understand that any violations of the Information Technology Acceptable Use Policy, as set forth above and as may be amended, and/or the Student Code of Conduct may result in disciplinary action, the revoking of my user account, and appropriate legal action. I agree to report any misuse of the information system to the Lake George Central School District Information Technology Coordinator or School Administrator. I also understand the school network and e-mail account are owned by LGCSD and LGCSD has the right to access any information used through the DTR at any time.

_____
Student Name (Please Print)

_____   _____
Student Signature   Date

Parent/Guardian Acceptable Use Signature

As the parent or guardian of this student, I have read this contract and understand that the DTR is designed and meant for educational purposes only and will support my student in adhering to the Acceptable Use Policy and the Student Code of Conduct. I understand that any violations of the above provisions and/or the Student Code of Conduct may result in disciplinary action, the revoking of my child's user account, and/or disciplinary action, and appropriate legal action being brought against him/her or me.

I accept full responsibility and liability for supervision if and when my child's use of the DTR is not in a school setting and agree to report any misuse of the DTR to access or convey such things as pornography and obscenity, unethical or illegal solicitation, treasonous and subversive activities, racism, sexism, inappropriate language and other issue described above.

I understand that it is impossible for LGCSD to restrict access on the system to controversial or inappropriate materials. I will not hold the District responsible for material my child accesses on the network and I release the LGCSD, its Board of Education, and its employees from any liability or damages that may result from the use of the DTR.

I also understand that the school network and e-mail accounts are owned by LGCSD and the LGCSD has the right to access any of the information used or accessed by my child through the DTR at any time. I certify that I understand the information contained in this document and I hereby give permission to issue an account for my child and for my child to use technology resources at LGCSD, in accordance with the Information Technology Acceptable Use Policy, as set forth above and as may be amended, and/or the Student Code of Conduct.

_____
Parent or Guardian Name (Please Print)

_____   _____
Parent or Guardian Signature   Date

LAKE GEORGE CSD DIGITAL EQUITY SURVEY

In efforts to ensure that all students have access to a device appropriate for learning and sufficient broadband access, the New York State Education Department has developed a Digital Equity Survey that must be completed for every student.

"Collecting accurate data regarding digital resource access for our New York students will greatly help educators to better serve their students and families. In order to accomplish this, the New York State Education Department is asking parents or guardians to complete a Digital Equity survey (for each student in the family) in grades Kindergarten – Grade12. This survey will provide information on student access to devices and internet access in their places of residence. To assist us in this process, please answer each question below and follow any additional instructions provided for submitting or returning the survey. Thank you for your time and cooperation."

Question 1: Did the school district issue your child a dedicated school or district-owned device for their use during the school year?

Responses: A) YES   B) NO

Question 2: What is the device your child uses most often to complete learning activities away from school? (This can be a school-provided device or another device, whichever the student is most often using to complete their schoolwork.) Please circle only one.

Responses: A) DESKTOP   B) LAPTOP   C) TABLET   D) CHROMEBOOK   E) SMARTPHONE   F) NO DEVICE

Question 3: Who is the provider of the primary learning device identified in question 2? (This can be a school-provided device or another device, whichever the student is most often using to complete their schoolwork.)

Responses: A) SCHOOL   B) PERSONAL   C) NO DEVICE

Question 4: Is the primary learning device (identified in question 2) shared with anyone else in the household?

Responses: A) SHARED   B) NOT SHARED   C) NO DEVICE

Question 5: Is the primary learning device (identified in question 2) sufficient for your child to fully participate in all learning activities away from school?

Responses: A) YES   B) NO

Question 6: Is your child able to access the internet in their primary place of residence?

Responses: A) YES   B) NO

Question 7: What is the primary type of internet service used in your child's primary place of residence?

Responses: A) RESIDENTIAL BROADBAND   B) CELLULAR   C) MOBILE HOTSPOT   D) COMMUNITY WIFI
                 E) SATELLITE   F) DIAL UP   G) DSL   H) OTHER   I) NONE

Question 8: In their primary residence, can your child complete the full range of learning activities, including video streaming and assignment upload, without interruptions caused by slow or poor internet performance?

Responses: A) YES   B) NO

Question 9: What, if any, is the primary barrier to having sufficient and reliable internet access in your child's primary place of residence?

Responses: A) AVAILABILITY   B) COST   C) NONE   D) OTHER

Student Name _____

Parent/Guardian Signature _____ Date _____