

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES**

**PROGRAM IMPLEMENTATION**

The West Islip School District recognizes that effective use of technology is important to our students and will be essential to them as adults. Therefore, the West Islip School System will provide access to various information resources through the West Islip District's information system (DIS hereafter) consisting of software, hardware, electronic communications lines and devices, servers, terminals, printers, CD-ROM devices, and personal computers. This may include access to electronic mail, so called "on-line services" and "Internet." The West Islip District shall provide personnel support for such usage.

The DIS is for educational and/or research use only and must be consistent with the goals and purposes of the West Islip School District. The standards of acceptable use as well as prohibited conduct by students accessing the DIS, as outlined in West Islip District 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 West Islip District's school conduct and discipline policy and the Student Discipline Code of Conduct also apply to student access to the DIS. 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 West Islip District students of rules and regulations governing student access to the DIS.

In order to match electronic resources as closely as possible to the approved West Islip District curriculum, District personnel will review and evaluate resources that 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 District curriculum. As much as possible, access to the West Islip District's information resources will be designed in ways that point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources, due to the nature of the Internet, 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**

All students shall automatically be provided the opportunity to access the DIS, including potential access to external computer networks not controlled by the School District for instructional purposes.

**Standards of Conduct Governing Student Access to the DIS**

Inappropriate use of the DIS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the DIS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The DIS 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 West Islip District is provided to students who act in a considerate and responsible manner. Individual users of the West Islip District's computerized information resources are responsible for their behavior and communications over the West Islip District computer network. Users will comply with West Islip District standards.

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Student data files and other electronic storage, including cloud-based storage areas, are considered to be West Islip District property and subject to control and inspection. Files and communications may be accessed to insure system integrity and that users are complying with the requirements of West Islip District policy and regulations regarding student access to the DIS. Students should NOT expect that information stored on the DIS 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.

**Prohibitions**

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

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

It is not the intention of this Policy to define all inappropriate usage. However, in addition to the general requirements of acceptable student behavior, activities that shall be prohibited by students using the DIS include, but are not limited to the following:

1. Using the DIS 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. Engaging in practices that threaten the DIS (e.g., loading files that may introduce a virus).
6. Using unauthorized software on the DIS.
7. Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
8. Violating copyright law.
9. Employing the DIS for commercial purposes, product advertisement or political lobbying.
10. Disclosing an individual password to others or using others' passwords.
11. Transmitting material, information or software in violation of any West Islip District policy or regulation, the school behavior code, and/or federal, state and local law or regulation.
12. Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.
13. Compromising the DIS's limitations such as band width and disk space. (For example, storing a high volume of digital pictures and graphics, video conferencing and streaming video or audio.)

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Network accounts are to be used only by the authorized owner of the account. Any user of the DIS that accesses another network or computer resources shall be subject to that networks acceptable use policy.

**Sanctions**

1. Violations may result in suspension and/or revocation of student access to the DIS 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 DIS identifying a security problem on the West Islip District's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on or use any account on the DIS other than their own 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 DIS. Further, any violations regarding the use and application of the DIS shall be reported by the student to the teacher in charge.