

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE POLICY)**

This policy is in accordance with the Internet safety guidelines set forth by the Children's Internet Protection Act of 2001, (CIPA", 47 USC 254 [h]) and the Neighborhood Children's Internet Protection Act ("NCIPA"). The Levittown Union Free School District provides all students and staff access to a wide range of computer resources for the advancement of teaching and learning. Our goal in making this service available is to promote educational excellence by facilitating learning and enabling students to become technologically literate, to supply staff with the necessary tools to ensure their students reach their full potential, and to support district graduation goals that require each student demonstrate computer literacy skills.

Purpose

The purpose of this policy is to ensure that use of the district's digital resources, networks and the Internet is consistent with our stated mission, goals, and objects. The procedures that follow provide details regarding the appropriate and inappropriate use of the District's resources, network and Internet. The smooth operation of the District relies and expects all users to conduct themselves in a responsible, ethical, professional and decent manner while using the District computers. All students will be supervised or monitored when accessing or using the district's computers, networks and Internet. When an account is created for a student or staff member, individuals are legally bound to the terms and conditions outlined in this policy. The district's computers can be used to connect to many digital resources including the Internet. These connections, via the network, will provide opportunities for collaboration and innovation throughout the district and worldwide. The purpose for providing access to the network and the Internet is to offer resources to students and teachers for instructional purposes only. The district regards this access as a privilege, not a right. Access entails responsibility.

Acceptable Use

Use The purpose of instructional technologies, including use of the district's digital resources, networks and the Internet is solely to support education and research and must be consistent with Levittown School District mission and educational goals. The district expects all users to be responsible for good behavior and judgment on computer equipment. In addition to specific guidelines listed here, general school rules for behavior and communications also apply to communications on the network. This communication is often public in nature. Users will abide by the rules of network etiquette. Equipment is provided for students to conduct research and communicate appropriately with others. Independent access to network services is provided only to students who agree to act in a considerate and responsible manner. Computer network services include online learning platforms used during remote instruction.

Individual users of the district computer networks are responsible for their behavior and communications. Users will comply with district standards and will honor the agreements they have signed. Users are responsible at all times for proper use of their accounts. Users are to protect their accounts' passwords and not share, loan and/or disseminate them. The district can allow or prohibit access to specific websites.

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Unacceptable Use

Any violations of the Levittown School District's Digital Resources, Networks and Internet regulations may result in permanent loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state and federal laws.

- **Illegal or Indecent Use:** Using district computers for illegal, harassing, bullying, vandalism, indecent or inappropriate purposes are strictly forbidden.

- **Illegal activity** includes a violation of federal, state, local laws including but not limited to copyright infringement laws or any other material deemed "harmful to minors".

- **Harassing activities** includes unreasonably interfering with an individual's performance in school or smooth operation of the school. This may include but not limited to: insults, slurs, discrimination, defamation of character, cyber bullying, obscene language, jokes, cartoons, pranks, jokes, unwelcome compliments, or other communications creating an offensive or hostile environment.

- **Vandalism activities** include but are not limited to any action taken to trespass, damage or destroy data, software, or equipment. • **Indecent activities** include but are not limited to accessing, storing, printing or viewing pornographic, sexually explicit, indecent or inappropriate material

- **Inappropriate activities** include but are not limited to: accessing social networking sites, un-censored blogs, and violating social accepted standards including the ones listed in this document.

- **Disruptive Use:** Using District computers to disrupt services or equipment from working effectively is strictly forbidden and includes but is not limited to: "bypassing the district's website filtering system", "hacking into", "Spamming", creating/promoting viruses, or overwhelming the system.

- **Political:** This may include, but is not limited to, using District computers to advocate political opinions directly or indirectly.

- **Personal or Commercial:** This may include, but is not limited to, using District computers for product advertisement, political lobbying, gambling or any illegal activities.

- **Unauthorized Use:** Only Levittown students, district employees, and others authorized by the District may use the District's equipment.

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Remote Learning

From time to time, schools may be closed as a result of social unrest, act of God, public health emergency, epidemic, pandemic, weather conditions, or regulations or restrictions imposed by any government or governmental agency, but may, pursuant to governmental action, be required to provide remote learning opportunities for students.

In accordance with guidance from the NYS Department of Education (NYSED), the School District (the “District”) may implement alternate remote instruction in the event of a prolonged school closure or student absence (the “Continuity of Learning Plan”).

To facilitate the Continuity of Learning Plan, the School District has authorized its faculty and administration to utilize online learning platforms. These platforms are useful educational tools and provide opportunities for personal connection between teachers and students. Through these platforms, teachers will continue to maximize opportunities to engage students and to interact with them through technology.

I. Use of Online Learning Platforms

The privacy and confidentiality of all participants is important.

Parents/guardians must remember that online learning is for students and they should not be observing virtual platforms while their child is engaged in a remote learning session. Unless a younger elementary student is in need of technical assistance, parents/guardians should not interrupt learning. If a parent/guardian has a question for their child’s teacher, they should send an email to the teacher outside the online learning session; the teacher will respond to the parent/guardian during school hours.

In addition to the policies noted above and other existing District policies, the following rules of conduct apply while the Continuity of Learning Plan is in effect, as well as other times when students and teachers may be engaged in remote learning. **Violation of the following rules will result in appropriate disciplinary action.**

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All individuals, including students, their parents/guardians, and their family members, are prohibited from:

1. Recording, taking photos or taking a screenshot(s) of a videoconference session or any content presented in any form during the remote learning session
2. Altering a videoconference session or any content presented during remote learning.
3. Sharing, posting, or otherwise distributing, in any manner, either physically or electronically, via email, text or social media (such as Twitter, Snapchat, Instagram, Facebook, Tik Tok, etc.) any videoconference session, any part of a videoconference session, or any altered content, whether they have created or have received the recorded or altered content.
4. Using the remote learning platforms for any purposes other than their intended use as directed by their teacher.
5. Sharing any links, ID numbers, passwords or invitations to a school videoconference session with anyone.

In the remote learning environment, students are to behave at all times as if they were at school and comply in all respects with the Code of Conduct.

Privacy

Access to computers and people from around the world also increases the availability of material that may not be considered to be of educational value. In spite of our efforts to establish regulations for the system, families must be aware that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. In accordance with the guidelines set forth by CIPA and NCIPA, the district has worked with the Internet Service Provider to take precautions to restrict access to the most controversial material through filtering software. Filtering is provided locally for all Internet enabled computers used by students, patrons, and staff on a networked basis. The filtering software restricts the use of electronic mail, social networking sites, chat rooms, instant messaging and other forms of direct electronic personal communications. However, on a global network it is impossible to control all materials and a user may discover controversial information, either by accident or deliberately. We believe that the benefits to students from online access outweigh the possibility that users may procure materials that are not consistent with our educational goals. School instructional staff will supervise online activities by the students; nevertheless, the user maintains ultimate responsibility for his/her actions in

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accessing Internet resources. Just as students are responsible for their actions in school, they are required to learn and use correct procedures and rules for using educational technologies. All communication and information accessible via the computer resources are regarded as school property. Users should not expect that e-mails or files stored on district's storage areas guarantee privacy. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal or irresponsible activities may be reported to the authorities.

Discipline

Inappropriate use of the district's networks will result in disciplinary action. The Director of Computer and Library Media Services will deem what is inappropriate use and the decision is final. The administration, faculty and staff may request the system administrators to deny, revoke or suspend specific user accounts. Disciplinary actions may include: account(s) (termination or denial), internet account(s) (termination or denial), suspension/expulsion for students and termination of employment for employees, and/or legal actions.

Disclaimer

The Levittown School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any phone charges, usage fees or financial obligations, nor for any damages a user may suffer as a result of using the district's networks. This includes loss of data resulting from delays, corrupted files, misdeliveries, or service interruptions caused by its own negligence or users' errors or omissions. Use of any information obtained via the Internet is at users' own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Adopted: February 10, 1999
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Re-Adopted: January 25, 2012
Revised: November 18, 2020