

## **Technology Responsible Use Policy ("RUP") For Elementary School Students**

The Hempstead School District (the "District") provides access for students and staff to computer technology and the Internet. All school community members must share the responsibility for seeing that our technology facilities are used in an effective, efficient, ethical and lawful manner. It is a privilege to have access to these resources and therefore, all users must agree that they will comply with these guidelines. Students and their parent(s)/guardian(s) must read and sign this Responsible Use Policy in order for the student's network account to remain active.

It is the District's philosophy that students learn to use technology tools to communicate globally and to this end, it is essential that technology is integrated with instruction. The presence of technology in every aspect of teaching and learning requires that all students use District technology systems in a responsible manner. The Internet has a wide range of materials, from educationally sound to illicit and inappropriate. To protect students from inappropriate content and in compliance with the Children's Internet Protection Act (CIPA) and regulations of the Federal Communications Commission (FCC), the District uses content filtering tools to block inappropriate content such as pornography, obscenity, gambling, and other materials deemed unsafe or unsuitable for students. Internet traffic to all computers and devices connected to the Internet through the District's network must first pass through the content filtering. Even with all the safety protocols in place, the District cannot guarantee the security, accuracy, and quality of information that is accessible through the network. As demand for Internet bandwidth increases for all users, priority will be given to instructional and curricula needs over personal use.

The District will comply with a Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy (FERPA), and will follow and enforce the New York State Parents' Bill of Rights for Data Privacy and Security, and all applicable laws.

Social media has become a useful communication and collaboration tool and may be used responsibly for educational and promotional purposes. Social media includes all online interaction methods including but not limited to blogs, Office 365's Yammer, Google docs, and other social network sites. The Dignity for All Students Act, Policy 0116, the District's Code of Conduct prohibit Cyberbullying and outline the District's responsibility to address incidents that take place in the District and outside the District that could disrupt the school environment.

When using the District's computers, your own personal devices on the District's wireless network or on school property and other technology facilities:

I understand that I may not install any software or games on any District computer or the District's network and that I may not change the computer system in any way.

I will only connect to sites that have been allowed by my teacher, and will demonstrate appropriate behavior in keeping with the District's Code of Conduct and applicable laws.

I understand that any information I save is not private and the District may access it at any time; that I am responsible for any damages, direct or indirect, that result from use of the

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District's technology facilities or resources; and that any unauthorized access or use of the District's technology facilities or resources is strictly prohibited.

When using the District's technology facilities and resources, I will treat the District's equipment with care and ensure that equipment is returned in the condition it was provided. If District equipment assigned to me is inadvertently or otherwise damaged, I shall report any equipment or software problems to a District staff member immediately. In addition, I am aware that any unauthorized access or use of the District's technology facilities or resources is strictly prohibited.

As general rule, elementary students are prohibited from bringing their own devices to schools except in the event that a teacher and parent/guardian have jointly authorized the use of such device. The District is not responsible for the personal content existing on any such device nor for any damage, maintenance or replacement costs associated with students' personal devices.

I will use social media only when my teacher includes it as a part of a learning activity, and in this case, will use it respectfully.

I will keep my teacher informed when something inappropriate accidentally or otherwise appears on a device or when I have knowledge of it on another device.

Please keep a copy of this Policy for your reference.

**Parents are required to review this document with their child(ren) and to sign the acknowledgement form on the following page. Once reviewed and signed, the RUP must be returned to the School Office.**

### *References:*

Board of Education Policy 4526

Regulations 4526-E.1, E.2, E.3,

District Code of Conduct and Dignity for All Students Act, Education Law §801-a;

Education Law, Article 2

5695 Students and Personal Electronic Devices

Board Adoption Date: February 15, 2018

**Acknowledgement Form  
Hempstead School District  
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The District has taken reasonable steps to provide a safe and secure network for all users. However, the District cannot prevent all inappropriate interactions on the network either inadvertently or through irresponsible behavior. Further clarification is available in the District Technology Guidelines, which are accessible on the District website or in the main office of all buildings.

I understand that if I violate these guidelines, my technology privileges may be suspended, and other school discipline and/or appropriate legal action may be taken against me.

I also understand that my child's picture might be displayed on the web site or on internal computer systems.

\_\_\_\_\_  
Print Name of Student / User

\_\_\_\_\_  
Signature of Student

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

I understand that if my son/daughter violates these guidelines, his/her computer and/or network privileges may be suspended, and other school discipline and/or appropriate legal action may be taken against him/her.

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Please return this signed RUP to the School Office.**