

Electronic Resources

The North Canaan Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the North Canaan Elementary School will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the North Canaan Elementary School's goal to provide students with rich and ample opportunities to use technology for important purposes in school just as individuals use in workplaces and other real-life settings. The North Canaan Elementary School's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and to take ownership of their lives.

The Board directs the Administration to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Network

The North Canaan Elementary School network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The school reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the school.

Acceptable network use by North Canaan Elementary School students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;
- Connection of staff personal laptops to the school's network after checking with the

school's network administrator and the school principal to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all guidelines in this document.

Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind; also referenced in Board policy (4118.5);
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from the network administrator; also referenced in Board policy (4118.5);
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- Unauthorized access to other school computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks; also referenced in Board policy (4118.5);
- Information posted, set or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit materials;
- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed.

The Board and North Canaan Elementary School will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The Board will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the school's computer network or the Internet.

Internet Safety

Personal Information and Inappropriate Content:

- Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium. Also referenced in Board policy (4118.5).
- Students and staff should not reveal personal information about another individual on

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any electronic medium. Also referenced in Board policy (4118.5).

- No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to Board policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Filtering

North Canaan Elementary School is fortunate to have access to the Internet. This access provides increased opportunities for students and staff to conduct research and to communicate locally, nationally, and internationally.

This resource also provides access to material unsuitable for students and which has no educational value. It is the responsibility of all North Canaan Elementary School staff to ensure that the Internet, as used for learning, is appropriately guided and monitored. Moreover, the staff also has the responsibility to conduct themselves in an appropriate, private manner when using the Internet.

Filtering software is used to block or filter access to obscene visual depictions and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Filtering should only be viewed as one of a number of techniques used to manage student access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to inappropriate material. Filtering should be used in conjunction with the following:

- Educating students to be "Net-smart";
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate materials;
- Using "Acceptable Use Agreements;"
- Using behavior management practices for which Internet access privileges can be earned or lost;
- Appropriate supervision, either in person and/or electronically.

The placement of filters on school computers/computer systems is viewed as an exercise of the Board's ability to determine educational suitability of all materials used in the school.

The administration is directed to establish guidelines and procedures for responsible use of computers, computer systems, software, electronic access privileges, and networks provided by the Board of Education.

North Canaan Elementary School recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian. Also referenced in Board policy (6141.322).

Network Security and Privacy

North Canaan Elementary School provides the network system, e-mail and Internet access as a tool for education and research in support of the school's mission. North Canaan Elementary School reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of any and all information transmitted or received in connection with network and e-mail use.

Students and staff are responsible for all activity on their personal accounts and must not share their account passwords.

No student or staff user should have any expectation of privacy when using the North Canaan Elementary School's network. The school reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of Connecticut.

Student Data is Confidential

School staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

Disciplinary Action

All users of the North Canaan Elementary School's electronic resources are required to comply with the Board's policy and procedures.

Violation of any of the conditions of use explained in the Electronic Resources Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and

suspension or revocation of network and computer access privileges. Also referenced in Board policy (6141.326).

- (cf. 6162.6 – Copyrights)
- (cf. 4118.4/4218.4 – E-Mail (Electronic Monitoring) (staff))
- (cf. 4118.5/4218.5 – Staff Acceptable Computer Network Use)
- (cf. 5125 – Student Records)
- (cf. 5131.911 – Bullying)
- (cf. 5131.913 Cyberbullying)
- (cf. 6141 – Curriculum Design/Development/Revision)
- (cf. 6141.32 – Computer Literacy)
- (cf. 6141.321 – Student Acceptable Use of the Internet)
- (cf. 6141.322 – Websites/Pages)
- (cf. 6141.323 – Internet Safety Policy/Filtering)

Legal Reference; Connecticut General Statutes

- 1-19(b)(11) Access to public records. Exempt records.
- 10-15b Access of parent or guardians to student's records.
- 10-209 Records not to be public.
- 11-8a Retention, destruction and transfer of documents
- 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
- 46b-56 (e) Access to Records of Minors.
- 53a-182b Harassment in the first degree: Class D felony. (as amended by PA 95-143)
- Connecticut Public Records Administration Schedule V – Disposition of Education Records (Revised 1983).
- 20 U.S.C. Section 6777, No Child Left Behind Act.
- 20 U.S.C. 254 Children's Internet Protection Act of 2000.
- 47 U.S.C. Children's Online Protection Act of 1998.
- Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g).
- Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. Implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
- Public Law 94-553, the Copyright Act of 1976, 17 U.S.C. 101 et.seq