

# **Gowanda Central School District**

## **Student's Technology Handbook**

Gowanda Central School District  
10674 Prospect Street  
Gowanda, New York 14070  
532-3325

# Gowanda Central School District

## Technology Users' Handbook

The technology that has so dramatically changed the world outside our schools is now changing the learning and teaching environment within them. These changes are supported in part by the *No Child Left Behind Act of 2001* that considers access to technological literacy a student right. As such, it shall be the practice of the Gowanda School District to provide students with access to the wide array of technology resources available in the District. Parents or guardians are however required to provide consent for students to access the internet.

With this educational opportunity comes responsibility. To ensure that the District's technical services are used only for appropriate educational purposes, the District has prepared this "*Technology Users' Handbook*." It outlines the available services and describes the rules and guidelines for their use.

### A. *Technical Services*

1. **Computers and Software:**

Computers and the accompanying software are available throughout the School District. The Elementary and Middle Schools have computers in the classrooms. All three schools have separate computer labs and computers in their libraries.



2. **Network Account:** Network accounts provide students with secure access to the District's computer network and storage for their electronic files.

3. **World Wide Web:** The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound from around the world. The Web is a valuable research tool for students.

4. **Distance Learning:** Distance Learning allows for two-way interactive fiber based video conferencing between our District and sites anywhere in the world. This allows the District an opportunity to expand its curriculum offerings and allows regular classroom teachers, students and community members to access a resource which would otherwise be unavailable.

5. **Gowanda Educational Television Channel 21 (GETC-TV):** Provides cable access to Gowanda Central School District educational television. This station's sole purpose is to provide educational news and events to the community.
6. **Media Distribution System:** Provides the ability for VHS, DVD, television broadcast, or live audio/video to be distributed to the classroom from a central location via the Internal Television RF System. This also provides the ability to distribute media over the local area network to individual computers within the District.
7. **Filtering/Blocking software:** The District will maintain a filtering system in compliance with the Child Internet Protection Act (CIPA). Internet filtering software is designed to enable the District to block access to specific types of web content that is deemed inappropriate.
8. **Email Accounts:** Students will not have access to a District authorized email account.

***B. Networked Electronic Information/Media Resources Rules and Guidelines***

1. Student Safety
  - a. Users will not attempt to use the internet without a teacher or staff member present.
  - b. Users will not post personal contact information about themselves or other people. Personal contact information includes e-mail address, home address, telephone, school address, work address, etc.
  - c. Users will not handle Distance Learning Lab equipment unless authorized to do so.
  - d. Users will not meet with someone they have met on-line without their parent's/guardian's approval and participation.
  - e. Users will promptly disclose, to their teacher or other school employee, any message they receive that is inappropriate or makes them feel uncomfortable. The District employee will take appropriate action, which will include notifying the Technology Coordinator and Principal.
2. Illegal Activities
  - a. Users will not attempt to gain unauthorized access to the District Network, Electronic Media or to any other computer system through the District Network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".
  - b. Users will not make any attempt to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.

- c. Users will not use the District Network to engage in any other illegal act, such as arranging for the sale or purchase of drugs or alcohol, engaging in criminal activity, threatening the safety of another person, etc.
- d. Users of the Distance Learning Labs will follow all rules outlined in the Distance Learning Student Manual, as provided by BOCES.

3. System Security

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- b. Users will immediately notify the Technology Coordinator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses by following appropriate virus protection procedures.
- d. Users will not install software without the approval of the Technology Coordinator.

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, use of Distance Learning Labs, and material posted on Web pages or GETC-TV.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a disruption of the system.
- d. Users will not engage in personal attacks, including prejudicial and discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is asked by a person to stop sending them messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. Users will not forward a message marked private or confidential without permission of the person who sent the message.
- b. Users will not post private information about another person.
- c. Users can not assume that messages will be kept confidential.

6. Respecting Resource Limits

- a. Users will use the system only for educational, professional or career development activities and limited high quality, self discovery activities.
- b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used. They will immediately remove the file from the system computer to their personal computer.
- c. Users will subscribe only to high quality discussion group mailing lists that are relevant to their educational, professional, or career development.

7. Plagiarism and Copyright Infringement

- a. Users will not make illegal copies of copyrighted software. Users will not install software on the District's computers or network without prior approval of the Technology Coordinator.
- b. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- c. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the author of the material.

8. Inappropriate Access to Material

- a. Users will not use the District Network to access or download material that is profane or obscene or that advocates illegal acts, violence or discrimination towards other people (hate literature).
- b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access to a teacher or another school employee. This will protect users against an allegation that they have intentionally violated the District Networked Electronic Information/Media Resources' Rules and Guidelines.
- c. It is the responsibility of the parent/guardian to instruct the student if there is additional material that they think would be inappropriate for the student to access. The District fully expects that the student will follow the parent's /guardian's instructions in this matter.



***C. Parent / Guardian Notification and Responsibility***

1. The District will notify the parent/guardian about the District Networked Electronic Information/Media Resources and the policies governing its use. (This Handbook)
2. The District Networked Electronic Information/Media Resources' Rules and Guidelines contain restrictions on accessing inappropriate material. The District maintains filtering software which will, to a high degree, block access to most inappropriate content. However, there is a wide range of material available on the World Wide Web, some of which may not conform to the particular values of a student's family. It is not practical or possible for the District to monitor and enforce a wide range of social values in student use of the World Wide Web. Furthermore, the District recognizes that parents/guardians bear the primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents/guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the Internet.
4. The District will provide students and parents/guardians with guidelines for student safety while using the Internet. (Section B.1 of this Handbook)
5. The District will provide distance learning students and parents/guardians with a "Distance Learning Student Manual" as provided by Erie II-Chautauqua-Cattaraugus BOCES. Students and parents/guardians must read and sign a student agreement form before starting a distance learning class. Two copies of this agreement will be kept on file, one with BOCES and one with the Technology Coordinator.



***D. District Limitation of Liability***

1. The District makes no warranties of any kind; either expressed or implied that the functions or services provided by or through the District Networked Electronic Information/Media Resources will be error free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. The District is not responsible for infringements of copyright law.

***E. Due Process***

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District Networked Electronic Information/Media Resources.
2. The District reserves the right to restrict or terminate access to any of the District's Networked Electronic Information/Media Resources when conditions of this Handbook have been violated as determined by the Building Principal.
3. Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the student in gaining the self discipline necessary to behave appropriately on the District's Networked Electronic Information/Media Resources. If the alleged violation also involves a violation of the other provisions of the Student Handbook, the violation will be handled in accordance with the applicable provisions.

***F. Search and Seizure***

1. All system users have a limited privacy expectation in the contents of their personal files on the District Networked Electronic Information/Media Resources.
2. The District also has the right to monitor computer and network usage in any form that it sees fit to maintain the integrity of the system.
3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law, this Handbook or the student conduct code. The nature of the investigation will be reasonable and in context with the alleged violations.

**Gowanda Central School District  
10674 Prospect Street  
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Superintendent  
Mr. James Klubek

Building Principals  
Elementary School—Mrs. Carrie Dzierba  
Middle School—Mr. David Smith  
High School—Dr. Robert Anderson

Director of Finance and Support Services  
Mrs. Joelle Woodward

Director of Curriculum & Assessment  
Mrs. Paula Troutman

Director of Special Education  
Mrs. Carrie Dzierba

Technology Coordinator  
Mr. Douglas Pine

Library Media Specialists  
Elementary School—Mrs. Helga Ciminesi  
Middle School—Mrs. Debra Sonnenberger  
High School—Mrs. Debra Sonnenberger