Gowanda Central School District

Employee's Technology Handbook

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

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Employee's Technology Handbook

A. *Technical Services*

1. **Computers and Software:** Computers and the accompanying software are available throughout the School District All three schools have separate computer labs and computers in their libraries.

2. **Network Account:** Network accounts provide Employee's 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 throughout the world.

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:** Email accounts will allow Employee's to communicate with people throughout the world.

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

1. Student Safety

   a. Employees who supervise students with access to the District Network shall be familiar with the Technology Users' Handbook and enforce its provisions.
   b. All student computer use must be supervised.

2. Illegal or Destructive 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.

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 with access to student records may not use, release, or share these records except as authorized by Federal and State Law.

4. Inappropriate Use or Conduct

   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, private or defamatory information about a person or organization.

     g. Users may not use the District Network for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.

     h. Users may not use the system for political lobbying.

     i. Users will avoid the inadvertent spread of computer viruses by following appropriate virus protection procedures.

     j. Users will not install software without the approval of the Technology Coordinator.

     k. The use of School equipment, including portable computers, cameras, projectors, scanners, video equipment, microphones, etc., for off campus use, requires completion of a Facilities Use form in advance of the equipment being removed from school property. Movement of equipment within school grounds will require prior approval of the Technology Coordinator.

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 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 check their e-mail/voice mail frequently, delete unwanted messages promptly, and stay within their e-mail/ voice mail quota.

     d. 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, obscene or 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 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. *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.

D. *Due Process/Discipline*

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. Employee violations of the District Networked Electronic Information/Media Resources' Rules and Guidelines will be referred to District Administration for appropriate action.

E. *Privacy*

1. Users have no expectation of privacy in files, disks, or documents that have been created in, entered in, stored in, downloaded from, or used on district equipment.

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.

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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

Technology Coordinator
Mr. Douglas Pine

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