

COMPUTER TECHNOLOGY AND NETWORKS

The Educational Technology Department is responsible for managing the Board of Education's technology system and making arrangements for any networks that may be used to enhance the educational program and/or operations of the District.

S/He also is responsible for implementing the guidelines established for program development (AG 2210A through AG 2252), the selection of materials and equipment (AG 2520A), and verifying that the District's purchasing guidelines (AG 6320A) are followed. In addition, the building sysops and principals shall verify that each staff member and student who will have access to Board technology and any networks completes the appropriate agreement Form 7540.04 F1 or Form 7540.03 F1.

All tentative agreements with networks or technology agencies are to be submitted to the Superintendent or his designee for review and approval.

Staff members and/or students are to be provided the following information concerning the use of the Internet:

- A. Use of the Internet is to be related to one or more courses of study and is not to be used by staff or students for discriminatory or unlawful purposes. All student use is to be supervised by a staff member or approved volunteer who has signed the Staff Network and Internet Acceptable Use and Safety Agreement Form 7540.04 F1.
- B. Prior to disseminating information across the Internet about a student such as name, address, or other identifying data including pictures, signed parental permission forms must be on file.
- C. Staff members need to have back-up plans or contingency procedures in place for times when the Internet may not be accessible. Since the Internet is primarily a data-gathering mechanism, alternative sources for needed data should be available so that students can accomplish the purpose of the instruction within the established time period.

**OFFICE OF THE SUPERINTENDENT
YOUNGSTOWN CITY SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINE**

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- D. The Student and Staff Network and Internet Acceptable Use and Safety Agreements, Form 7540.03 F1 and Form 7540.04 F1, that students and staff members must sign prohibits the use of the Internet for illegal, unethical, or harassing purposes or to obtain information that could be considered obscene, pornographic, or unsuitable for children. If a question of interpretation arises concerning the definition of these terms, the Superintendent or his designee and building principal shall have the authority to determine whether the web site is appropriate or the use is permissible.

- E, As students and/or staff members complete projects that reflect unusual and creative applications of technology, the projects should be shared with the building sysops and principals so that proper publicity can be created as appropriate to the project. It is essential that the Student and Staff Network and Internet Acceptable Use and Safety Agreements, Form 7540.03 F1 and Form 7540.04 F1, address the issue of the proprietary rights related to web-site design concerning web-sites and/or pages hosted on the Board's servers and/or created during work time as part of an employee's job responsibilities (staff) or as a class assignment (students).

Issued and Approved: 2/29/12