

REVISED GUIDELINE - VOL. 25, NO. 2

COMPUTER TECHNOLOGY AND NETWORKS

~~The _____ shall be responsible for the management of the CorporationCareer Center's technology system and for making the arrangements for any networks which may be used to enhance the educational program and/or operations of the CorporationCareer Center.~~

The ____Technology Director_____ is responsible for managing the ~~Corporation~~Career Center's technology system and making arrangements for any networks that may be used to enhance the educational program and/or operations of the ~~Corporation~~Career Center.

~~S/He shall be responsible for implementing the guidelines established for program development (AG 2210 — AG 2252), the selection of materials and equipment (AG 2520A), and the CorporationCareer Center's purchasing guidelines (AG 6320). In addition, the _____ shall make sure that the appropriate agreement Form 7540.04 F1 or Form 7540.03 F1 is complete for each staff member and student who will have access to CorporationCareer Center technology and any networks.~~

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 ~~Corporation~~Career Center's purchasing guidelines (AG 6320A) are followed. In addition, the _____ shall verify that each staff member and student who will have access to ~~Corporation~~Career Center technology and any networks completes the appropriate agreement Form 7540.03 F1 (students) or Form 7540.04 F1 (staff).

All tentative agreements with networks or technology agencies are to be submitted to the ~~Superintendent~~Executive Director for review and approval.

~~It is essential that staff members and students be provided the following information concerning the use of the Internet. This can be done through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course in which the Internet may be used.~~

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

- () Use of the Internet ~~is to~~ **must** be related to one or more courses of study and is not to be used by staff or students for discriminatory or unlawful purposes. () Further, use of the Internet for recreational or personal purposes is prohibited. **(NOTE: END OF CHOICE)** 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.
- () 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. **[NOTE: This option is not recommended with respect to including student names on websites. The FBI recommends that no personal information about a student should be placed on school ~~corporation~~ Career Center websites, even with parental permission.]**
- () Because of the vast amount of information that can be retrieved from the world-wide network, teachers are responsible for training students to use proper research skills when retrieving information. It is inappropriate, costly, and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy, and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between ~~web-sites~~ **websites** that are "attractive but superficial or irrelevant" from those that are attractive, substantive, and relevant.

- () 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.
- () 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~~ **prohibit** the use of the Internet for ~~unethical-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 building principal ~~shall have~~ **has** the authority to determine whether the ~~web-site~~ **website** is appropriate **or the use is permissible**. Prior to accessing or allowing access to information that the staff member is unsure about, s/he should consult with _____.
- () As students and/or staff members complete projects which reflect unusual and creative applications of technology, the projects should be shared with the _____ 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~~ **website** design concerning ~~web-sites~~ **websites** and/or pages hosted on the ~~Corporation~~ **Career Center**'s servers **and/or created during work time as part of an employee's job responsibilities (staff) or as a class assignment (students)**.

This information can be provided through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course in which the Internet may be used.