

**Niagara Falls
City
School District**

**Emergency Remote
Instruction Plan**

2023

TABLE OF CONTENTS

Introduction	1
Background Information	1
Remote Instruction	2
Unscheduled School Delays and Early Releases	2
Ensuring Accessibility and Availability (Internet, Computers / Devices	3
Instructional Hours for State Aid and Reporting Requirements .	7
Reporting	7
Annually by June 30th	8
End of the School Year	8
Board of Education Approval	8
Support for Students with Disabilities during Emergency Closing Virtual Instruction	8
Appendix with Remote Policies	10

Introduction

The **City School District of the City of Niagara Falls** developed the following **Emergency Remote Instruction Plan** to address the instruction of students if extraordinary circumstances prevent students and staff from physically attending school. The **Emergency Remote Instruction Plan** meets the requirements of New York State Education Commissioner's Regulations for inclusion in the 2023-2024 District-Wide School Safety Plan.

Background Information

The NYS Education Department (NYSED) authorized a "snow day pilot" program during the Covid-19 pandemic 2020-2021 and 2021-2022 school years. This program allowed school districts to deliver instruction remotely on days in which they would otherwise have closed due to an emergency.

To give districts greater predictability, in September 2022, the NYSED Board of Regents amended section 175.5(e) of the Commissioner's regulations to codify this flexibility. Districts that would otherwise close due to an emergency may, **but are not required to**, remain in session and provide instruction through remote learning and count these instructional days towards the annual hours requirement for State Aid purposes. Instruction must be provided to all students and be consistent with the definition of remote instruction, as explained below. In addition, beginning with the 2023-2024 school year, such instruction must be consistent with the school district's **Emergency Remote Instruction Plan**.

NYSED also amended section 155.17 of the Commissioner's regulations to require public schools, BOCES, and county vocational education and extension boards amend their **District-Wide School Safety Plans** to include plans for remote instruction beginning with the 2023-2024 school year. This gives the public an opportunity to provide feedback on such plans for remote instruction prior to their adoption. The **Emergency Remote Instruction Plan** must include the methods that the school district will ensure the availability of: devices; internet access; provision of special education and related services for students with disabilities; the expectations for time spent in different remote modalities.

Such plans also require that each chief executive officer of each educational agency located within a public school district report information on student access to computing devices and access to the internet each year.

NYSED additions to section 100.1 of the Commissioner's regulations define the term "remote instruction." This definition identifies various ways in which remote instruction may be delivered, but which must include, in all situations, regular and substantive teacher-student interaction with an appropriately certified teacher.

The NYS Board Regents adopted the amendments noted above that became effective as a permanent rule on September 28, 2022. Sections 200.7, 200.16, and 200.20 of the Regulations of the Commissioner of Education were amended, and became effective September 13, 2022, and December 12, 2022, as an emergency action for the preservation of the general welfare to permit approved special education providers to provide remote instruction in the 2022-2023 school year on days they would otherwise close due to an emergency and to count such instructional days towards 14 minimum requirements and to identify the ways in which such

remote instruction may be delivered. These amendments relate to remote instruction and its delivery under emergency conditions for students in approved private schools for the education of students with disabilities, state-supported schools, state-operated schools, and approved preschool special education programs. These updated regulations now provide the same flexibility for remote instruction under emergency conditions that was given to school districts. The effective date of the final rule was January 25, 2023.

Remote Instruction

The Commissioner's regulations define remote instruction as "instruction provided by an appropriately certified teacher, or in the case of a charter school an otherwise qualified teacher pursuant to Education Law §2854(3)(a-1), who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher." For the purpose of this plan, remote instruction means the instruction occurring when the student and the instructor are in different locations due to the closure of one or more of the district's school buildings due to emergency conditions as determined by the Superintendent of Schools. Emergency conditions include, but are not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficient water supply, prolonged disruption of electrical power, shortage of fuel, destruction of a school building, shortage of transportation vehicles, or a communicable disease outbreak, and the school district would otherwise close due to such an emergency.

Unscheduled School Delays and Early Releases

Instructional hours that a school district scheduled but did not execute, either because of a delay to the start of a school day or an early release, due to emergency conditions, may still be considered as instructional hours for State Aid purposes for up to two instructional hours per session day, provided the School Superintendent certifies such to NYSED, on the prescribed NYSED form, that an extraordinary condition existed on a previously scheduled session day and that school was in session on that day (NYSED Part 175.5).

The **Emergency Remote Instruction Plan** shall identify various ways in which instruction may be delivered, including synchronous and asynchronous instruction. In all situations, remote instruction requires regular and substantive teacher-student interaction with an appropriately certified teacher.

Synchronous instruction engages students in learning in the direct presence (remote or in-person) of a teacher in real time. During remote instruction, students and teachers attend together from different locations using technology. Asynchronous instruction is self-directed learning that students engage in learning without the direct presence (remote or in-person) of a teacher. Students access class materials during different hours and from different locations. During an emergency closing, synchronous instruction is the preferred method of instruction, whereas asynchronous instruction is considered supplementary instruction.

Ensuring Accessibility and Availability (Internet, Computers / Devices)

The City School District of the City of Niagara Falls shall survey families to find out who has a reliable high-speed internet connection. A survey conducted in 2020 identified families who live in the district that do not have access, therefore remote learning is a challenge, if not impossible, for these students. Since 2020, every student who enrolls in the district provides information on internet access and computer accessibility. All survey information is stored and available in Microsoft Teams. When students do not have internet access, the district works with the families to develop a plan to provide instructional materials for them as well as a process for recording attendance and grading. The district works with the community to provide locations where internet access could be used if they are able to use these locations.

Commissioner's regulation 115.17(f) outlines the annual data collection that districts must submit to SED every year by June 30. It requires the school district to survey families regarding internet and device access at the student's place(s) of residence. The chief executive officer (School Superintendent) shall survey students and parents and persons in parental relation to such students to obtain information on student access to computing devices and access to internet connectivity.

District policy [8270 – Instructional Technology, 7317 – Laptop Computer Distribution, Use and Collection, 5170 – Emergency Remote Instruction] and procedures are followed to ensure computing devices are made available to students or other means by which students will participate in synchronous instruction.

City School District of the City of Niagara Falls Emergency Remote Instruction Plan

POLICIES	<p>The plan adheres to guidance set forth in the following Board of Education policies: [Policy 5170 – Emergency Remote Instruction, Policy 8270 – Instructional Technology, Policy 8271 – Children’s Internet Protection Act: Internet Content Filtering/Safety Policy, Policy 7317 – Laptop Computer Distribution, Use and Collection, Policy 6410 – Staff/Students Acceptable Use policy (AUP) for District Computer Systems].</p>
INTERNET AND DIGITAL DEVICE ACCESS	<p>The school district provides all students in grades K-12 access to a personal laptop computer. In the event of an emergency, closing provisions will be made to the greatest extent possible to ensure that all students have their device at home for instruction.</p> <p>The school district participates fully in the SED Digital Access Survey along with locally developed surveys to assess how many students have internet access at home. The district provides hotspots to any families that indicate a need for reliable internet to facilitate access to learning at home.</p> <p>All faculty should have an alternative general activity for students in the instance that widespread power outages or other disruptions to connectivity occur preventing synchronous connection. If students lose connectivity, then the expectation is they will complete the alternate assignment provided.</p>
PEDAGOGY	<p>All teachers in grades K-12 will use [Microsoft Teams - Office 365] as their primary instructional platform.</p> <p>Several district provided instructional technology software programs are available to support instruction along with a wide array of other resources curated by faculty. Teachers will utilize these programs to differentiate instruction, accessing a variety of delivery methods that best suit their course, grade level, and teaching style. The instructional approach may include a combination of:</p> <p>Synchronous “Live” Instruction - Using [Microsoft Teams] along with other digital platforms, teachers will deliver real time instruction to a full group or subset of students. Teachers may incorporate asynchronous or project based opportunities within this model.</p> <p>Teachers will make personal connections with all students during scheduled class times via [Microsoft Teams]. These connections will allow teachers to take attendance, introduce new content or skills and will allow students to connect with their teachers and peers in order to be guided through lessons, ask questions, and maintain personal relationships. The duration of these synchronous connections depends on the grade level and daily instructional plan but should be the primary mode of instruction and substantial enough to guide learning.</p>

	<p>Asynchronous “Flipped” Instruction - Using a variety of digital platforms, teachers will deliver captured or recorded lessons with associated expectations for students participation and assignment completion [Near Pod]. These activities may include teacher/student synchronous interactions for a portion of the lesson.</p> <p>Authentic Independent Instruction - Using a variety of methods, teachers will engage students in high quality learning activities. These activities must engage students in the learning process. Teachers will provide assistance to students in this mode of instruction through asynchronous and synchronous methods outlined above.</p>
STUDENT EXPECTATIONS	<p>All students will receive information on how to access course material and instruction from their teachers. Students are expected to follow all directions and requests to participate in instruction to the fullest extent possible. During synchronous instruction students are expected to be school ready. This includes being on time for class, engaging fully through video and audio as directed by their teacher, and presenting themselves in a manner that is in accordance with school expectations.</p> <p>All students are expected to practice appropriate digital etiquette and responsible behavior during assigned [Microsoft Teams]:</p> <ul style="list-style-type: none"> • Mute yourself on meets as directed by your teacher • Cameras are to be kept on during classroom meets unless directed specifically by your teacher to do otherwise. <p>Students are expected to work in an appropriate setting when participating remotely / on-line. Work places include a desk, table, kitchen counter, etc... Other locations are not appropriate or acceptable.</p> <p>Student dress must be appropriate in all platforms - the Student Dress Code section of the Student Handbook / Code of Conduct applies to students in all platforms.</p> <p>If there are any circumstances preventing full and appropriate participation the student should let the teacher know. As this is a required attendance day, students must fulfill expectations for satisfactory participation as determined by their teacher.</p>
DAILY SCHEDULE	<p>The virtual day will follow the same schedule framework as the HS, MS and Elementary School to which the student is assigned. As with all school schedules, appropriate breaks will be included in the daily schedule for students and faculty, including time for lunch. Students will attend all assigned classes at their scheduled time. The method of instructional delivery will vary to facilitate appropriate screen time per age level within these parameters. (https://www.nfschools.net/domain/3027)</p>

COMMUNICATION PROTOCOL: INTERVENTION	<p>Teachers will follow the same communication protocols that are established in school for addressing areas of academic or behavioral need. This includes a combination of email, phone calls, and academic/behavioral referrals to the administration. All effective strategies should be accessed to maintain effective communication.</p>
SPECIAL SERVICES	<p>School districts are required to implement supports, services and accommodations, as indicated in students' IEPs or 504 Accommodation Plans, to the best of their ability. NYSED recognizes that there may be limitations to implementing certain services or accommodations through remote instruction and as a result, encourages districts to apply a "lens of reasonableness" to their approach. Please see Emergency Remote Instructional Supports for Students with Disabilities [insert hyper link] for specific guidelines.</p>
NON- INSTRUCTIONAL SERVICES <ul style="list-style-type: none"> • TRANSPORTATION • FOOD SERVICE • MAINTENANCE • CUSTODIAL • CLERICAL/ ADMINISTRATIVE SUPPORT 	<p>When a school district is in remote session, non-instructional services may still be required to report to work to perform critical services related to their area of expertise. In the event that the change to remote instruction is due to a snow or other weather emergency, such change will likely impact transportation and other critical services. Decisions whether or not non-instructional employees should report to work will be made and communicated in real time by the appropriate supervisor or administrator based on whether services can be provided in a safe and efficient manner.</p>

NYSED Plan Requirements

1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction;
2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity;
3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction;
4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate;
5. A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education; and
6. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State Aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.

Instructional Hours for State Aid and Reporting Requirements

Pursuant to Section 175.5 of Education Law the school district may decide to transition to remote instruction in the event emergency conditions dictate the closure of the PreK through Grade 12 facilities. Under the provisions of New York State Education Law and the district **Emergency Remote Instruction Plan** any instruction sessions provided during the closure of the school facilities are counted towards annual hour requirements for meeting 180 days required for State financial aid.

Annual Hourly Requirements for the purpose of apportionment of State Aid (for districts receiving foundation aid) are noted below:

- 450 instructional hours for pupils in half-day kindergarten
- 900 instructional hours for pupils in full-day kindergarten and grades one through six
- 990 instructional hours for pupils in grades seven through twelve

The district estimates the number of instructional hours it intends to claim for State Aid purposes for each day spent in remote instruction due to emergency conditions from a minimum of 1 remote instruction day due to emergency conditions, up to the full year's annual hourly requirement.

Reporting

IMMEDIATELY

Whenever a school building must close to instruction due to the activation of its **District-Wide School Safety Plan or Building-Level Emergency Response Plan**, a **Report of School Closure** must be submitted to the Commissioner of Education by the School Superintendent as required under CR 155.17(f) via the NYSED Report of School Closure portal. Even when remote instruction is provided during an emergency closure, a Report of School Closure must be submitted. This also applies when instruction can be delivered in an interim location or via another instructional modality.

When it is determined that it is safe to re-open a school building after an emergency closure, the School Superintendent must notify the Commissioner by completing a corresponding Report of School Re-Opening, via the NYSED Report of School Re-Opening portal.

The Report of School Closure is intended to provide immediate notification to the Commissioner regarding an emergency closure. The Report of School Re-Opening notifies the Commissioner of the re-opening and also collects the actual duration of the closure, the location and modality of instruction, and detailed information that may not have been available at the time of the closure.

Reasons for building closures may include, but are not limited to, natural disasters, power outages, instances of infectious disease, extraordinary adverse weather conditions and threats of violence. It is no longer required to submit a Report of School Closure for routine snow days.

Annually by June 30th

The School Superintendent shall notify the NYSED Commissioner the results of the survey on student access to computing devices and access to internet connectivity through the Student Information Repository System (SIRS) every year by June 30th.

End of the School Year

The school district shall report the **Emergency Remote Instruction Plan** through the **State Aid Management System** at the end of the school year. After the close of the school year starting with the ending of 2023-2024, the School Superintendent reports remote instructional days under emergency conditions through the State Aid Management System, and certifies this at the time NYSED's Form A is submitted as part of other required certifications. Using the NYSED prescribed form, the School Superintendent certifies to NYSED:

- That an emergency condition existed on a previously scheduled session day and that the school district was in session and provided remote instruction on that day;
- How many instructional hours were provided on such session day; and
- Beginning with the 2023-2024 school year, that remote instruction was provided in accordance with the district's Emergency Remote Instruction Plan.

Board of Education Approval

As part of the **District-Wide School Safety Plan**, the school district's Board of Education shall make the **Emergency Remote Instruction Plan** available for public comment and public hearing for no less than thirty days (30) prior to adoption. The plan must be adopted as part of the District-Wide School Safety Plan annually prior to September 1st and posted on the district website in a conspicuous location.

Support for Students with Disabilities during Emergency Closing Virtual Instruction

School districts are required to implement supports, services and accommodations, as indicated in students' IEPs or 504 Accommodation Plans, to the best of their ability, when providing virtual instruction.

Special education teachers who provide direct/indirect consultant services will initiate outreach to their students' general education teacher(s) to collaborate on instructional modalities and any necessary accommodations or modifications required of assignments or assessments for the day.

Special education teachers who teach resource room, self-contained special classes either content specific or specialized programs, should follow the same guidance and expectations as classroom teachers in regards to pedagogy, content, class meetings, and flexibility.

Teaching assistants are available for instructional support by way of participating in class meetings, keeping up on classroom assignments and expectations, and serving as additional academic support.

Related service providers are to provide “tele-therapy” services, to the best of their ability. Related service providers are expected to adhere to similar guidelines as other professionals in regard to student and teacher work at home, communication, and flexibility and they will use the students’ IEPs to determine an appropriate/reasonable level of communication and support.

Documentation Requirements: Special education personnel are expected to document all supports and services provided to students during this time. Document the manner, means, duration of time, follow up efforts, etc. IEP progress monitoring is required to be collected and reported to parents following the schedule listed on students’ IEPs. Medicaid session notes continue to be a requirement for eligible related service providers. Special education teachers/service providers are responsible to hold any virtual professional meetings already scheduled on a day that becomes a virtual instruction day.

Instruction

SUBJECT: INSTRUCTIONAL TECHNOLOGY

The Board of Education recognizes its responsibility to further the District's educational goals through the use of appropriate and high quality technology.

Continuing advances in technology are bringing about changes that have an increasing impact on the way we obtain, process, evaluate and use information. Therefore, the District is committed to:

- a) A comprehensive staff development program to ensure appropriate and effective use of technology.
- b) The preparation of students to utilize multiple types of technology.
- c) The integration of technology within and across all curriculum areas.
- d) The equitable distribution and access to technological equipment and materials for all students.
- e) The promotion of technology as an alternative to traditional methods of gathering, organizing and synthesizing information.
- f) The provision of sufficient funds, within the budgetary constraints of the Board, for the implementation of technology instruction.

The Board directs the Superintendent or his/her designee to assess the technological needs of the District's instructional program, research and review current materials and make recommendations to the Board.

NOTE: Refer to District's Technology Plan located on District website

Adoption Date 2/23/2012

SUBJECT: LAPTOP COMPUTER DISTRIBUTION, USE AND COLLECTION

The Niagara Falls City School District believes the primary purpose of the public schools of Niagara Falls is to educate children. Basic to the educative process is the ability of all children to communicate easily and accurately to the best of their ability. The School District further believes that an important ingredient of the instructional program is for all students to receive and have equal access to technology hardware that is essential to the development of lifelong communication skills necessary for success in the global community.

In recognition of the potential of technology hardware to support District curriculum and student learning, students enrolling in Niagara Falls City School District may be issued a computer device to assist with educational studies and to promote proficiency in the use of technology tools.

The Board of Education recognizes the need to adopt procedures to be utilized to facilitate laptop computer distribution, use and collection.

Adopted: July 3, 2014

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS**

The District's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms, and other forms of direct electronic communications or equipment provided by the District (the "network.") regardless of the physical location of the user. The District will provide staff with access to various computerized information resources through the District's Computer System (DCS) consisting of software, hardware, computer networks, electronic communication systems, electronic mail, and Internet. The AUP applies even when District provided equipment is used off of District property.

The same standards of acceptable staff conduct, which apply to any aspect of job performance, shall apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff. Discretion should be used when using electronic mail and telecommunication protocols to share confidential information about students or other employees.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

The District will take all necessary measures to fortify the network against potential cyber security threats. This may include blocking access to District applications including but not limited to, email, data management and reporting tools, and other web applications—outside the United States and Canada.

Acceptable Uses of the NFCSD Computer Network, Internet, and District Owned Hardware

Employees and other users are required to follow this policy. Employees are required to confirm their consent to this policy when they activate their account and renew annually. Even without this confirmation, all users must follow this policy and report any misuse of the network or Internet to a supervisor or other appropriate District personnel. Access is provided primarily for education and District business. Staff may use the Internet, for incidental personal use during

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS**

duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a supervisor or other appropriate District personnel. All technology hardware is the property of the Niagara Falls City School District and Erie 1 Boces. Employees issued district technology hardware are required to sign applicable loan documents.

Employees assigned District hardware must take care of the equipment, ensuring its security when not in use. Employees will be charged for damaged District hardware if it is determined care was not exercised. This includes laptops, printers, cell phones, PDAs, iPods or any other electronic hardware issued to the employee.

Only approved District software may be loaded on the District equipment.

Only District owned, leased, or approved equipment (covered under the Bring Your Own Device Policy) will be permitted to run on the DCS. All unauthorized equipment will be confiscated.

Unacceptable Uses of the Computer Network, Internet, and District Owned Hardware

Listed below are examples of inappropriate activity on the District web site, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District, in its sole discretion, determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

1. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
2. Criminal activities that can be punished under law;
3. Selling or purchasing illegal items or substances;
4. The unauthorized collection of email addresses ("harvesting") of e-mail addresses from the Regional and District directories;

SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT COMPUTER SYSTEMS

5. Obtaining and/or using anonymous email sites; spamming spreading viruses;
6. The unauthorized collection of email addresses ("harvesting") of e-mail addresses from the Regional and District directories;
7. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
8. Causing harm to others or damage to their property, such as:
 - a. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - b. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 - c. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - d. Using any District computer to pursue "hacking" internal or external to the District, or attempting to access information protected by privacy laws; or accessing, transmitting or downloading large files, including chain letters or any type of pyramid schemes.
9. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 - a. Using another's account password(s) or identifier(s);
 - b. Interfering with other users' ability to access their account(s); or
 - c. Disclosing your or anyone's password to others or allowing them to use your or another's account(s).
 - d. Using the network or Internet for commercial purposes:
 - e. Using the Internet for personal financial gain;

SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT COMPUTER SYSTEMS

- f. Using the network or Internet for commercial purposes:
- g. Using the Internet for personal financial gain;
- h. Using the Internet for personal advertising, promotion, or financial gain; or
- i. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, and lobbying for personal political purposes.

Student Internet Safety

- 1. All student computer use must be supervised. A student's parent or guardian is responsible for monitoring the minor's use outside of school;
- 2. Students shall not reveal personal information on the internet about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
- 3. Students shall not meet in person anyone they have met only on the Internet; and
- 4. Students must abide by all laws, this Acceptable Use Policy and all District security policies.

Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS****Niagara Falls City School District Consent and Waiver**

Please read the Acceptable Use Policy and policy before signing this document.

I understand and will abide by the provisions and conditions of this contract. I understand that any violation of the Acceptable Use Policy may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the on-line services as described above to the Information Services Department.

By signing the Consent and Waiver form, teachers and staff agree to abide by the Acceptable Use Policy for Niagara Falls City School District.

In consideration for the privilege of using the Niagara Falls City School District on-line services and the Internet, and in consideration for having access to information contained on them or accessible through them, I hereby release the Niagara Falls City School District's Board of Education, administration, staff, and the WNYRIC (internet service provider) from any and all claims of any nature arising from the use, misuse, or inability to use the Niagara Falls City School District on-line services or Internet.

I further understand that failure to comply with this acceptable use policy may result in loss of computing and Internet privileges, and may result in criminal charges being filed.

I have read and understood the above information.

Signature of Teacher/Staff

Date

Last Name First Name (Please Print)

School/Location

Employee ID Number

TEACH ID Number (If applicable)

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS****Laptop Return and Sign-out Protocol****Long Term Subs**

Teachers who will be out of the classroom for more than a month must return their laptop to the Tech Support person assigned to their school. They will be issued a receipt. Substitutes that are taking over a classroom for more than a month will receive the laptop of the teacher that has temporarily left the classroom. The sub will complete a new sign-out form. When the regular teacher returns, the substitute turns in the laptop to the school Tech Support person and receives a receipt. The regular classroom teacher will be issued the laptop and completes a sign-out form.

Retiring Teachers

Retiring teachers will be required to return their laptops to the Information Services Department in the Central Office. Laptop returns will not be accepted any other way. They will be issued a receipt acknowledging the return of the laptop, which will then be used to release the teacher's final check.

New Hires

New hires to the District will receive their laptops based on Board reports or from status reports issued by the Office of Human Resources. Laptops will not be issued to individuals who have not yet appear on the Board report. After receiving documentation of a teacher's current status, the first available laptop will be issued to the teacher.

Personnel

NF/EB

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS****STAFF LAPTOP COMPUTER LOAN FORM**

NFCSD

Laptop Make:		Model:	
Serial Number:		School:	

In consideration of the Niagara Falls City School District permitting my use of the above-described equipment or software at school or off, district grounds, and intending to be legally bound, I agree to the following:

1. I acknowledge **receipt** of the above-mentioned **hardware / software**.
2. I agree to take the necessary precautions to ensure the continued working condition and security of the above-mentioned hardware / software. In the event of **damage / malfunction**, I will report this to the District Computer Help Desk.
3. If the above-mentioned hardware / software is **lost, stolen, or vandalized on school grounds**:
I will notify my school principal, I will file a police report, I will copy the police report to my principal and to the Administrator for Information Services.
4. If the above-mentioned hardware / software is **lost, stolen, damaged or vandalized off of school grounds**:
I will follow the same procedures as outlined above, and I will reimburse the Niagara Falls School District an amount up to \$500 based on replacement cost or insurance deductible.
5. I agree to **return the above-mention hardware / software**, complete and in working order upon request of the Administrator for Information Services, upon termination of employment with the Niagara Falls City School District, upon transfer within the school district in a job area not assigned a laptop computer.

Long Term Subs

Teacher s who will be out of the classroom for more than a month must return their laptop to Information Services Dept. They will be issued a receipt. Substitutes that are taking over a classroom for more than a month will receive the laptop of the teacher that has temporarily left the classroom. The substitute will complete a new sign-out form. When the regular teacher returns, the substitute turns in the laptop to the Information Services Department and receives a receipt. The regular classroom teacher will be issued the laptop and completes a sign-out form.

Retiring Teachers

Retiring teachers will be required to return their laptops to the Information Services Department in the Central Office. Laptop returns will not be accepted any other way. They will be issued a receipt acknowledging the return of the laptop, which will then be used to release the teacher's final check.

6. I agree to abide by all **software copyright laws** and / or the District **Acceptable Use Policy** adopted by the Board of Education. I understand that I may not load any software onto my laptop not legally licensed by the Niagara Falls School District without the specific permission of the Administrator for Information Services.

2014

6410
8 of 22

Personnel

NF/EB

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS**

Name (please print) _____

Signature: _____

Date: _____

Return Equipment to Information Services Department Central Office

Received by: _____

Date: _____

(Initial each item returned and in working order)

Please see reverse side

Below is a list of components included with your laptop computer and the charge for each if lost, stolen, or not returned with the system as per the contract on the reverse side of this document.

Initial each item included with your computer system.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Laptop carrying case (\$50.00)

AC adapter (\$75.00)

Lock if supplied (\$20.00)

Ethernet / s-video cables (2) (\$15.00 ea.)

Other (please note) _____

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS****Niagara Falls City School District: Students Using Technology in School -
Grades K - 2****WHAT IS THE AUP?** (Teacher reads aloud Grades K-1, choral read Grade 2)

AUP are three letters that mean **Acceptable Use Policy**. This is a grown-up phrase. It means a list of rules that we follow when we use computers at school. You and your parents will read these rules together. Then you will know the rules.

The AUP is a **contract**. That means that you must **sign** it or write your name on it. When you sign your name to the contract it means that you agree to follow the rules.

WHY DOES MY SCHOOL HAVE AN AUP?

Many children and grown-ups use the school computers. We need to make sure that everyone is happy and safe working on the computers. We need to take care of our computers too, so we need rules to follow.

WHY DO I HAVE TO BE VERY CAREFUL TO FOLLOW THE RULES?

Using computers and going on the Internet in school is a **privilege**. This means that my school needs to trust me to follow the rules. I show that I can be trusted by how I behave when I am using a computer.

WHAT HAPPENS IF A STUDENT DOES NOT FOLLOW THE RULES IN THE AUP?

Our school has **consequences** or punishments for students who do not follow the computer rules. You can lose your computer **privileges** in school. You need to tell a grown-up if you see someone who breaks the rules in the AUP.

Acceptable Use Policy (AUP) RULES

1. I will use kind words when I am using a computer.
2. I will take care of the computers in school.
3. I will ask my teacher before I go on the Internet.

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS****Niagara Falls City School District: Students Using Technology in School
Grades 3-6****WHAT IS THE AUP?**

AUP stands for **Acceptable Use Policy**. It means that you agree to only do **acceptable** things when you are using Niagara Falls City School District (NFCSD) computers. The NFCSD has rules that all students have to follow when they use the Internet. The Acceptable Use Policy tells you and your parents what is acceptable. It's a **contract** you must sign for you to be allowed to use NFCSD computer equipment.

WHY DOES THE NFCSD HAVE AN AUP?

A lot of people use the Niagara Falls City School's **network** and school computers. We need to make sure that everyone feels comfortable and safe using the network. We all also need to make sure that our computers and printers are in working order for everyone to use.

WHY DO I HAVE TO BE RESPONSIBLE FOR WHAT I DO ON THE NFCSD NETWORK?

Using the Internet in school is a **privilege not a right**. The **Niagara Falls City School District network, web pages, and email accounts** are **NOT** private. NFCSD staff and the Niagara Falls City Police are able to "**monitor**" everything you do on the school computers. This means someone can read what you write and see the web pages that you visit. **THINK** -- before you do anything online that you would not do in front of your teachers or parents.

WHAT HAPPENS IF A STUDENT DOES NOT FOLLOW THE RULES IN THE AUP?

The NFCSD has **consequences** or punishment for students who use the Internet in unacceptable ways. Just like when someone breaks classroom rules there are "consequences if you don't follow the rules in the AUP rules. You need to report to a teacher or other adult anything you see online that does not follow the rules listed in the AUP. If you do not follow this policy, you can lose your computer privileges in school. You can also be punished under the **Code of Conduct**. The Niagara Falls City Police will get involved if a student breaks a law.

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS****Niagara Falls City School District AUP: Student Responsible Use**

- 1. I AM RESPONSIBLE FOR MY COMPUTER and E-MAIL ACCOUNTS.** I will not give my password to anyone. I will log off from my account when I am finished. If I see another person's inappropriate work on a computer screen, I will tell an adult. I will wait to use the computer until an adult has removed the material.
- 2. I AM RESPONSIBLE FOR MY LANGUAGE.** I will only use language on the Internet and in my school email that I would use in the classroom with my teacher. I will not use bad words when I use a computer.
- 3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will not write anything mean or hurtful to another person. I will not be a bully or make fun of anyone. I will not stalk any person online or by text message. I will tell a teacher if I see anything hurtful to another student online. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion groups, etc.) responsibly. I will not send or post hateful or harassing media, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
- 4. I AM RESPONSIBLE FOR MY USE OF THE NIAGARA FALLS CITY SCHOOL DISTRICT NETWORK.** I will not look for web pages with pictures, words, or sounds that are not appropriate in school. I will not look for inappropriate web pages or documents including but not limited to violence, drugs, or weapons. I will not download any files, including music and video files, unless a teacher gives me permission.

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS**

5. I AM A RESPONSIBLE MEMBER OF MY SCHOOL WHEN I AM ONLINE. I will not write anything or post pictures or video that is **hurtful or embarrassing** to anyone while I am online.

6. I AM RESPONSIBLE TO BE HONEST ABOUT WHO I AM ONLINE. I will not pretend to be anyone else online. I will not send email, create an account, or post any words, pictures, or sounds using someone else's name. I will not use another person's login name or password.

7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE NFCSD NETWORK. I will not try to change **security settings** or install any software, including proxy servers on school computers without permission. I will not connect school district devices to not school district networks or hotspots. I will not use a phone, personal laptop, or any electronic device in school without a teacher's permission.

8. I AM RESPONSIBLE FOR PROTECTING NIAGARA FALLS CITY SCHOOL DISTRICT PROPERTY. I will not break or destroy any computer equipment on purpose. I will not move any equipment, including keyboards and mice, without permission.

9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE. I will not **plagiarize**. When I use information from a website, I need to let people know where I got the information. I will obey **copyright laws** and will not download words, pictures, video, or music that belongs to someone else.

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS**

10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ANYTHING ONLINE. I will not publish any material on a school website, wiki, blog, podcast, or discussion group without permission. I will not publish a picture, including my picture, with the person's first or last name in the caption.

Acceptable Use Policy for Networks Including the Internet

Students & Parents/Guardians: Please review the NFCSO Acceptable Use Policy found on the District Website at www.nfschools.net.

Student:

I understand and will obey the rules of the NFCSO Acceptable Use Policy. I will use NFCSO technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the Code of Conduct and/or prosecution under state and federal law.

Student Signature (above age 5): _____ **Date** _____

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS****Guide to the Niagara Falls City School District: Students Using Technology in
School
Grades 7-8**

Niagara Falls City Schools (NFCSD) provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by NFCSD teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

The NFCSD uses a filtering system to track and monitor all computer and Internet use on the NFCSD network. The system is designed to prevent access to educationally inappropriate sites. NFCSD educators can request that a specific site be blocked or unblocked by contacting the NFCSD Service Desk.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber crimes:

Criminal Acts: These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing, email, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.

Libel Laws: Publicly defaming people through publishing material on the Internet, email, etc...

Copyright Violations: Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright) and engaging in plagiarism (using other's words or ideas as your own).

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS****Acceptable Use Policy for Networks Including the Internet**

This Acceptable Use Policy was developed with input from NFCSD administrators, teachers, students, parents, Police Department, and the NFCSD Legal Advisor. Additional information designed to promote student and parental/guardian understanding of this policy can be found on the NFCSD Cyber Safety website: (see Acceptable Use Policy section on website).

By signing the Acceptable Use Policy, students acknowledge the following rules and conditions: As a Niagara Falls City School student, I understand that the use of the school network and email is a privilege, not a right. I understand that my school network and email accounts are owned by the NFCSD and are not private. The NFCSD has the right to access my information at any time. I understand that NFCSD administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement. I will use technology in a manner that complies with laws of the United States and the State of New York. I understand that I am to notify an adult immediately if I encounter material that violates appropriate use.

STUDENT RESPONSIBLE USE:**1. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.**

I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.

2. I AM RESPONSIBLE FOR MY LANGUAGE. I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators

3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion groups, etc.) responsibly. I will not send or post hateful or harassing media, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS**

4. I AM RESPONSIBLE FOR MY USE OF THE NIAGARA FALLS CITY SCHOOL DISTRICT NETWORK. I will use NFCSD computer resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any NFCSD computer resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the NFCSD network for illegal or commercial activities is prohibited.

5. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers, and administrators.

6. I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE. I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE NIAGARA FALLS CITY SCHOOLS' NETWORK. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including proxy servers, file sharing, shareware, or freeware on school computers.

8. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. I understand that vandalism is prohibited. This includes, but is not limited to, accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).

9. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE. I will follow all guidelines set forth by the NFCSD and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki,

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS**

discussion group, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including, but not limited to, my name, address, phone number or school. I will not post photos of students with their first and last names on any online site, including, but not limited to: blogs, wikis, and discussions groups.

Acceptable Use Policy for Networks, Including the Internet

Students & Parents/Guardians: Please review the NFCS D Acceptable Use Policy found on the District Website at www.nfschools.net.

Student:

I understand and will obey the rules of the NFCS D Acceptable Use Policy. I will use the NFSCD technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the Code of Conduct and/or prosecution under state and federal law.

Student Signature (above age 5): _____ Date _____

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS****Guide to the Niagara Falls City School District: Students Using
Technology in School
Grades 9 - 12**

The Niagara Falls City School District (NFCSD) provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by NFCSD teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

The NFCSD uses a filtering system to track and monitor all computer and Internet use on the NFCSD network. The system is designed to prevent access to educationally inappropriate sites. NFCSD educators can request that a specific site be blocked or unblocked by contacting the NFCSD Help Desk.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber-crimes:

Criminal Acts: These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.

Libel Laws: Publicly defaming people through publishing material on the Internet, email, etc...

Copyright Violations: Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS**

the Internet are protected by copyright), and engaging in plagiarism (using other's words or ideas as your own).

Acceptable Use Policy for Networks Including the Internet

This Acceptable Use Policy was developed with input from NFCSD administrators, teachers, students, parents, police department and the NFCSD Legal Advisor. Additional information designed to promote student and parental/guardian understanding of this policy can be found on the NFCSD Cyber Safety website: (see Acceptable Use Policy section on website).

By signing the Acceptable Use Policy, students acknowledge the following rules and conditions: As a Niagara Falls City School student, I understand that the use of the school network and email is a privilege, not a right. I understand that my school network and email accounts are owned by the NFCSD and are not private. The NFCSD has the right to access my information at any time. I understand that NFCSD administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement. I will use technology in a manner that complies with laws of the United States and the State of New York. I understand that I am to notify an adult immediately if I encounter material that violates appropriate use.

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS****STUDENT RESPONSIBLE USE:**

- 1. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.** I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
- 2. I AM RESPONSIBLE FOR MY LANGUAGE.** I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators
- 3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing media, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
- 4. I AM RESPONSIBLE FOR MY USE OF THE NIAGARA FALLS CITY SCHOOL DISTRICT NETWORK.** I will use NFCSD computer resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any NFCSD computer resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the NFCSD network for illegal or commercial activities is prohibited.
- 5. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES.** I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers, and administrators.
- 6. I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE.** I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS**

7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE NIAGARA FALLS CITY SCHOOL DISTRICT NETWORK. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including proxy servers, file sharing, shareware, or freeware on school computers. I will not connect to non-district hotspots without permission.

8. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. I understand that vandalism is prohibited. This includes but is not limited, to accessing, modifying, or destroying equipment, programs, files, or settings, on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).

9. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE. I will follow all guidelines set forth by the NFCSD and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion group, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to, my name, address, phone number or school. I will not post photos of students with their first and last names on any online site, including, but not limited to: blogs, wikis, and discussions groups.

Acceptable Use Policy for Networks, Including the Internet

Students & Parents/Guardians: Please review the NFCSD Acceptable Use Policy found on the District Website at www.nfschools.net.

**SUBJECT: STAFF/STUDENTS ACCEPTABLE USE POLICY (AUP) FOR DISTRICT
COMPUTER SYSTEMS****Student:**

I understand and will obey the rules of the NFSCD Acceptable Use Policy. I will use the NFSCD technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the Code of Conduct and/or prosecution under state and federal law.

Student Signature (above age 5): _____ **Date** _____

Adoption: June 26, 2014

Instruction

**SUBJECT: CHILDREN'S INTERNET PROTECTION ACT: INTERNET CONTENT
FILTERING/SAFETY POLICY**

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board of Education's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the schools including the selection of appropriate teaching/instructional materials and activities to enhance the schools' programs; and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web *may* include, but shall not be limited to, the following guidelines:

- a) Ensuring the presence of a teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of e-mail and chat rooms may be blocked as deemed necessary to ensure the safety of such students;
- b) Monitoring logs of access in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors;
- c) In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the District; and student violations of such policies may result in disciplinary action; and
- d) Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal identification information regarding such students.

The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable

laws/regulations as may be appropriate and implemented pursuant to the District's educational mission.

Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the School District.

The School District shall provide certification, pursuant to the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District computers with Internet access.

Internet Safety Instruction

The District shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats. The Commissioner shall provide technical assistance to assist in the development of curricula for such course of study which shall be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness, skills, information and support to aid in the safe usage of the internet.

Notification/Authorization

The District's Acceptable Use Policy and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

Student use of the District's computer system (DCS) is conditioned upon written agreement by all students and their parents/guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file in the District Office.

The District has provided reasonable public notice and has held at least one (1) public hearing or meeting to address the proposed Internet Content Filtering/Safety Policy prior to Board adoption. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of the District's Internet Content Filtering/Safety Policy, as well as any other District policies relating to the use of technology.

47 United States Code (USC) Sections 254(h) and 254(l)
47 Code of Federal Regulations (CFR) Part 54
Education Law Section 814

Adopted: February 23, 2012
Revised: June 21, 2012

Emergency Remote Instructional Supports for Students with Disabilities

Special education teachers who provide direct consultant teacher services or integrated co-teaching services will initiate outreach to their students' general education teacher to collaborate on instructional modalities. Special Education teachers in the NFCSD Consultant and ICT programs are members of their cooperating general education teachers' Teams, and have a Team channel on which they communicate directly with their special education students and provide accommodations or modifications for their assignments.

Special education teachers who provide resource room or self-contained special classes should follow the same guidance and expectations as classroom teachers in regards to pedagogy, content, class meetings and flexibility using Microsoft Teams.

Teaching assistants are available for instructional support through Microsoft Teams, by participating in class meetings, reinforcing classroom assignments and expectations, and serving as additional academic support.

Related service providers are to provide "tele-therapy" services through Microsoft Teams to the best of their ability. Related Service providers are expected to adhere to similar guidelines as other professionals in regard to student and teacher work at home, communication and flexibility and they will use the students' IEP to determine an appropriate/reasonable level of communication and support.

Documentation Requirements: Special Education personnel are expected to document all supports and services provided to students during this time. Document the manner, means, duration of time,

follow up efforts, etc. IEP progress monitoring is required to be collected and reported to parents following the schedule listed on the students' IEPs. Medicaid session notes continue to be a requirement of eligible related service providers. Special education teachers/service providers are responsible to hold any virtual professional meetings already scheduled on a day that becomes a virtual instruction day.

Students

City School District of the City of Niagara Falls**SUBJECT: REMOTE INSTRUCTION****Overview**

The District may offer remote or distance instruction to students at certain times including, but not limited to, independent study, credit recovery, enrichment courses, and in the event of an emergency condition, including, but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak.

In the event the District remains in session and provides remote instruction when it would otherwise close due to an emergency condition, the remote instruction provided by the District will be consistent with the District's emergency remote instruction plan, located in the District-wide school safety plan.

When making decisions about remote instruction, the District will consult with students, parents, teachers, administrators, community members, and other stakeholders as appropriate. When implementing remote instruction, the District will ensure that it is complying with applicable teaching and learning requirements.

Definitions

- a) "Asynchronous instruction" means instruction where students engage in learning without the direct presence (remote or in-person) of a teacher.
- b) "Non-digital and/or audio-based instruction" means instruction accessed synchronously and/or asynchronously through paper-based materials where the student to teacher interaction occurs via telephone or other audio platforms.
- c) "Remote instruction" means instruction provided by an appropriately certified teacher who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher.
 - 1. Remote instruction will encompass synchronous instruction provided through digital video-based technology and may also include asynchronous instruction intended to complement synchronous instruction. Digital video-based technology includes online technology and videoconferencing technology.
 - 2. Remote instruction may encompass non-digital and audio-based asynchronous and/or synchronous instruction where this instruction is more appropriate for a student's educational needs.
- d) "Synchronous instruction" means instruction where students engage in learning in the direct presence (remote or in-person) of a teacher in real time.

Students

SUBJECT: REMOTE INSTRUCTION (Cont'd.)

Formats and Methods of Remote Instruction

Remote instruction may be delivered through a variety of formats and methods. Determinations about how to best deliver remote instruction will take into account a variety of factors including, but not limited to, the number of students involved, the subject matter, the students' grade levels, and technological resources of both the District and students. Consideration will also be given to whether accommodations need to be made for students with disabilities or English language learners.

Remote Instruction During an Emergency Condition

Emergency Remote Instruction Plan

The District-wide school safety plan will include plans for the provision of remote instruction during any emergency school closure. The emergency remote instruction plan will include:

- a) Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction and policies and procedures to ensure students receiving remote instruction under emergency conditions will access Internet connectivity. The Superintendent will survey students and parents and persons in parental relation to obtain information on student access to computing devices and access to Internet connectivity to inform the emergency remote instruction plan;
- b) Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction;
- c) A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate;
- d) A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education; and
- e) If the District receives foundation aid, the estimated number of instructional hours the District intends to claim for state aid purposes for each day spent in remote instruction due to emergency conditions.

(Continued)

SUBJECT: REMOTE INSTRUCTION (Cont'd.)**Reporting of Computer and Connectivity Survey Results**

No later than June 30 of each school year, the Superintendent will report to the Commissioner of Education the results of the survey on student access to computing devices and access to Internet connectivity on a form and format prescribed by the Commissioner.

Minimum Instructional Hours

Remote instruction provided on days when the District would have otherwise closed due to an emergency condition may be counted toward the annual hourly requirement for the purpose of state aid. The Superintendent will certify to the New York State Education Department, on a form prescribed by the Commissioner, that an emergency condition existed on a previously scheduled school day and that the District was in session and provided remote instruction on that day and indicate how many instructional hours were provided on that day and certify that remote instruction was provided in accordance with the District's emergency remote instruction plan.

Remote Instruction Support

As necessary, the District will provide instruction on using remote instruction technology and IT support for students, teachers, and families. The District will also work to ensure that teachers and administrators are provided with professional development opportunities related to designing an effective remote instruction experience.

Compliance with District Policies, Procedures, and the Code of Conduct

Teachers and students are required to comply with any and all applicable District policies, procedures, and other related documents as they normally would for in-person instruction. Examples include, but are not limited to, the District's policies and procedures on non-discrimination and anti-harassment, acceptable use, and copyright. Students will also be required to abide by the rules contained within the *Code of Conduct* at all times while engaged in remote instruction. Violations of the *Code of Conduct* and/or engaging in prohibited conduct may result in disciplinary action as warranted.

Privacy and Security of Student and Teacher Data

The District will take measures to protect the personally identifiable information of students and teachers from unauthorized disclosure or access when using remote instruction technologies in compliance with law, regulation, and District policy. Examples of these measures include, but are not limited to, minimizing the amount of data shared to only that which is necessary, deidentifying data, and using encryption or an equivalent technical control that renders personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons when transmitted electronically.

(Continued)

SUBJECT: REMOTE INSTRUCTION (Cont'd.)

8 NYCRR Sections 100.1, 100.5, 155.17, and 175.5

NOTE: Refer also to Policies #5681 -- School Safety Plans
#7220 -- Graduation Options/Early Graduation/Accelerated Programs

Adoption date: June 22, 2023