



Computer/Technology Skills Curriculum Integration

Grades K-2

Grade Level: K

Strands: SI = Societal Issues; KU/WP/DTP = Keyboard Utilization/Word Processing/Desk Top Publishing; DB = Database; SS = Spreadsheet; T = Telecommunications; M/P = Multimedia/Presentation

Grade Level Focus Areas:

- Parts of the computer and how to operate
- Keyboard familiarity
- Grouping and sequencing
- Respect for others

Goal 1: The learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computer and other technologies

Objective 1.1 Identify the computer as a machine that helps people work and play. (SI)

Objective 1.2 Identify the physical components of a computer system. (SI)

Objective 1.3 Demonstrate correct care and use of computers. (SI)

Objective 1.4 Identify word processing software as a tool for writing. (KU/WP/DTP)

Goal 2: The learner will demonstrate knowledge and skills in the use of computer and other technologies.

Objective 2.1 Locate and use letters, numbers, and special keys on a keyboard. (KU/WP/DTP)

Objective 2.2 Place the cursor at a specified location. (KU/WP/DTP)

Objective 2.3 Recognize the characteristics of multimedia (M/P)



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Goal 3 The learner will use a variety of technologies to access, analyze, interpret, synthesize, apply, and communicate information.

Objective 3.1 Group items by different attributes using manipulatives and/or software. (SS)

Objective 3.2 Arrange a picture story in sequential/linear order. (M/P)

Grade Level: 1

Strands: SI = Societal Issues; KU/WP/DTP = Keyboard Utilization/Word Processing/Desk Top Publishing; DB = Database; SS = Spreadsheet; T = Telecommunications; M/P = Multimedia/Presentation

Grade Level Focus Areas

- Using technology at home and school
- Gathering organizing, and displaying data
- Using word processing
- Exploring multimedia

Goal 1: the learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computer and other technologies.

Objective 1.1 Identify uses of technology at home and at school. (SI)

Objective 1.2 Discuss ownership of computer-created work. (SI)

Objective 1.3 Identify physical components of a computer system. (SI)

Objective 1.4 Identify the Internet as a source of information. (T)

Goal 2 The learner will demonstrate knowledge and skills in the use of computer and other technologies.

Objective 2.1 Identify and discuss fundamental computer terms. (SI)

Objective 2.2 Locate and use letters, numbers, and special keys on a keyboard. (KU/WP/DTP)

Objective 2.3 Identify basis word processing terms. (KU/WP/DTP)



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Objective 2.4 Key words and/or sentences using word processing. (KU/WP/DTP)

Objective 2.5 Participate in the creation of a class multimedia sequential/linear story. (M/P)

Goals 3: The learner will use a variety of technologies to access, analyze, interpret, synthesize, apply, and communicate information.

Objective 3.1 Group items by different attributes using manipulatives and/or software. (SS)

Objective 3.2 Gather, organize, and display data. (SS)

Grade Level: 2

Strands: SI = Societal Issues; KU/WP/DTP = Keyboard Utilization/Word Processing/Desk Top Publishing; DB = Database; SS = Spreadsheet; T = Telecommunications; M/P = Multimedia/Presentation

Grade Level Focus Areas

- Using technology in the community
- Using electronic database to locate information
- Building word processing skills
- Collecting, sorting, and displaying data
- Exploring multimedia (graphics, sound, text)
- Using drawing tools

Goal 1: the learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computer and other technologies.

Objective 1.1 Identify uses of technology in the community. (SI)

Objective 1.2 Recognize an individual's rights of ownership to computer generated work. (SI)

Objective 1.3 Identify how electronic databases are used in the school, neighborhood, and community. (DB)

Objective 1.4 Identify print and electronic databases as ways to collect, organize, and display data. (DB)



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Objective 1.5 Identify how telecommunications has changed the ways people work and play. (T)

Goal 2: The learner will demonstrate knowledge and skills in the use of computer and other technologies.

Objective 2.1 Identify essential computer terms. (SI)

Objective 2.2 Identify the function of physical components of a computer system. (SI)

Objective 2.3 Demonstrate correct finger placement for home row keys. (KU/WP/DTP)

Objective 2.4 Use word processing to enter, save, print, and retrieve text. (KU/WP/DTP)

Objective 2.5 Use electronic databases to locate information. (DB)

Objective 2.6 Use a graphing program to enter data and graph results. (SS)

Objective 2.7 Identify and use electronic drawing tools to combine graphics and text. (M/P)

Objective 2.8 Participate in the planning and creation of a class multimedia story which includes student narration. (M/P)

Goal 3: The learner will use a variety of technologies to access, analyze, interpret, synthesize, apply, and communicate information.

Objective 3.1 Collect, sort, and organize information to display as a graph or chart. (SS)

Objective 3.2 Interpret data on charts/graphs and make predictions. (SS)



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Grades 3-5

Grade Level: 3

Strands: SI = Societal Issues; KU/WP/DTP = Keyboard Utilization/Word Processing/Desk Top Publishing; DB = Database; SS = Spreadsheet; T = Telecommunications; M/P = Multimedia/Presentation

Grade Level focus Areas:

- Awareness of copyright Law
- Exploring information technologies
- Building word processing techniques
- Exploring spreadsheets

Goal 1: The learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computer and other technologies.

Objective 1.1 Identify uses of technology in the community and how it has changed people's lives. (SI)

Objective 1.2 Recognize that the Copyright Law protects what a person, group, or company has created. (SI)

Objective 1.3 Recognize the benefits of word processing. (KU/WP/DTP)

Objective 1.4 Recognize how electronic databases are used in the community. (DB)

Objective 1.5 Identify telecommunications technologies used to locate information. (T)

Goal 2: The learner will demonstrate knowledge and skills in the use of computer and other technologies.

Objective 2.1 Identify the technology tools used to collect, analyze, and display data. (SI)

Objective 2.2 Identify the physical components of a computer system as either input, output, or processing devices. (SI)

Objective 2.3 Demonstrate proper keyboarding techniques for upper and lower case letters. (KU/WP/DTP)



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Objective 2.4 Retrieve and edit a word processed document. (KU/WP/DTP)

Objective 2.5 Recognize the differences between print and electronic databases. (DB)

Objective 2.6 Create a multimedia project as a group/class activity. (M/P)

Objective 2.7 Use telecommunications to locate community information as a group/class project. (T)

Goal 3: The learner will use a variety of technologies to access, analyze, interpret, synthesize, apply, and communicate information.

Objective 3.1 Create, save, and print a word-processed document. (KU/WP/DTP)

Objective 3.2 Locate and use information in electronic databases. (DB)

Objective 3.3 Use a prepared spreadsheet to enter and graph data as a group activity. (SS)

Objective 3.4 Evaluate the usefulness of information obtained using telecommunication technologies. (T)

Grade Level 4

Strands: SI = Societal Issues; KU/WP/DTP = Keyboard Utilization/Word Processing/Desk Top Publishing; DB = Database; SS = Spreadsheet; T = Telecommunications; M/P = Multimedia/Presentation

Grade Level Focus Areas:

- Using databases
- Using spreadsheets
- Locating information on the Internet
- Evaluating information found through telecommunications
- Developing word processing documents
- Exploring e-mail
- Identifying ways technology has changed Missouri

Goal 1: The learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computer and other technologies.



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Objective 1.1 Identify the ways in which technology has changed the lives of people in Missouri. (SI)

Objective 1.2 Identify and understand the differences between non-networked and networked computers. (SI)

Objective 1.3 Identify violations of the Copyright Law. (SI)

Objective 1.4 Recognize the correct use of copyrighted materials in multimedia products. (M/P)

Objective 1.5 Identify the need for Acceptable Use Policies (AUP). (SI)

Goal 2: The learner will demonstrate knowledge and skills in the use of computer and other technologies.

Objective 2.1 Use technology tools used to collect, analyze, and display data. (SI)

Objective 2.2 Practice proper keyboarding techniques for upper and lower case letters. (KU/WP/DTP)

Objective 2.3 Recognize word processing terms and functions. (KU/WP/DTP)

Objective 2.4 Edit a word processing file to make indicated corrections. (KU/WP/DTP)

Objective 2.5 Use e-mail as a means of communication. (T)

Objective 2.6 Use search strategies to locate information electronically. (T)

Objective Recognize the differences between non-networked and networked computers. (SI)

Goal 3: The learner will use a variety of technologies to access, analyze, interpret, synthesize, apply, and communicate information.

Objective 3.1 Create, format, save, and print a word processed document. (KU/WP/DTP)

Objective 3.2 Search and sort prepared databases for information to use in classroom projects. (DB)



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Objective 3.3 Evaluate information found via telecommunications for content and usefulness. (T)

Grade Level: 5

Strands: SI = Societal Issues; KU/WP/DTP = Keyboard Utilization/Word Processing/Desk Top Publishing; DB = Database; SS = Spreadsheet; T = Telecommunications; M/P = Multimedia/Presentation

Grade Level Focus Areas:

- Using search strategies
- Exploring the need for protection against viruses and vandalism
- Participating in curriculum-based telecommunication projects
- Developing word processing document using proper keyboarding techniques
- Developing multimedia presentation citing sources

Goal 1: The learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computer and other technologies.

Objective 1.1 Recognize the influence of technology on life in the United States. (SI)

Objective 1.2 Recognize the need for protection of software and hardware from computer viruses and vandalism. (SI)

Objective 1.3 Describe the use of Acceptable Use Policy (AUP). (SI)

Goal 2: The learner will demonstrate knowledge and skills in the use of computer and other technologies.

Objective 2.1 Use technology tools to collect, analyze, and display data. (SI)

Objective 2.2 Explain the differences between a non-networked and networked computer. (SI)

Objective 2.3 Use keyboarding skills to improve speed and accuracy. (KU/WP/DTP)

Objective 2.4 Use a word processing application to create and format a document. (KU/WP/DTP)

Objective 2.5 Create/modify an electronic database. (DB)



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Objective 2.6 Search and sort information using one criterion. (DB)

Goal 3: The learner will use a variety of technologies to access, analyze, interpret, synthesize, apply, and communicate information.

Objective 3.1 Select search strategies to obtain information. (DB)

Objective 3.2 Select the most appropriate graph to display data and state reason. (SS)

Objective 3.3 Create and modify a multimedia presentation citing sources of copyrighted materials. (M/P)

Objective 3.4 Evaluate information found via telecommunications for appropriateness, content, and usefulness. (T)



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Grades 6-8

Grade Level 6

Strands: SI = Societal Issues; KU/WP/DTP = Keyboard Utilization/Word Processing/Desk Top Publishing; DB = Database; SS = Spreadsheet; T = Telecommunications; M/P = Multimedia/Presentation

Grade Level Focus Areas:

- Refining application skills
- Increasing productivity and accuracy in keyboarding
- Using word processing, spreadsheet, database and multimedia for assignments in all subject areas.
- Locating and retrieving information using telecommunications

Goal 1: The learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computer and other technologies.

Objective 1.1 Recognize ownership, security, and privacy issues. (SI)

Objective 1.2 Demonstrate an understanding of copyright by citing sources of copyrighted materials in papers, projects, and multimedia presentations. (SI)

Objective 1.3 Model ethical behavior relating to security, privacy, passwords, and personal information. (SI)

Objective 1.4 Identify uses of technology in the workplace. (SI)

Goal 2: The learner will demonstrate knowledge and skills in the use of computer and other technologies.

Objective 2.1 Use keyboarding skills to increase productivity and accuracy. (KU/WP/DTP)

Objective 2.2 Search and sort information using more than one criterion and explain strategies used to locate information. (DB)

Goal 3: The learner will use a variety of technologies to access, analyze, interpret, synthesize, apply, and communicate information.

Objective 3.1 Select and use technology tools to collect, analyze, and display data. (SI)



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Objective 3.2 Use word processing/desktop publishing applications to create documents related to content areas. (KU/WP/STP)

Objective 3.3 Select most appropriate type of graph to display data and state the reason. (SS)

Objective 3.4 Create multimedia projects related to content areas. (MP)

Objective 3.5 Evaluate electronic information from various sources as to validity, appropriateness, content, and usefulness. (T)

Grade Level: 7

Strands: SI = Societal Issues; KU/WP/DTP = Keyboard Utilization/Word Processing/Desk Top Publishing; DB = Database; SS = Spreadsheet; T = Telecommunications; M/P = Multimedia/Presentation

Grade Level Focus Areas:

- Using ethical behavior in the use of technology resources.
- Selecting and using technology tools to collect, analyze, and display data.
- Using a variety of technological tools to develop projects in content areas.

Goal 1: The learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computer and other technologies.

Objective 1.1 Demonstrate ethical behavior relating to security, privacy, passwords, and personal information. (SI)

Objective 1.2 Demonstrate an understanding of copyright by citing sources of copyrighted materials in papers, projects, and multimedia presentations. (SI)

Objective 1.3 Model ethical behavior relating to security, privacy, passwords, and personal information. (SI)

Objective 1.4 Identify uses of technology in the workplace. (SI)

Goal 2: The learner will demonstrate knowledge and skills in the use of computer and other technologies.

Objective 2.1 Use keyboarding skills to increase productivity and accuracy. (KU/WP/DTP)



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Objective 2.2 Search and sort information using more than one criterion and explain strategies used to locate information. (DB)

Goal 3: The learner will use a variety of technologies to access, analyze, interpret, synthesize, apply, and communicate information.

Objective 3.1 Select and use technology tools to collect, analyze, and display data. (SI)

Objective 3.2 Use word processing/desktop publishing applications to create documents related to content areas. (KU/WP/STP)

Objective 3.3 Select most appropriate type of graph to display data and state the reason. (SS)

Objective 3.4 Create multimedia projects related to content areas. (MP)

Objective 3.5 Evaluate electronic information from various sources as to validity, appropriateness, content, and usefulness. (T)

Grade Level 8

Strands: SI = Societal Issues; KU/WP/DTP = Keyboard Utilization/Word Processing/Desk Top Publishing; DB = Database; SS = Spreadsheet; T = Telecommunications; M/P = Multimedia/Presentation

Grade Level Focus Areas:

- Choosing charts/tables or graphs to best represent data
- Conducting online research and evaluating the information found
- Using word processing/desktop publishing for classroom assignments/projects
- Using a variety of technological tools to develop projects in content areas

Goal 1: The learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computer and other technologies.

Objective 1.1 Demonstrate ethical behavior relating to security, privacy, passwords, and personal information. (SI)

Objective 1.2 Demonstrate an understanding of copyright by citing sources of copyrighted materials in papers, projects, and multimedia presentations. (SI)



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Objective 1.3 Model ethical behavior relating to security, privacy, passwords, and personal information. (SI)

Objective 1.4 Investigate occupations dependent on technology. (SI)

Goal 2: The learner will demonstrate knowledge and skills in the use of computer and other technologies.

Objective 2.1 Use keyboarding skills to increase productivity and accuracy. (KU/WP/DTP)

Objective 2.2 Search and sort information using more than one criterion and explain strategies used to locate information. (DB)

Objective 2.3 Identify the parts of a spreadsheet. (SS)

Objective 2.4 Enter and edit data in a prepared spreadsheet and observe the results. (SS)

Objective 2.5 Create/modify and use spreadsheets to perform calculations (+, -, *, /). (SS)

Goal 3: The learner will use a variety of technologies to access, analyze, interpret, synthesize, apply, and communicate information.

Objective 3.1 Select and use technology tools to collect, analyze, and display data. (SI)

Objective 3.2 Use word processing/desktop publishing applications to create documents related to content areas. (KU/WP/STP)

Objective 3.3 Select most appropriate type of graph to display data and state the reason. (SS)

Objective 3.4 Create multimedia projects related to content areas. (MP)

Objective 3.5 Evaluate electronic information from various sources as to validity, appropriateness, content, and usefulness. (T)



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Grades 9-12

Grade Level 9-12

Strands: SI = Societal Issues; KU/WP/DTP = Keyboard Utilization/Word Processing/Desk Top Publishing; DB = Database; SS = Spreadsheet; T = Telecommunications; M/P = Multimedia/Presentation

Goal 1: The learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computer and other technologies.

Objective 1.1 Practice ethical behavior in using computer-based technology for class assignments and projects.

Objective 1.2 Identify issues surrounding complex technology environments.

Goal 2: The learner will demonstrate knowledge and skills in the use of computer and other technologies.

Objective 2.1 Practice and refine knowledge and skills in keyboarding/word processing/ desktop publishing, spreadsheets, databases, multimedia, and telecommunications in preparing classroom assignments and projects.

Objective 2.2 Select and use appropriate technology tools to efficiently collect, analyze, and display data.

Goal 3: The learner will use a variety of technologies to access, analyze, interpret, synthesize, apply, and communicate information.

Arts Education (Music, Theatre, Visual)

Objective 3.1 Select and use appropriate technology tools to efficiently collect analyze, and display data.

Objective 3.2 Select and use appropriate technologies as a means of artistic expression.

Objective 3.3 Use electronic resources for research.

Objective 3.4 Use technological tools for class assignments, projects, and presentations.



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Objective 3.5 Adhere to Fair Use and Multimedia Copyright Guidelines, citing sources of copyrighted materials in papers, projects, and multimedia presentations.

English

Objective 3.1 Use word processing and/or desktop publishing for a variety of writing assignments/projects.

Objective 3.2 Use electronic resources for research

Objective.3.3 Select and use technological tools for class assignments, projects, and presentations.

Objective 3.4 Adhere to Fair Use and Multimedia Copyright Guidelines, citing sources of copyrighted materials in papers, projects, and multimedia presentations.

Foreign Languages

Objective 3.1 Select and use appropriate technologies to communicate in other languages with other cultures.

Objective 3.2 Use electronic resources for research

Objective.3.3 Select and use technological tools for class assignments, projects, and presentations.

Objective 3.4 Adhere to Fair Use and Multimedia Copyright Guidelines, citing sources of copyrighted materials in papers, projects, and multimedia presentations.

Health/Physical Education

Objective 3.1 Select and use appropriate technology tools to efficiently collect, analyze, and display data.

Objective 3.2 Use technology for experiments and/or research

Objective 3.3 Use electronic resources for research.

Objective 3.4 Select and use technological tools for class assignments, projects, and presentations.



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Objective 3.5 Adhere to Fair Use and Multimedia Copyright Guidelines, citing sources of copyrighted materials in papers, projects, and multimedia presentations.



Mathematics

Objective 3.1 Objective 3.1 Select and use appropriate technology tools to efficiently collect, analyze, and display data.

Objective 3.2 Use spreadsheets to solve problems and display data.

Objective 3.3 Use a calculator, scientific calculator, or graphing calculator for problem solving.

Objective 3.4 Select and use technological tools for class assignments, projects, and presentations.

Objective 3.5 Adhere to Fair Use and Multimedia Copyright Guidelines, citing sources of copyrighted materials in papers, projects, and multimedia presentations.

Science

Objective 3.1 Use scientific instruments to perform experiments.

Objective 3.2 Use appropriate technology tools to efficiently collect, analyze, and display data.

Objective 3.3 Use spreadsheets and/or databases to collect, record, analyze, and present data.

Objective 3.4 Select and use technology tools for class presentations.

Objective 3.5 Adhere to Fair Use and Multimedia Copyright Guidelines, citing sources of copyrighted materials in papers, projects, and multimedia presentations.

Social Studies

Objective 3.1 Use appropriate technology tools to efficiently collect, analyze, and display data.

Objective 3.2 Use spreadsheets and/or databases to collect, record, analyze, and present data.

Objective 3.3 Use electronic resources for research

Objective 3.4 Select and use technology tools for class presentations.



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Objective 3.5 Adhere to Fair Use and Multimedia Copyright Guidelines, citing sources of copyrighted materials in papers, projects, and multimedia presentations.

Workforce Development

Objective 3.1 Select and use appropriate technologies to prepare for the workplace.

Objective 3.2 Use electronic resources for research.

Objective 3.3 Select and use technological tools for class assignments, projects, and presentations.

Objective 3.4 Adhere to Fair Use and Multimedia Copyright Guidelines, citing sources of copyrighted materials in papers, projects, and multimedia presentations.



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Central R-III School District Acceptable Use Policy

This acceptable use Policy is a summary of official Board policies designated EHB and EHB-R. The content and meaning are essentially identical, but all users will be held accountable to all Board policies. The original Board policies may be found on file in the District administrative office.

The Central R-III School District recognizes the educational and professional value of electronics based information technology, both as a means of access to enriching information and as tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board, and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself an expected benefit of the technology department.

Definitions

For the purposes of this policy and related regulation, procedures and forms, the following terms are defined:

User -- any person who is permitted by the district to utilize any portion of the district's technology resources, including but not limited to students, employees, School Board members and agents of the school district.

User Identification (ID) -- any identifier which would allow a user access to the district's technology resources, or to any program, including but not limited to, e-mail and Internet access.

Password -- a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Technology Administration



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The Board directs the superintendent or designee to create rules and procedures governing technology usage in the district to support the district's policy, as needed. The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained or accessible through district technology resources. Trained personnel shall establish a retention schedule for the regular archival or deletion of data stored on district technology resources in accordance with the *Public School District Retention Manual* published by the Missouri Secretary of State. **Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures.**

User Identification and Network Security

The district technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors.

Use of the district's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to district technology if he/she is considered a security risk by the superintendent or designee.

Users must adhere to district policies, regulations, procedures, and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

User Agreement

Unless authorized by the superintendent or designee, all users must have an appropriately signed *User Agreement* on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures.

In addition, all users must recognize that they do not have a legal expectation of privacy in any email use activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using district technology in his or her *User Agreement*.



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Privacy

A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the district's technology resources.

Content Filtering and Monitoring

The district will monitor the on-line activities of minors and operate a technology protection measure ("filtering/blocking device") on all computers with Internet access, as required by law.

The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Evasion or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable, is a serious violation of district policy.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The district's web page will provide information about the school district, but will not be used as an open forum. The district web page may include the district's address, telephone number, and an e-mail address where members of the public may easily communicate concerns to the administration and the Board.

Any expressive activity involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons.

All other expressive activity involving the district's technology is subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Damages



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All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/Availability/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district technology resources:

- a.** Applying for a user ID under false pretenses is prohibited.
- b.** Using another person's user ID and/or password is prohibited unless authorized by the district.
- c.** Sharing one's user ID and/or password with any other person is prohibited unless authorized by the district.
- d.** A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- e.** Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.
- f.** Mass consumption of technology resources that inhibits use by others is prohibited.
- g.** Unless authorized by the district or building administrator, non-educational Internet usage is prohibited.
- h.** Use of district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- i.** Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- j.** Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state



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or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

k. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.

l. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

m. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

n. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or the violation of any person's rights under applicable laws is prohibited.

o. Any unauthorized, deliberate, or negligent action which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.

p. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.

q. At no time will district technology or software be removed from the district premises, unless authorized by the district.

r. All users will use the district's property as it was intended. Technology or technology hardware will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

s. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

t. Unauthorized use of any computer/media equipment or accounts is prohibited. Students may not access the Internet without a teacher or other district staff member present in the room.

u. Computers/media equipment must not be marked on, colored on, handled roughly, hit, or in any way defaced, altered or abused.

v. Horseplay of any kind is not allowed around computer/media equipment.

w. Students and community users may not have food or beverages around any computer/media equipment.

x. Users may not move or unplug any computer/media equipment nor adjust computer equipment controls without permission from the equipment supervisor.



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- y. Students and community users may only access computer programs that have been placed on their menus by the system administrator or supervisor. After consulting with the district technology coordinator, exceptions may be approved by a district administrator or the administrator of the building in which the computer is located.
- z. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

No person will be given access to district technology if he/she is considered a security risk by the superintendent or designee.

- a. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- b. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- c. The unauthorized copying of system files is prohibited.
- d. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- e. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- f. The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited.
- g. Users are not to add, remove or alter computer passwords, security measures, configuration settings or monitoring devices without authorization.

On-Line Safety - Disclosure, Use, and Dissemination of Personal Information

- a. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- b. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- c. Student users shall not agree to meet with someone they have met on-line without parental approval.
- d. A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- e. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where



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arrangements have been made in advance and approved by the district or building administrator.

f. All district employees will abide by state and federal law, Board policies, and district rules when communicating information about personally identifiable students.

g. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.

h. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

Electronic Mail (Employees Only)

A user is responsible for all electronic mail (“e-mail”) originating from the user’s ID or password.

a. Forgery or attempted forgery of e-mail messages is illegal and prohibited.

b. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.

c. Users are prohibited from sending unsolicited electronic mail to more than 200 addresses per message, per day, unless the communication is a necessary, employment-related function, or an authorized publication.

d. All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with district policies, regulations and procedures.

Employee Users

Authorized employees may use the district’s technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policy, regulation or procedure, hinder the use of the district’s technology for the benefit of its students or waste district resources. Any use which jeopardizes the safety, security or usefulness of the district’s technology is considered unreasonable. Any use which interferes with the effective and professional performance of the employee’s job is considered unreasonable.

All employees must model the behavior expected of students, exhibit the same judgment as expected of students and serve as role models for students. Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print or disseminate information via district resources, including e-mail or Internet access, which students or other users could not access, view, display, store, print or disseminate, unless authorized by the district.

Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic, and/or auditory information, which is pornographic, sexually explicit, illegal, defamatory and otherwise offensive to the user or others. Access to the material is strictly prohibited by this agreement.



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1. Any intended damage will be the financial responsibility of the user and accidental damage may be the financial responsibility of the user if good judgement and respect for the equipment was not used.
2. It is the user's responsibility to report any problems with the computer equipment **immediately**.
3. Users are to utilize the computer/ media equipment for its intended purpose.
4. Software not licensed to the school district should not be used or loaded on any of the districts machines until cleared with the Technology Department to resolve any licensing or compatibility issues.
5. Students should use the computer equipment for class work assigned by their instructor unless given permission by their instructor to use the computer for personal use. (The network system administrator can deny a user's request to utilize the computer for personal use).
6. Computers/media equipment should not be marked on, colored or in any way defaced by a user.
7. Horseplay of any kind is not allowed around any computer/media equipment.
8. Food or beverages are not allowed around any computer/media equipment.
9. Users are not to violate any copyright laws, rules, or regulations when using district computer/media equipment.
10. Users are not to alter or modify any computer/media equipment configuration settings or passwords except file preferences under options or formatting. Users are not to change any setting on software or change any screen settings without the approval of the network administrator or teacher. Any accidental modifications made to the system need to be reported immediately.
11. Accidentally accessing inappropriate sites need to be reported immediately.
12. Users should not assign any unauthorized security protection to any files, programs, or computer/media equipment.
13. Use of obscene, abusive, or otherwise objectionable language, sound, or images in either public or private files or messages is prohibited.
14. Users are solely responsible for the use of their registered account and password. **Only the registred user accesses the assigned account. DO NOT GIVE YOUR PASSWORD TO ANYONE!!**
15. Abusive, physical handling of any equipment by any user is prohibited.
16. Unauthorized copying of any files or media is prohibited. This includes copying or downloading any files.
17. **The use of student e-mail is prohibited at school.** Students may not set up e-mail profiles under any format. Staff may only use the District's established format and central-ph.k12.mo.us e-mail address. Users are not to have installed or use any type of instant messaging services or any other type of e-mail service not directly set-up or approved by the Technology Department.



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Violation of any district rules, regulations, or guidelines will result in the loss of the user's privileges to utilize the equipment. (See the violations list at the end of this document.)

Access to any one-line information resources, MORE net, Internet, etc. is an unparalleled opportunity to interact with the world at large. This opportunity brings with it a number of responsibilities. The Central R-3 School District provides the opportunity to access electronic on-line resources through MOREnet. In order to have this privilege, you must sign a User Agreement and follow the stated and expressed guidelines.

1. All user guidelines for computer/media equipment and all school facilities regulations apply.
2. The opportunity to access on-line information is a privilege, which may be revoked by the system administrator(s) of the computer system at any time for abusive, unauthorized, or inappropriate conduct. Such conduct would include, but is not limited to:
 - a. The placing or retrieval of any unlawful information on or thorough the computer system.
 - b. Accessing/using another person's registered account, password, files or e-mail accounts.
 - c. Using any defamatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening racially offensive or illegal materials in either public or private files of messages.
 - d. Using an account, computer/media equipment to obtain, view, download, or otherwise gain access to potentially objectionable material, which includes text materials, video images, or sound files that may be considered objectionable. **Opening attachments and downloading of materials other than updating anti-virus files, must have supervisor permission and may only be saved to a disk.**
 - e. Using an account, computer/media equipment for commercial or personal financial gain.
 - f. Permitting the use of your assigned account and/or password by another user.
3. Because of the potentially large number of individuals who need to use the computer/media equipment for on-line access, student access may be limited to a specified limitation will be posted at the computer sight.
4. The school district reserves the right to inspect any materials stored in files which users have access and will edit or remove any material which the system administrator (s), in its sole discretion, believes may be objectionable.
5. The school district on-line access is provided primarily for educational purposes under the direction of district staff. Non-educational use may be limited at any time by district staff. **Chat lines (or chat line equivalencies) are prohibited.**
6. Information services and features provided through the on-line access are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.
7. The school district does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct, or indirect, incidental, or consequential damages (including lost data information, damage to diskettes, etc.) Sustained or incurred in connection with the use, operation, or inability to use the system.



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8. Rules and regulations of system usage will be added and posted from time to time by the system administrator(s) reflecting district guidelines. All users are subject to these rules and regulations.
9. File sharing of any type is prohibited.
10. All floppy disks brought to school must first be scanned for viruses before using.
11. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

The Central R-III School district on-line access is intended for the exclusive use of its registered users. As a registered user, you are responsible for the appropriate use of your account and the security of your password. Any problems, which arise from the use of a user's account and password, are the responsibility of the account holder. Any financial encumbrances of the account are the account holder's sole responsibility. Any misuse of the account will result in suspension of the account privileges.



Central R-III E-mail Policy

E-mail accounts must be used responsibly.

Students will only be allowed to use e-mail when accounts are set up by the Network Administrator for specific use requested by an instructor. Specific user responsibilities include:

1. Protecting your e-mail account and password. You are responsible for the appropriate use of the account.
2. Students checking e-mail should only be done during the class time in which the account was designated and assigned.
3. Not interfering with the network traffic by sending broadcasts to lists or individuals.
4. E-mail accounts are to be used only by the registered user.

Faculty will only be allowed to use Netscape Communicator on District computers. All other types of electronic mail is strictly prohibited and can result in denial of access to the Districts' network. Faculty user responsibilities include:

1. Protecting your e-mail account and password. You are responsible for the appropriate use of the account.
2. Not interfering with the network traffic by sending broadcasts to lists or individuals.
3. E-mail accounts are to be used only by the registered user.



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Student User Agreement

(This portion needs to be signed by all students for the 2002-03 school year)

I have read the Central R-III School District Acceptable Use Policy and agree to abide by its provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension from school. I also understand that inappropriate or illegal use of the equipment/facilities could result in civil or criminal lawsuits. I also agree not to hold the Central R-III Schools liable for the gathering of any offensive or undesirable content through the schools electronic media.

I understand that my use of district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Student Signature

Date

Student User Log Request

(This portion need not be completed if students currently have a valid user name at the campus they are attending for the 2002-03 school year)

Student log-on will be **.their first initial followed by last name with no spaces using all lowercase letters.graduation year.chs.r3**

Ex: If students name is Rebel Man and graduating in the year 2000 their log on would be .rman.2000.chs.r3

Students may use any password using at least 4 (four) characters or numbers.
Students complete the following:

Full Name: _____ **Graduation Yr.** _____

Log-on: _____

Password: _____
(Underline any letters you wish to be capitalized in your password, if not all will be entered as lowercase)

Students will not be entered into the system until they complete the following:

- Parent/Guardian Technology Agreement must be signed.**
- Student User Agreement has been signed**
- Student User Log Request is filled out properly**



Central R-III School District Technology Usage Parent / Guardian Technology Agreement

I have read the Central R-III School District Technology Acceptable Use Policy. I understand that violation of these provisions may result in disciplinary action taken against my child, ward or child within my care, including but not limited to suspension or revocation of my child's or ward's access to district technology, and suspension or expulsion from school.

I understand that my child's or ward's technology usage is not private and that the school district will monitor their use of district technology, including but not limited to accessing browsers, e-mail logs and any other history of use. I consent to district interception of or access to all communications sent, received or stored by my child or ward using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from my child's, ward or child within my care usage of the district's technology resources. I agree to be responsible for any damage incurred by my child, ward or child within my care.

(Check one)

I give permission for my child or ward to utilize the school district's technology resources.

I give partial permission for my child or ward to utilize the schools district's technology resources. I do not wish for my child or ward to utilize (Specify):

I do not give permission for my child or ward to utilize the school district's technology resources.

Parent/Guardian Signature

Date

Parent/Guardian Name (Print)

Date



STUDENT USER VIOLATION PLAN

District Wide Violation Procedures for Students

First Offense (per school year):

1. Written report sent to District Computer Coordinator.
2. Loss of computer/media equipment privileges for 5 school days.
3. Written report of violation submitted to the building administrator.
4. Letter sent to parents with copies to the building administrator and to the Technology director.

Second Offense (per school year):

1. Written report sent to District Computer Coordinator.
2. Conference with building administrator.
3. ISS for 3 days, if building level appropriate, and loss of 5 additional days of computer usage.
4. Letter sent to parents with copies of infraction reports for the first and second offenses.

Third Offense (per school year):

1. Written report sent to District Computer Coordinator.
2. Loss of computer/media equipment privileges for the remainder of class enrollment and ten days ISS.
3. Letter sent to parents with copies of infraction reports for the first through third offenses.

Severity Clause: The district reserves the right to waive any or all of the above procedures depending on severity of infraction.

* If user agreement is broken outside of regular academic class time, the administrator may have the option to revoke privileges on a time restriction basis to enable student to receive class credit in classes that require computer access.



User Agreement Violation Report Form

TO: _____ Building Principle

CC: Central R-III District Technology Director

Name of person in violation _____

Report submitted by _____ Date _____

Place an X on the line next to the appropriate category:

____ Student

____ Elementary

____ Teacher

____ Middle School

____ Administrator

____ High School

____ Office Personnel

____ Teacher aide

____ Community Person

Specifically, explain the violation in detail:

Follow-up procedures used and action taken:

Signature



Employee User Agreement

(To be signed by all employees and turned into the building administrator by Sept. 1 2002)

I have read the Central R-III School District Acceptable Use Policy, e-mail policy, and Web-Page policy and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and termination. I also understand that inappropriate or illegal use of the equipment/facilities could result in civil or criminal lawsuits. I also agree not to hold the Central R-III Schools liable for the gathering of any offensive or undesirable content through the schools electronic media.

I understand that my use of district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, or receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

In return for access to the district's technology and proper maintenance of equipment, I will also adhere to the following:

- ☐ Update Anti-Virus software at least once a week
- ☐ If given access clean cache files "temp files" at least once a quarter
- ☐ No downloading of any file sharing applications (ex: MP3 files)
- ☐ Be responsible for the outside cleaning and dusting of equipment
- ☐ Only use the central-ph.k12.mo.us e-mail account through Netscape Communicator while at school. (No, instant messaging, Hotmail or Yahoo accounts should be set up on machines)

Employee Signature

Date



EMPLOYEE TECHNOLOGY VIOLATION PROCEDURE

The following procedures can be implemented when an employee violates the Employee Technology User Agreement

First Offense (per school year):

1. Verbal warning. At such time the building administrator and / or the Technology Director will clearly state the infraction and show employee how to prevent the infraction from occurring again.

Second Offense (per school year):

1. Written report given to building administrator from Technology Director
2. Conference with building administrator and technology director. Notes on conference filed in personnel file.
3. Possible job target given by building administrator. Tenure teachers will be given 45 days for remediation and non-tenure teachers will be given a 90 day remediation time frame.

Third Offense (per school year):

4. Loss of computer/media equipment privileges for five days (15 days if given a prior job target and during remediation time frame).
5. Conference with building administrator, technology director and district superintendent. Notes from conference filed in personnel file.
6. A job target will be issued if individual was not given one on the second offense.

Fourth Offense (per school year):

1. Removal of computer/media equipment from room.
2. Loss of computer/media equipment privileges for the remainder of the year.

Severity Clause: The district reserves the right to waive any or all of the above procedures depending on severity of infraction*. Provisions will be made if an employee needs to gain access to equipment for the recording of any student grades, mark student competencies, or to implement special education procedures during the time of their privilege losses.

*Examples might include but not be limited to:

- Damage caused to a machine or network due to blatant misuse or negligence of user. (Ex: not doing a virus protection update on machine for six months, downloading unlicensed software to machine, failure to notify technicians of infected machines on network within a three month period).
- Mishandling administrative log-on and passwords leading to the possibility of security breaches. (Ex: leaving machine unattended while in an administrative program such as SIS. Allowing students to enter data while in an administrative mode).
- Movement of labs/equipment causing damage to equipment and wiring without seeking approval from the technology department or administrator.



Central R-III Web Page Guidelines

Terms of the District's policy EHB and regulation EHB-R apply to all aspects of the development and deployment of District web pages.

All District teachers and administrators are encouraged to develop web pages to be linked from the District web page. Teachers and administrators are also encouraged to develop links from their home page to third party host sites so they may develop and continually update school related information about their class and/or organizations.

Prior to beginning work on the site teachers and administrators are strongly encouraged to attend training sessions on web site development.

The District encourages teachers to involve students in web site development.

Teachers and administrators should not establish links to a web site until they are sure the site meets the criteria in this document. The District web site is not to be used for personal reasons. All web pages are subject to review at any time by District Administrators.

Content and links within a District web site **should**:

- ☐ Be informative
- ☐ Be accurate
- ☐ Be current
- ☐ Pertain to education or to the function of the school
- ☐ Be correctly written, spelled and punctuated
- ☐ Be thoughtfully and attractively presented
- ☐ Have written parental permission to display a student's name or picture
- ☐ Insure that a student CANNOT be identified by attaching his/her name to a specific picture, phone number or address
- ☐ Have written permission in order to display the name or picture of any Staff member or School Board member
- ☐ Written permission may be obtained for single, specific pictures or it may be given for any district-approved use
- ☐ Adults CAN be identified by attaching his/her name to a specific picture, phone number or address with written permission



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Contents and links (defined as any site that can be reached in three clicks or less) within a District web site or, a teacher/student page linked from the district site, **should not**:

- ☒ Contain or point to pornographic, violent, obscene, objectionable or offensive material
- ☒ Violate copyright laws by containing unauthorized or plagiarized content (including written materials, pictures, graphics, audio, and video)
- ☒ Contain any personal information on students without parental permission

In order to protect individual privacy and promote good community relations, District web sites or teacher/student pages linked from the district website, **should**:

- ☒ Never provide addresses, phone numbers or other private information about students
- ☒ Never post individual pictures with the student's first or last names
- ☒ Posting class pictures are fine as long as the picture doesn't explain which individuals are standing where in the picture
- ☒ Class pictures should include at least three or more students if you are including their names
- ☒ Providing e-mail addresses except for the purpose of supporting or providing feedback for a school-related activity, organization or web site
- ☒ Never contain information or material that the district would not be willing to publish in other media forms (e.g., newspaper, television, brochures, etc.)
- ☒ Never allow students to post their personal web pages. If students need to post a web page as part of integrating the classroom curriculum with the Internet, it should be posted on the District web page with teacher approval through the District Web Master(s). All links from a student project web page must be checked for appropriateness
- ☒ Never promote specific political, metaphysical or religious viewpoints or agendas.

The District Web Master(s) will only take requests for new postings or changes to previously posted pages during the first week of each quarter.