Lyons Central School District

Technology Plan

2004-2007

Student Acceptable Use Policy for Technology
Laptop Release Agreement form for Staff
Digital Camera Release form for Staff

Foreword

The Board of Education of the Lyons Central School District has committed itself to ensuring that each student will be:
1. A Self Directed Learner
2. A Critical Thinker and Problem Solver
3. Academically Proficient
4. A Responsible Citizen
5. An Effective Communicator

In order to ensure that each student graduates with the information and skills needed to exist in a technologically advanced society, the Board of Education recognizes the need to integrate technology throughout students' educational experiences. The Board of Education's commitment to providing updated and accessible technology is essential not only for a strong technology program but for a comprehensive education that incorporates technology throughout.

In terms of technological growth, our school district can be proud of the progress made over the past ten years. It is only with the continued support of the Board of Education that we will continue forward movement.

Acknowledgements

The Lyons Central School District's Technology Planning Committee acknowledges the following for their support.

• The Board of Education

- Fred Bragan, Superintendent
- David Alena, Asst. Supt. For Business
- Mark Cazer, Project Manager, EduTech
- Anyone else who provided input regarding the technology needs for the district.

Lyons Central School Technology Planning Committee

David Alena ....Assistant Supt. For Business

Kathie Polyn ....Computer Coordinator

Anne Cook ....First Grade Teacher

Pam Crandall...Computer Lab Assistant

Steve Leo ....Network Administrator

Paul Meade ....M.S. Technology Teacher

Robert Morsdorf ....H.S. Technology Teacher

Brenda Neal ....Elementary Computer Teacher

Gary Verdine ....Second Grade Teacher

Stephan Wlodarczyk..Sixth Grade Teacher

Denise Cline ....M.S. and H.S. Librarian

Methodology & Current Status

In the winter of 2004 the Technology Committee met to review our past Technology plan. Many of the goals from our previous plan had been attained while others were ongoing and have become part of this plan. Furthermore, with changing technologies some new goals were added.

Since the last Plan was adopted three years ago Lyons School District has made significant gains in technology.
The District now has three Smart Boards, one for each building. Smart Board training and integration of lesson plans occurred over the 2003 summer.
The District participates in shared educational television channel to inform the community of upcoming and past school events.
The District continues to expand its' school web page for parents, the community, students and staff. New additions to the site are:
- PASS, (a Parental Access Support System) that provides feedback to parents/guardians on their student's grades; student schedule and school calendar;
- Daily homework by grade & subject;
- Links for staff to Data mentor and NY State Virtual Learning;
- Athletic schedule and films clips highlighting school games;
- School lunch menus;
- Additional Teacher web pages;
- Technology Guidelines and procedures for staff such as Network log on procedures, network-printing procedures, email procedures, virus scan procedures, Administrative curriculum guides, and frequently asked technology questions.
- Future expansion of the web will include Highlights of the student handbook, administrative forms and library research links.
The District is moving forward to introduce students to new multimedia communications through the use of film equipment and software. The computer club offers students the

opportunity to learn how to build computer workstations. The Art department offers students independent study courses to further develop computer graphic skills. The elementary lab through various grants continues to offer an extensive robotics program. A renovation project is underway which will include a new computer lab for Middle School and High School students and students in the Art program. Furthermore a multimedia/research lab is planned for Elementary School Library.

The Junior/Senior High School has the following technology:
- MST lab (12 computers)
- Cad lab   (17 computers)
- Art Lab (9 computers)
- PC lab (28 computers)
- Business Lab (26 computers)
- Library Lab (14 computers)
- All District file servers (4)
- Multimedia Lab- formerly RAITIN room (1 computer, document camera, projector, 2 VCRs, fax)
- All English classes have mini labs (5 workstations)
- 2 Science labs have 5 mini labs (s workstations)
- Laptops for staff (10)
- 9 digital cameras
- 1 cam corder
- 1 dv cam corder
- 8 projectors
- Each classroom has 6 network drops
- At least 1 computer workstation
- HS Resource room has a mini lab (6 computers)
- MS Resource room has 1 computer and 1 laptop
- 7 scanners

The Elementary School
- Computer lab (28 computers)
- Second computer lab (15 workstations)
- 6 network drops per classroom
- All grade level classrooms have more than one computer & a g3 processor
- All special teachers have a power Mac
- 4 Digital Cameras
- 1 dv camcorder
- 4 projectors
- 6 Laptops
- 2 scanners

Out of School Suspension Facilities –
10 Computers on a separate network

Bus facilities
 Workstations with remote access to student records database system

District Wide

- All buildings are networked
- Computer Coordinator
- Network Administrator

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Introduction

The Technology Planning Committee, with the support of staff, Administration and the Board of Education, is dedicated to providing the District with a technological vision for the future. By establishing a multi-year plan, the committee will give direction for the District in the following areas:

Objective #1: Providing a technological educational environment, which will enable the student to become a productive, responsible member of society.
- Increasing student access to technology
- Increasing integration of technology & curriculum
- Providing user Support

Objective #2: Having a Professional Development Plan for learning new and existing Technologies
- Providing teachers with the opportunity for technology training
- Providing support to teachers for implementing new technologies
- Integrating the technology Professional Development Plan with overall District Professional Development Plan
- Increasing use of electronic communication access by staff
- Providing electronic student record systems and training to staff
- Maintaining a Professional Development tracking system of staff courses and hours.

Objective #3: Requiring an Assessment of Technology for improving education by

- Assess facilities and hardware equipment for technology growth
- Evaluate new educational technologies available for instruction
- Increase use of multimedia equipment for presentations
  - **Maximize utilization of printing equipment and minimize its financial cost**
  - **Evaluating & purchasing educational software to meet student needs**
- Evaluating District technology policies & determining if additional policies need to be established and or revised.

Objective #4: Providing for a budget to obtain and maintain hardware, software, professional development and other services

- Developing a plan of fund allocation
- Developing a plan for outside sources

Objective #5: Providing for an assessment of Goals in Technology Plan

- Developing assessment tools to measure students' ability to use and integrate technology
- Reporting on each goal in the Technology Plan (on 'Update & Evidence' chart) at year-end to determine if goal has been obtained.
- Review Plan on a yearly basis & update as necessary
- At end of three years, review previous plan & prepare a new three year plan for the District

Objrctive 1. Providing a Technological Environment

REQUIREMENT/GOAL: Increasing student access to technology

Timeline	Solutions	Strategies/Steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
2004-2007	Plan for technology growth	Renovation Project More labs Wireless cart for classroom use	Architect, BOCES	Students using lab Staff & students using wireless cart	Tech Comm. Admin Staff

2004-2007	Computer labs opened beyond school hours (before & after)	Grants to fund plan Students teaching classes for community	Adult Aide Students	Students using labs after school Students earning community service points Community using school computers	Tech Comm.
2004-2007	Wireless Laptops/ handheld for students	Mobile cart used in classroom instruction Remote Access points in place for Internet use Policies & Procedures in place	Staff training	Students using Wireless laptops	Tech. Comm
Ongoing	Provide access to students with special needs	Continue to assess special needs of students with staff Attend workshops on special needs software/ hardware Continue Evaluating market solutions	Training for staff and students using new software/hardware.	Students using new technology	Computer Coordinator CSE Administration Staff
Ongoing	Provide other technological alternatives for learning	On line courses through BOCES Providing older computers to students who are in need	Update Administrators guidance, Dept. Heads, regarding programs	Students taking on line courses	Computer Coordinator Network Administrator Administration

Objective 2.Having a Professional Development Plan
EQUIREMENT/Goal: Increase integrate of Technology & curriculum

REQUIREMENT/GOAL: Provide User support

Timeline	Solutions	Strategies/Steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
Ongoing	**Ensure integration of software into curriculum**	Computer Coordinator/ Elementary computer teacher will work with staff to integrate technology objectives with curriculum Staff will continue to merge technology and curriculum in lessons where feasible. Staff will set a technology goal yearly with Administration	Staff Development Curriculum Writing	Teacher lesson plans/ classroom projects. Shared lesson plans on web for other district staff to access Continue to identify how software is meeting curriculum objectives	Computer Coordinator Teachers Admin. Elementary Computer teacher
Timeline	Solutions	Strategies/Steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
Ongoing	Evaluate technical support needs	Analyze service request, project priorities Establish Timeline for major projects and resources projects Update network and work workstations with current operating systems and applications Have current protection procedures for computer viruses in place.	Technical Support BOCES	Service request, future and ongoing projects Timeline detailing major projects Network and work stations having current operating systems and applications	Computer Coordinator Network Administrator

REQUIREMENT/GOAL: Providing Teachers with the opportunity for technology training and curriculum integration.

Timeline	Solutions	Strategies/Steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible

Ongoing	Technology Training opportunities	In house training
		Out of house training
		    During school day
		    Summer
		    After school
		Determine what staff needs to know to use technology
		Develop and implement a staff training plan
		Update plan as necessary for new technologies
			In-house experts
			TRC
			EduTech
			Universities
				Increase in workshop participation	Computer Coordinator

REQUIREMENT/GOAL: Providing support to teachers for implementing new technologies

Timeline	Solutions	Strategies/Steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
Ongoing	Assistance from Staff, Computer Coordinator, Network Administrator, Students Financial compensation Release time New equipment software	Research feasibility Purchase equipment Purchase software Installation /configuration of equipment Provide Training	Technology Committee Training during school year & summer	New technology implemented	Computer Coordinator Network Administrator Technology Committee

REQUIREMENT/GOAL; Technology Professional Development Plan should integrate with overall District Professional Development Plan

Timeline	Solutions	Strategies/Steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
Ongoing	Incorporate technology goal into overall teacher goals	**Goal setting with Principals/ Administration** Teachers incorporate a technology goal in PDP	Goal will include necessary training	Teacher implementing technology	Computer Coordinator Network Administrator Teacher Principal

REQUIREMNT/GOAL: Increase usage of student records maintained and accessed electronically.

Timeline	Solutions	Strategies/Steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
Ongoing	Staff will use School Master program for Recording all student information (attendance, grades, scheduling, appointments, health information, bus routes) Staff will use Web based Clear Trac 200 for students EIPs Staff will use Data Mentor to (web based analysis of student performance on ELA test) Administrators will use Cognos Data warehouse for analysis of test reporting	Have appropriate hardware available to staff workstations and PDAs Have staff trained on PDAs as needed MS/HS staff maintains period by period attendance Implement new modules to student database such as AIS Have staff trained on Clear Trac 200 Customize data fields on databases to accommodate LCSDs requirements. • Document all Staff responsibilities in maintenance of databases • Train MS/HS on Gradebook module. • Cross train support staff on student database tasks.	Train new teachers on grading (ms/h.s.) Train office staff new modules	Staff using software and hardware to input and retrieve student data and create reports Parents accessing student data through PASS link.	Computer Coordinator Network Administrator Admin BOCES Guidance staff

Requirement/Goal: Maintaining a Professional Development tracking system of staff courses and hours.

Timeline	Solutions	Strategies/Steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
2004-7	Web based PDP system	Convert existing database to a more thorough & accessible tracking system			

REQUIREMENT/GOAL: Increase Electronic District communications access

Timeline	Solutions	Strategies/Steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
Ongoing	Maintenance of email accounts for all district staff	Provide email training for new staff Provide user support Communicate updates to email system	Staff training on e-mail Troubleshoot discrepancies	Directory of accounts	Computer Coordinator
2004-7	Increase Staff using electronic communications to parents	Training on docushare, front page Setting up docushare accounts Increasing options on web based PASS system Staff Web pages Training on Gradebook Implementation of web based Clear Trac 200 for EIPs Staff sending communications for school tv channel Web based sports program	Staff training	Increase access to web for District information	Computer Coordinator

Objective 3. Requiring an Assessment of Technology

REQUIREMENT/GOAL: Assess facilities and hardware equipment for technology growth

Timeline	Solutions	Strategies/Steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
Ongoing	Provide for technology resources for new relocated and renovated classrooms	Meet with architects, staff, BOCES, Administrators to determine plans Evaluate other schools district facilities	Architect needs to understand expectations & incorporate in his design	New classrooms with plenty of space for technology	Admin. Computer Coordinator Tech Comm
Ongoing	Examine continuing server space Examine network	Meet with BOCES to determine needs	BOCEs network staff	Servers and network working efficiently	Computer Coordinator Technician

Requirement/GOAL: Evaluate new educational technologies available for instruction

Time- line	Solutions	Strategies/steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
Ongoing	Keep abreast of new technology	Committee members continue to provide input Tech. Coordinator will send appropriate information to staff In-service Representative(s) sent to technology meetings, conferences & shows Joint Technology Coordinator meetings Keep staff informed of new technologies/ software/ hardware/web based applications	Attend technology meetings/ conferences Journals Email Listservs	On-going reports Presentations Staff using new technologies	Tech. Committee Tech. Coordinator Administrators
2006-7	Update the computer curriculum objectives as needed	Review objectives	Requests by Staff	Staff integrating objectives	Tech. Committee Computer Coordinator
Ongoing	Maintain software inventory	Create a database to maintain data	Computer Coordinator	Software inventory	
Ongoing	Maintain Hardware inventory	Evaluate inventory databases	Technician	Data collected	Computer Coordinator Technician

REQUIREMENT/GOAL: Increase use of multimedia equipment for presentations

Timeline	Solutions	Strategies/steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
Ongoing	Develop staff awareness of what is available	Multimedia presentations at faculty &/or dept./ grade level meetings Superintendent's Conference Day focusing on technology	Tech. Committee	Faculty meeting Newsletter Email New teacher orientation Administrators/ staff/ students using multimedia	Computer Coordinator Tech. Committee
Ongoing	Individual teachers/ students will request multimedia equipment (video cameras, movie editing software)	Set up multimedia equipment & procedures Provide user support	Training on multimedia equipment	Multimedia Log sheet Staff/Students using video equipment and video editing software	Tech. Comm.
Ongoing	Complete Technology Assessment Inventory	Evaluate inventory		Inventory Documented	Tech Coordinator Technician
Ongoing	Reevaluate multimedia needs	Review requests on log sheets		Requests Teacher demand	Computer Coordinator Tech Com Admin

REQUIREMENT/Goal: Maximize utilization of printing equipment and minimize financial cost

Time-line	Solutions	Strategies/steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
2004-07	Evaluate district printing needs and make recommendation	Establish printing guidelines for staff/students Evaluate other districts plans Prepare inventory/cost of current equipment & supplies Determine if new technologies are more feasible. Recommend alternative solutions to decrease printing cost	Vendor presentations Review printing systems	Reports from vendors	Tech Committee Admin Computer Coordinator

REQUIREMENT/GOAL: Evaluating & purchasing educational software to meet student needs

Time line	Solutions	Strategies/Steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
Ongoing	Coordination & recommendation of software purchases based upon purchasing procedure	Continue line item software budget Individual teachers complete software request form for instructional software (May also be completed as a grade level or department) Consider network vs stand alone licensing Review inventory to prevent duplication		Software request forms Updated list of district software	Computer Coordinator
Ongoing	Determine if software is being integrated into curriculum	Computer Coordinator will work with staff to integrate software		Teacher lesson plans/ classroom projects. Elementary rubrics & assessment by Computer Teacher EIP Teacher for 11th graders (Skill checks)	Computer Coordinator Teachers Administrators

Requirement/Goal: Evaluating District technology policies & determining if additional policies need to be established and or revised.

Timeline	Solutions	Strategies/Steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
Ongoing	Policies updated & published	Review other School District policies on similar issues Update policies as needed Inform Staff & students on changes	Published and staff students notified	Staff/Students Handbooks Published on Web	Technology Committee Administrators

Objective #4: Providing for a budget to obtain and maintain hardware, software, professional development and other services

- Developing a plan of fund allocation
- Developing a plan for outside sources

Objective 5. Assessing Terchnology Plan Goals

REQUIREMENT/GOAL: Develop appropriate assessment tools to measure student ability to use technology

Timeline	Solutions	Strategies/Steps	Training Needed/ Support	Update/ Evidence	Person(s) Responsible
Ongoing	Knowledge & integration of District's K-12 Technology curriculum	Review Technology Curriculum Review Technology Curriculum at dept./curriculum meetings &/or faculty meetings Publish on web Integrate technology into portfolio development *See staff training* Elementary assessment & reporting MS – MST assessment HS – 11th grade assessment & reporting	Technology Committee supports building curriculum efforts focusing on technology integration	Utilization of Technology curriculum	Tech. Comm.
Ongoing	Update & maintain assessment tools	Rubrics Review Technology Objectives	Rubric training Software training	Students will demonstrate the use of technology in their benchmark presentations and at agrade levels	Tech. Comm.
Ongoing	Evaluate student technology skills and application	Students will be evaluated before & after grade levels to determine if curriculum objectives have been met.	Clear expectations of curriculum outcomes at each grade level	Students will improve technical skills	Building Principals

REQUIREMENT/GOAL: Report on each goal in Technology Plan at year-end to determine if goal has been met.

REQUIREMNT/GOAL: Review Plan on a yearly basis & update as necessary

REQUIREMENT/GOAL: At end of three years review plans and prepares a new plan for District

Conclusion

The mission statement of Lyons Central School is to "enable each student to become a productive member of society". In today's competitive and ever-changing world, such commitment is not possible without careful attention to the role of technology. Therefore the Technology Committee has strived to develop a plan that will allow technology to be integrated into all curriculums. This will help insure the success of our district in preparing our students for the 21st century.

We also believe technology should support the district's goal of life-long learning. Therefore community access to our technology is an important part of the plan.

While mindful of the financial constraints of the district, the technology committee feels strongly that the cost of implementing this plan is a worthwhile and necessary investment in the future of our students and community-at-large. The committee requests the district's support in implementing this plan.

Appendix

Lyons Central School District

Student Acceptable Use Policy
for Computer Technology

Overview

   With Computer Technology comes an electronic network that provides vast, diverse and unique resources. Our goal is to provide teachers, staff, and students with up-to-date computer technology including access to the Internet. We believe however, that the use of this technology within the Lyons School District is a privilege, not a right, and that certain guidelines must be adhered to.

Guidelines

A.   Educational Purpose

   1.   Internet access has been established for educational purposes only, which include classroom activities, career development, and educational projects consistent with Lyons School district policy.

   2.   Students are expected to follow the rules set forth in the Lyons Jr.-Sr. High School Student Handbook/or Elementary building policies that may apply to the use of computer technology.

   3.   Students may not use the Internet for commercial purposes. Students may not offer, provide, or purchase products or services through the Internet.

B.   Student Access.

   1.   All students will have access to the Internet World Wide Web information resources wherever available. Students in grades K-12 using the Internet will be under adult supervision.

   2.   All students will have access to computer technology.

   3.   Access to the Internet and to district computer technology is not a right but a privilege and unacceptable usage will result in revoking this privilege.

   4.   If and when individual e-mail accounts become available for students, the students will need additional authorization from their parents or guardians.

   5.   Students training in safety and " etiquette " in the use of the Internet will be required before student use is allowed.

C.   Unacceptable Uses

1.   E-mail and the Internet

a.   Students will not post personal contact information about themselves or other people. Personal contact includes information regarding home addresses, telephone, school address, work address, etc.

b.   Students will not agree to meet with somebody they have met on-line.

c.   Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2.   Software

a.   Students will not download software from the Internet.

b.   Students will not make illegal copies of District software. When software is purchased it is licensed for a particular computer or group of computers. To use software in a manner that is not in compliance with the software license is an infringement of copyright laws.

c.   Students will not load software from floppies, CD-ROM, or external hard
drives.

3.   Illegal Activities

a.   Students will not attempt to gain unauthorized access to any other computer systems through the Internet access, or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of " browsing ".

b.   Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c.   Students will not use the Internet to engage in any other illegal act, such as arranging for the sale or purchase of illegal drugs which includes alcohol and cigarettes, engaging in criminal gang activity, or threatening the safety of person[s], etc.

4.   System Security

a.   Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their password to another person.

b.   Students will immediately notify an administrator or the technology coordinator if they have identified a possible security problem.

c.   If a security problem is detected by a student, that student will not identify this problem to anyone other than those specified above.

d.   Students will avoid the inadvertent spread of computer viruses by following the Lyons School District virus protection procedures.

e.   Any other user identified as a security risk may be denied access.

5.   Inappropriate Language

a.   Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

b.   Students will not post information that could cause damage or danger of disruption to the computer network.

c.   Students will not engage in personal attacks, including those that are prejudicial or discriminatory.

d.   Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending them messages, the student will do so.

e.   Students will not knowingly or recklessly post or defamatory information about a person or organization.

6.   Respecting Resource Limits

a.   Students will use the system only for educational and career development activities.

c.   Students will not download files to the computer unless approved by a supervising adult.

c.   Time allocation is set for each student by attending supervisor.

d.   An Internet Access Form must accompany each on-line use activity.

7.   Plagiarism and Copyright Infringement

a.   Students will not plagiarize works on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were theirs.

b.   Students will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the

expressed requirements. If students are unsure whether or not work can be used, consult with a teacher or librarian.

8. Access to Inappropriate Material

    a. Students will not use the Internet or any other computer technology to access material that is pornographic or obscene. Students will not access material that advocated illegal acts, violence or discrimination towards other people.

    b. If a student mistakenly, accesses inappropriate information, that student should immediately tell a teacher, administrator or technology coordinator. This will be documented and will protect the student against a claim that student has intentionally violated this policy. However, if a student repeatedly accesses inappropriate information, a review will be done to determine if access was truly accidental.

    c. If there is material that a parent feels inappropriate for their child to use, the Lyons School District fully expects that the student will follow their parent's instructions in this matter.

D. Students rights

1. Free speech

Technology communication is considered a limited forum, similar to the school newspaper, and the Lyons school District may restrict student's speech for valid educational reasons.

2. Search and Seizure

    a. Students should expect only limited privacy in the contents of their personal files on the Lyons School District system. Teachers, administrators and the technology coordinator will have access to all student files on the Lyons School District's instructional network. This excludes administrators files pertaining to the student's personal information.

    b. Routine maintenance and monitoring of the Lyons School District's networks may lead to discovery that a student has violated this policy, as stated in the Student Handbook, or the law.

    c. An individual search will be conducted if there is reasonable suspicion that a student has violated; Student Acceptable Use Policy for Use of computer Technology, Student Handbook, or the law.

    d. Parents have the right at any time to request to see the contents of their child's account.

e.   Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the systems responsibly. Users should not expect that files stored on district servers will always be private.

3.   Due Process

a.   The Lyons School District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Internet or the Lyons School District Network[s].

b.   In the event there is a claim that a student has violated this policy in the use of computer technology, the student will be provided with the written notice of the suspected violation and an opportunity to be heard in the manner set forth in the Lyons Central School Student Handbook.

c.   Lyons School District administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

d.   If the violation also involves a violation of other provisions of the Lyons Central School Student Handbook, it will be handled in a manner described in the Lyons Central School Handbook. Additional restrictions may be placed on student's use of their Internet account.

4.   Limitation of Liability

The Lyons School District makes no guarantee that the functions or the services provided by or through the Lyons School District system will be error-free or without defect. The Lyons School District will not be responsible for any damage incurred, including but not limited to, loss of data or interruptions of service. The Lyons School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Lyons School District will not be responsible for any financial obligations arising through the unauthorized use of the system.

5.   Personal Responsibility

It is the student's responsibility to use computer technology, both inside and outside of school, in a proper, lawful fashion. Failure to use computer technology appropriately may result in any or all of the following depending on the infraction.

Verbal warning
Loss of Internet use
Limited use of computer technology
Loss of access to computer technology

Loan of District Technology Equipment

Loans are to ber recorded and that equipment be returned upon request of somenone from the media center. All equipment is to be used for classroom instruction purposes. Digital cameras cannot be used by staff members for an extended period of time.

It is also understood that equipment be returned in the same working condition which it was borrowed, allowing for reasonable wear and tear due to normal use. The borrower assumes responsibility for any loss or damage beyond reasonable use.

Staff responsible for equipment:
Name:⎯⎯⎯⎯⎯   Grade and Room no. ⎯⎯⎯⎯⎯

Building: ⎯⎯⎯⎯⎯   Phone ⎯⎯⎯⎯⎯

Date taking equipment   Date expected to return
Please stat in writing purpose or goal, project.

I will be financially responsible for equipment replacement if broken, stolen or lost.

Signature of staff taking equipment   Today's Date

Approved:

⎯⎯⎯⎯⎯⎯⎯⎯   ⎯⎯⎯⎯⎯
Building Principal: Date:

Equipment Type: Laptop⎯⎯⎯Digital camera ⎯⎯⎯Digital camcorder⎯⎯⎯

Model no.⎯⎯⎯⎯   Serial no.⎯⎯⎯⎯

Other items: ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯