

# APPENDIX G



## Wyandanch Union Free School District Policy #

### **WYANDANCH UFSD NETWORK ACCEPTABLE USE AND SAFETY POLICY**

#### **MISSION STATEMENT**

The Wyandanch Union Free School District network is a service provided to improve learning and teaching through research, collaboration and dissemination of successful educational practices, methods, and materials.

The Wyandanch Union Free School District is a Wide Area Network (WAN) connected to the Internet. The Internet links computer networks around the world, giving the Wyandanch Union Free School District access to a wide variety of computer and information resources.

The Wyandanch Union Free School District provides limited access to these local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy.

In return every Wyandanch Union Free School District user has the responsibility to respect and protect the rights of every user in our community and on the Internet. Wyandanch Union Free School District users are expected to act in a responsible, ethical and legal manner, in accordance with the Wyandanch Union Free School District Code of Conduct, the missions and purposes of the other networks they use on the Internet and the laws of the states and the United States.

#### **ACCESS**

Access to the Wyandanch Union Free School District is a privilege offered each academic year to all Wyandanch Union Free School District students and educators.

#### **CODE OF CONDUCT**

The Wyandanch Union Free School District user is held responsible for his/her actions and activity within his/her user account. Unacceptable uses of the network will result in the suspension or revoking of these privileges. Some examples of such unacceptable use are:

1. Using the network for any unauthorized access including but not limited to hacking and/or illegal activity and violation of copyright or other contracts.
2. Using the network for financial or commercial gain.
3. Degrading or disrupting equipment or system performance.
4. Vandalizing the data of another user.
5. Wastefully using finite resources.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Posting personal communications without the author's consent.
10. Posting anonymous messages.
11. Using the Network to access material which is obscene, pornographic and/or harmful to minors.
12. Transmitting personal information about any student by that student or others, including pictures, addresses, phone numbers, pager numbers and email addresses.

### **INTERNET CONTROL FILTERING**

In accordance with the provisions of the Children's Internet Protection Act ("CIPA"), the District requires that all District computers with Internet access be equipped with filtering or blocking technology which will, at a minimum, block or filter Internet access for both minors and adults, to visual depictions that are obscene; child pornography; and for computers used by minors with Internet access, harmful to minors.

No filtering technology can guarantee that students will be prevented from accessing all inappropriate locations. However, the District shall institute measures to monitor the online activities of minors and assist students in the appropriate use of the Internet.

Under certain supervised circumstances, authorized personnel may override the filtering/blocking technology for a limited, prescribed period of time, to assist staff members engaged in bonafide research or other lawful purposes.

The District shall provide employee training for proper use of the Network, including training to foster the safety and security of minors when using electronic mail, chat rooms, and other forums of direct electronic communications; as well as training to prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors.

All users of the Wyandanch Union Free School District, including students and staff, must abide by the District's restrictions on Network use.

Further, the user and, where applicable, his/her parent(s) or guardian(s) are warned that The Wyandanch Union Free School District does not have control of the information on the Internet. Even though the Wyandanch Union Free School District uses Internet filtering software, it is possible that the requester might access unacceptable sites. These sites may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Therefore, users shall discharge and hold harmless the Wyandanch Union Free School District, its board of education trustees and employees from any and all claims, liabilities, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to his/her own or his/her child's use of or access to the

Wyandanch Union Free School District or other independent networks. While the Wyandanch Union Free District's intent is to make Internet access available to further its educational goals and objectives, users may access other materials as well.

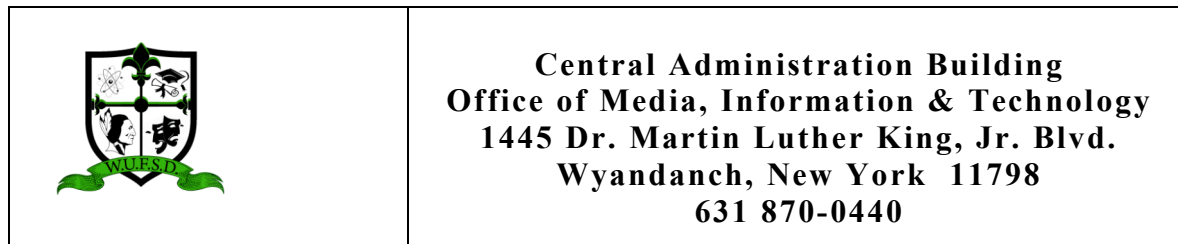
The Wyandanch Union Free School District believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow.

The Wyandanch Union Free School District would like to emphasize that the independent networks, accessed through the Wyandanch Union Free School District, are open systems. This means that another individual within or outside the Wyandanch Union Free School District community might access a Wyandanch Union Free School District's user's files without the users prior knowledge or consent. Therefore, the Wyandanch Union Free School District's advice to all users is "Don't put anything in writing that you wouldn't want other people to read." As it is impossible to guarantee complete security, the Wyandanch Union Free School District accepts no responsibility for any consequences of unauthorized entry, even if such entry could have been prevented by procedures known to the Wyandanch Union Free School District but not adopted. Wyandanch Union Free School District will make reasonable efforts to protect the electronic files of every user.

The user and, where applicable, his/her parent(s) or guardian(s) must understand the specific conditions and services being offered will change from time to time. In addition, a user uses Wyandanch Union Free School District at his/her own risk. The Wyandanch Union Free School District makes no warranties with respect to Wyandanch Union Free School District's service, including but not limited to the following:

1. The content of any advice or information received by a user from a source outside Wyandanch Union Free School District or any costs or charges incurred as a result of seeing or accepting such advice.
2. Any costs, liability or damages caused by the way the user chooses to use his/her Wyandanch Union Free School District access.
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Wyandanch Union Free School District.
4. While the Wyandanch Union Free School District supports the privacy of electronic mail, account users must assume that this cannot be guaranteed.
5. Network users have **NO EXPECTATION OF PRIVACY** with respect to any data stored or transmitted via the District's Network or used in conjunction with the District's Network. School officials shall monitor the use of the District's Network and can and will search, at any time, the account, e-mail, disks, files, or other data stored on the District's Network.

Users must recognize that the Wyandanch Union Free School District's Code of Conduct applies to the use of the Wyandanch Union Free School District and other independent networks, and that any usage of these networks in violation of this code or the Wyandanch Union Free School District's policy and procedures regarding usage of the networks, and/or any of the Wyandanch Union Free School District's policies and procedures, will be subject to appropriate disciplinary action, including but not limited to loss of Wyandanch Union Free School District privileges.



## COMPUTER NETWORK FOR EDUCATION

Dear Parent/Guardian

The district would like to offer your child access to our educational computer network, including the Internet. With your permission, your child will have access to various software applications, hundred of databases, libraries and computer services from all over the world through the Internet and other electronic information systems.

The Internet is a system which links smaller networks creating a large diverse network. The Internet allows students the opportunity to reach out to many other people to share information, learn concepts, and research subjects by the sending and receiving of messages using a computer, modem, and phone lines.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed district Computer Network for Education Policy, regulation and consent and waiver from and discuss these requirements together. You and your child should understand that inappropriate network use will result in the loss of the privilege to use this educational tool and/or additional disciplinary action by the district.

As indicated in the enclosed policy and regulation, the district will attempt to discourage access to objectionable material and communications. However, in spite of our efforts to establish regulations governing use of the district's computer network and student access to the Internet, a variety of in appropriate and offensive materials are available over the Internet and it may be possible for your child to access these materials inadvertently or if he/she chooses to behave irresponsibly. In addition, it is possible for undesirable or ill-intended individuals to communicate with your child over the Internet. There is no practical means for the district to prevent this from happening, and your child must take responsibility to avoid such communications if they are initiated.

I have included the above information to ensure your decision regarding your child's access to the district's computer network and the Internet is an informed one. You must be the one to decide whether the benefits of your child having access to the district's computer network and the Internet outweigh the potential risks. All children in Grade 5 and above will be required to sign the enclosed "User Acknowledgement Form." It is to be returned with your Consent Form.

## COMPUTER NETWORK FOR EDUCATION

If you wish to allow your child access to the district's computer network and the Internet, please return the enclosed consent and waiver form to your child's principal, as soon as possible. Students will not be able to use the Internet unless this consent form is on file.

Sincerely,

Bruce Penn  
Media & Communications Coordinator



Wyandanch Union Free School District

**COMPUTER NETWORK/INTERNET USE FOR EDUCATION  
USER ACKNOWLEDGEMENT**

User Name \_\_\_\_\_

School \_\_\_\_\_

Grade \_\_\_\_\_

I have read and understand the district's Computer Network for Education Policy and regulations and agree to abide by their provisions.

I understand that I have no right to privacy when I use the district's computer network and the Internet, and I consent to district staff monitoring of my communications.

I further understand that any violation of these provisions may result in suspension or revocation of my system access and related privileges, other disciplinary action, as appropriate and possible legal action.

User Signature \_\_\_\_\_

Date \_\_\_\_\_

## Wyandanch Union Free School District

### **COMPUTER NETWORK FOR EDUCATION**

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer - related technology in district classrooms solely for the purpose of advancing and promoting learning and teaching.

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

All users of the district's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility.

The Superintendent of Schools shall establish regulations governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and those regulations. Failure to comply may result in disciplinary action, employee suspension, and/or revocation of computer access privileges.

The Superintendent shall be responsible for designating a computer network coordinator to oversee the use of district computer resources. The computer coordinator will prepare in-service programs for the training and development of district staff in computer skills, and for the incorporation of computer use in appropriate subject areas.

The Superintendent, working in-conjunction with the designated purchasing agent for the district, the computer network coordinator and the instructional planning committee, will be responsible for the purchase and distribution of computer software and hardware throughout district schools.

The following rules and regulations govern the use of the district's computer network system and access to the Internet.

## I. Administration

The Superintendent of Schools shall designate a computer network coordinator to oversee the district's computer network.

The computer network coordinator shall monitor and examine all network activities, as appropriate, to ensure proper use of the system.

The computer network coordinator shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's network at the building level with all network users.

The computer network coordinator shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students, including providing copies of district policy and regulations governing use of the district's network.

The computer network coordinator shall ensure that all disks and software loaded onto the computer network have been scanned for computer viruses.

All student and staff agreements to abide by district policy and regulations and parental consent forms shall be kept on file in the district offices, of the computer network coordinator.

## II. Internet Access

Students will be provided access: during class time; during the school day when the students are not in class; before or after school hours, or during instructional time in a controlled environment contingent upon supervision by an approved staff member.

Students will be provided with individual accounts and passwords consistent with their age and their responsibility to provide only, this school with their password. Passwords are not to be shared with other students.

Students may browse the World Wide Web within the parameters established by the District.

Students are not to have access to chat rooms.

Students may read news groups.

Students and staff may not construct their own web pages using district computer resources.

The district will hold the only website with regard to the district.

Students will have a group e-mail address.

Staff will have an individual e-mail address.

Students and staff are not allowed to belong to mailing lists.

A staff member will be required to monitor all of the above student activities

### III. Acceptable Use and Conduct

Access to the district's computer network is provided solely for educational purposes and research consistent with the district's mission and goals.

Use of the district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.

Each individual in whose name an access account is issued is responsible at all times for its proper use.

All network users will be issued a login name and password. Passwords must be changed periodically.

All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.

### III. Acceptable Use and Conduct (continued)

Network users identifying a security problem on the district's network must notify the appropriate teacher, administrator or computer network coordinator. Under no circumstance should the user demonstrate the problem to anyone other than to the district official or employee being notified.

Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

### IV. Prohibited Activity and Uses



The following is a list of prohibited activity concerning use of the district's computer network. Violation of any of the prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network

1. Using the network for non-approved commercial activity, including advertising.
2. Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting, or making available any copyrighted software on the district computer network.
3. Using the network to receive, transmit, or make available to others threatening, obscene, offensive, or sexually explicit material.
4. Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive, or harassing to others.
5. Using another user's account or password.
6. Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users' and deliberately interfering with the ability of other system users' to send and/or receive e-mail.
7. Forging or attempting to forge e-mail messages.
8. Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
9. Using the network to send anonymous messages or files.
10. Using the network to receive, transmit, plagiarize, or make available to others, a message that is inconsistent with the district's Code of Conduct.
11. Revealing the personal address, telephone number or other personal information and/or personal images of oneself or another person without prior district authorization.
12. Using the network for sending and/or receiving personal messages that are beyond the scope of usage provided by the district.
13. Intentionally disrupting network traffic or crashing the network and connected systems.

14. Installing personal software, or using personal disks on the district's computers and/or network without the permission of the appropriate district official or employee.
15. Using district-computing resources for commercial or financial gain or fraud.
16. Stealing data, equipment, or intellectual property.
17. Gaining or seeking to gain unauthorized access to any files, resources, computer, and telephone systems, or vandalize the data of another user.
18. Wastefully using finite district resources.
19. Changing or exceeding resource quotas as set by the district without the permission of an appropriate district official or employee.
20. Using the network while access privileges are suspended or revoked.
21. Using the network in a fashion inconsistent with directions from teachers and staff, and generally accepted network etiquette.
22. Using the computer network that in any way violates a State or Federal law or regulation, or any school district policy and/or regulation.

#### V. No Privacy Guarantee

Students and staff using the district's computer network should not expect, nor does the district guarantee privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

#### VI. Sanctions

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in

violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

## VII. Disclaimer

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the district's computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided

The district will not be responsible for any damages suffered by any user, including, but not limited to loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

Further, even though the district may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulation.



## COMPUTER NETWORK/INTERNET USE FOR EDUCATION

### Internet Use Content

#### Parental/Guardian Consent and Waiver Form

I have read the district's Computer Network policy and regulation. By signing this consent and waiver form, I give my permission for my child to be afforded access to the district's Computer Network System and the Internet.

I understand that my child's access to the district's computer network and the Internet is designed solely for educational purposes and that the district will attempt to discourage access to objectionable material and communications.

I also understand that a variety of inappropriate and offensive materials are available over the Internet and that it may be possible for my child to access the materials inadvertently or if he/she chooses to behave irresponsibly. I further understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet, that there is no practical means for the district to prevent this from happening and that my child must take responsibility to avoid such communications if they are initiated. While I authorize district staff to monitor any communications to or from my child on the district's computer network and the Internet, I recognize that it is not possible for the district to monitor all such communications. I have determined that the benefits of my child having access to the district's computer network and the Internet outweigh potential risks, and I will not hold the district responsible for materials acquired or contacts made on the district's network or the Internet.

If and when my child's use of the district's computer network is not in a school setting, I will monitor my child's use of the system and his/her potential access to the worldwide Internet and will accept responsibility for supervision in that regard.

My signature indicates that I have read and explained to my child the rights and responsibilities that my child accepts as a user of the district's computer network and the Internet.

Finally, I recognize that computer assisted instruction is a teaching methodology that I do not need to approve prior to my child's use.

Child Name(s) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_