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James J. Montesano, Ed.D.
Superintendent of Schools

4526-E.2

TELECOMMUNICATIONS LETTER TO PARENTS

Dear Parent/Guardian:

The Nyack Public School District has established a technology-supported learning community which includes the Internet in every classroom, various instructional software applications, distance learning, school/class web pages, e-mail for students and staff, and more. The systems implemented in the District enhance your child's education and provide him/her with the skills necessary to be successful in our ever-changing society.

Our technology systems enable students to access learning resources and other computers worldwide via the Internet. As a result, the Government has established new laws governing the use of the Internet, such as the Children's Internet Protection Act (CIPA). This law requires that all school districts providing students with Internet access have content-filtering programs, a policy that defines appropriate and inappropriate use of technology resources and the consequences of violating such policy.

In compliance with the CIPA Law, the District has taken precautions by installing firewalls and filtering Internet materials that are deemed inappropriate. However, no content filtering program is 100% foolproof and a student who is a savvy computer user may still navigate his/her way to an inappropriate website. When this occurs and is brought to our attention, the inappropriate website is immediately blocked from future access.

Attached is the District's **Technology Use Policy** that outlines appropriate and inappropriate use of technology resources and the consequences of not adhering to the Policy. These consequences include loss of Internet access, possible suspension and exclusion from participating in extracurricular activities, and more. In addition, some misuses such as using the Internet to commit a crime are punishable by law and may involve the local authorities.

The Internet and all technology resources in our District are tools provided to enhance the education of our students. Access to all of these resources also comes with responsibility. This Policy is here to protect everyone and should not hinder the educational process.

Please review the policy with your child, and then sign and return the acknowledgment form to the school. **A STUDENT WILL NOT BE GIVEN NETWORK ACCESS UNTIL THIS FORM IS RETURNED TO THE SCHOOL.** Thank you for your cooperation.

Sincerely,

James J. Montesano, Ed. D.
Superintendent of Schools

Revision date: August 17, 2005

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TELECOMMUNICATIONS

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 as well as 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 materials planning committee, will be responsible for the purchase and distribution of computer software and hardware throughout district schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan, which shall be revised as necessary to reflect changing technology, and/or district needs.

Cross-ref: 4319, Science and Math Instruction

Adoption date: January 18, 2000

TELECOMMUNICATIONS REGULATION

The Nyack Union Free School District is committed to the goal of having electronic network facilities used in a responsible, efficient, and legal manner.

Procedures

All users, students, teachers, graduate class students and adult education students must acknowledge their understanding of the general procedures as a condition of receiving use of a district account or using the network facilities.

Acceptable use of telecommunications includes activities, which support teaching and learning. Use of district accounts should be for assignments or research for school-related activities or courses. Users are encouraged to develop network uses which meet their individual needs and which take advantage of the functions of these networks; such as electronic mail, conferences, bulletin boards, databases and access to Telnet, File Transfer Protocol and World Wide Web. Pictures, names, video and audio may appear on web pages or in video conferencing sessions.

Unacceptable uses of the network include:

- * Plagiarism
- * Using profanity, obscenity or language which may be offensive to other users
- * Re-posting communications without the author ' s prior consent
- * Copying software in violation of copyright law
- * Using the network for profit, commercial or illegal activity
- * Developing or spreading computer viruses
- * Viewing of pornographic websites

District staff will teach proper techniques and standards for participation, for guiding student access to appropriate sections of the network, and for making sure that students understand that if they misuse the network, they may lose use of their telecommunications privileges. The District will block inappropriate Internet sites using an Internet filter that has been implemented by the Board of Cooperative Educational Services.* The system administrators reserve the right to monitor e-mail. In order for students to obtain use of a district account, students, their parents, and sponsoring staff members must fill out the Student Application for Use of a Network Account on a yearly basis. The person using the account is responsible for its proper use. Users should change passwords frequently. A user should not tell anyone his/her password, as doing so will give that person access to the account.

Rules and Regulations

Each user is expected to abide by these rules and regulations, which include, but are not limited to, the following:

1. All use of telecommunications must be in support of education and research and be consistent with the purposes of the Nyack Union Free School District.
2. Any use of the network for commercial or for profit purposes, product advertisement or political lobbying is prohibited.
3. Extensive use of the network for personal and private business is prohibited.

4. Users shall not intentionally seek information about, obtain copies of, or modify files, other data, or passwords belonging to other users. Users should not misrepresent themselves or other users on the network.
5. Communications and information accessible over the Internet cannot be assumed to be private. However, do not assume others will treat information as private. Therefore, users should not reveal personal information such as addresses, phone numbers, social security numbers or credit cards.
6. The network should not be used to disrupt the use of other users. Hardware or software shall not be destroyed, modified or abused in any way.
7. Hate mail, chain letters, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
8. Use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Standard copyright restrictions must be observed.
10. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network (LAN) is prohibited.
11. From time to time, the district will review and update network procedures and practices.

Adoption date: January 18, 2000

* Revision Date : January 18, 2002

TELECOMMUNICATIONS ETIQUETTE FOR ELECTRONIC MAIL

1. Always include a salutation before your message:
"Dear John. . . ."
2. Make your "Subject Line" as descriptive as possible.
3. Neatness does count, and spelling and correct grammar are important. Even though on-line messages are informal, sloppy messages that are full of errors really stick out.
4. Do not type in all CAPITAL LETTERS. In the e-mail world, this is akin to shouting.
5. Restate or describe the question that you are answering or the issue on which you are commenting.
6. Consider the message that may come across to others. Often sarcasm and joking may be misinterpreted.
7. Be brief in your message, and don't include a long signature file at the end. Signature files are appended at the end of the notes providing information such as your name, organization, etc.
8. Sign your name at the end of your note.
9. Check your e-mail as frequently as possible for messages. Be sure to delete all of your mail after you have read it.
10. Always acknowledge that you have received a document or file that someone has sent you.
11. Don't publicly criticize or defame other network users.
12. Respect other users' privacy.

Adoption date: January 18, 2000

STUDENT'S APPLICATION FOR USE OF A NETWORK ACCOUNT

Student applications must be renewed each academic year.

I. STUDENT SECTION

Student Name _____ Grade _____

School _____

- I have read the Board of Education policy on the acceptable use of telecommunications.
I have discussed the regulations with my parent or guardian and my sponsoring teacher/staff member.
I understand these regulations.
I agree to abide by these provisions. If I do not, I may lose network access and related privileges and may receive school disciplinary action.

Student Signature _____ Date _____

* * * * *

II. SPONSORING TEACHER/STAFF MEMBER

After discussion with the above student, I agree to sponsor and to supervise his/her responsible use of the network as defined by the district regulations while he/she is in school.

Teacher's/Staff Member's Signature _____ Date _____

* * * * *

III. PARENT OR GUARDIAN

- I have read the Board of Education policy telecommunications regulations.
I will monitor my child's use of the network and his/her potential access to the worldwide Internet, and will accept responsibility for supervising him/her when he/she is not in a school setting.
I understand that my child may be subject to certain disciplinary consequences if he/she violates these regulations.
I also agree to be legally and financially responsible for any misuse of the Internet by my child as stated in the district regulations.
I will not hold the Nyack Union Free School District responsible for controversial materials acquired while on-line.
I understand these regulations.
I give my permission for my child to be allowed to use a district account and certify that the information on this form is correct.

Print Name _____ Date _____

Signature _____

Home Address _____