



Dear Parents/Guardians:

Technology continues to shift to the ways that information may be accessed, communicated, and transferred. These changes may also alter instruction and student learning. The Westbrook Public School System offers students access to the electronic information highway and networked computer services such as electronic mail and the Internet in accordance with Board Policy 6141.321 and 6141.323 (attached).

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents, and guardians of minors are responsible for setting and conveying standards that students should follow when using media and information sources.

The Westbrook Board of Education supports and respects each family's right to decide whether or not to allow their child(ren) to access the Internet. Please take the time to sit down with your child(ren) to read and discuss the *Rules and Codes of Ethics for Westbrook School Computer Users*. (See 6141.321 Appendix A). Then, sign and return the statement(s) provided as soon as possible. (6141.321 Appendix B).

## **Rules and Codes of Ethics for Westbrook School Computer Users**

Internet access is provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use. Decisions are final. The system administrators may deny, revoke, or suspend specific user access at any time.

Individual users are responsible for their use of the network. District guidelines are as follows:

1. Student users must sign in each time they use the network.
2. Student users will use computer resources for educational purposes and in compliance with instructional activities.

The use of the computer and the Internet must be in support of education and research and must be consistent with the academic expectations of the Westbrook Public School System. Transmission of any material in violation of U.S. or State regulations including copyrighted, threatening, or obscene material is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

The user is also expected to abide by the following rules of etiquette:

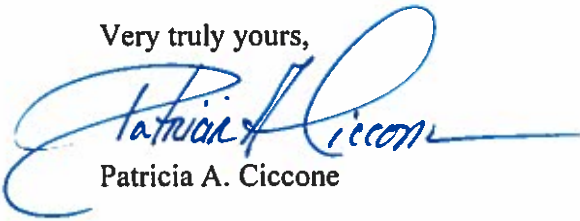
1. Be polite. Do not write or send abusive messages.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

3. Transmission of obscene material is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
4. Do not reveal your or other students' personal addresses or telephone numbers.
5. Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
6. Do not use the network in such a way that would disrupt the use of the network by others.
7. Any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in the suspension of privileges.

Thank you for your attention and cooperation regarding these important policy stipulations. Please contact your building principal should you have any questions.

Again, please read and sign the statement of understanding and permission form for parents/guardian, and have your child sign the statement of understanding form for students attached.

Very truly yours,



Patricia A. Ciccone

**NOTE: Violation of any of the above-mentioned rules and regulations will result in a loss of access and may result in other disciplinary or legal actions.**

## **Instruction**

### **Electronic Information Resources (Internet)**

The Board of Education believes that the Internet is a valuable tool that should be used in schools to educate and inform students and staff, much like books, magazines, video, CD-ROM and other information sources. The Board endorses student use of the Internet for learning and research which enhances information available through other mediums.

While the Internet can provide a vast array of educational and informational resources, it can also be a window to access information which is neither pertinent to nor appropriate for an educational setting. While the system will give the students assistance and guidance in accessing information which is beneficial to their education, individual users of the Westbrook Public School Network are responsible for their use of the network and are expected to use it responsibly.

To ensure appropriate usage, the administration will establish guidelines for exploration and use of electronic information resources. Such guidelines shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of the network and conditions of usage. The guidelines shall strive to preserve student rights to examine and use information to meet the educational goals and objectives of the District.

### **No Expectation of Privacy**

District computers and computer systems are owned by the District and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The District reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through District computers and computer systems shall remain the property of the District.

In recognition of the potential for improper use of the Internet in the educational setting, the Board requires that those who use the Internet comply with the following policies, as well as comply with any guidelines for use established by the administration:

1. The use of the Internet is a privilege. As the owner of both the hardware and software that is available, the Westbrook Public Schools may withhold this privilege. Failure to adhere to the established guidelines may result in the loss of Internet access, disciplinary action and/or referral to legal authorities.
2. Use of the Internet must be in support of education and research consistent with the educational goals and objectives of the Westbrook Public Schools.

## Instruction

### Electronic Information Resources (Internet) (continued)

3. E-mail may be used for educational or administrative purposes. Electronic mail is not private. Those who operate the system have access to all mail. The sending or receipt of inappropriate messages may result in the loss of Internet access, disciplinary action and or referral to legal authorities.
4. Users must not reveal personal information about themselves or others, including, but not limited to, the following: home address, telephone numbers, password, social security number or credit card number.
5. Users will comply with all state, federal and local laws, including copyright laws and laws prohibiting harassment or bullying by computer.
6. Users must not interfere with others' work or with the performance of the computers, both hardware and software. Prohibited actions include, but are not limited to, the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to harm or destroy data of another user.
7. Users may not establish any official representation of the school or school district (i.e., Internet home page) without obtaining prior approval of school administration.
8. Each user will abide by the generally accepted rules of etiquette and all applicable school policies, which include, but are not limited to, the following:
  - a. Inappropriate language is prohibited. Do not write or send abusive messages or those which contain vulgarities.
  - b. Chain letters and pyramid schemes (chain letters with money) are illegal.
  - c. Bulk posting to individuals or groups to overload the system (i.e. "spamming") is prohibited.

To ensure that only authorized students who understand the bounds of permitted use will have access to the Internet, Westbrook Public Schools must obtain the written permission of a student's parent or legal guardian before the student may access the Internet.

## Instruction

### Electronic Information Resources (Internet) (continued)

#### Unauthorized Software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Legal Reference: Connecticut General Statutes  
1-19(b)(11) Access to public records. Exempt records.  
10-15b Access of parent or guardians to student's records.  
10-209 Records not to be public.  
11-8a Retention, destruction and transfer of documents  
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.  
46b-56 (e) Access to Records of Minors.  
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).  
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).  
Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.  
Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)  
Communications Act of 1934, as amended (47 U.S.C. 254[h],[I])  
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)  
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.  
*Reno v. ACLU*, 521 U.S. 844 (1997)  
*Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)  
*Board of Education v. Pico*, 457 U.S. 868 (1988)  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 620, 267 (1988)

Policy adopted: May 12, 2009

WESTBROOK PUBLIC SCHOOLS  
Westbrook, Connecticut

Dear Parents/Guardians:

New technologies are shifting the ways that information may be accessed, communicated, and transferred. These changes may also alter instruction and student learning. The Westbrook Public School System offers students access to the electronic information highway and networked computer services such as electronic mail and the Internet in accordance with Board Policy 6141.321 (attached).

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents, and guardians of minors are responsible for setting and conveying standards that students should follow when using media and information sources.

The Westbrook Board of Education supports and respects each family's right to decide whether or not to allow their child(ren) to access the Internet. Please take the time to sit down with your child(ren) to read and discuss the *Rules and Codes of Ethics for Westbrook School Computer Users*. Then, sign and return the statement(s) provided as soon as possible.

#### **Rules and Codes of Ethics for Westbrook School Computer Users**

Internet access is provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use. Decisions are final. The system administrators may deny, revoke, or suspend specific user access at any time.

Individual users are responsible for their use of the network. District guidelines are as follows:

1. Student users, before accessing the Internet, must always get permission and follow instructions.
2. Student users must sign in each time they use the network.
3. Student users must be supervised when accessing the Internet.
4. Student users will use computer resources for educational purposes and in compliance with instructional activities.

The use of the computer and the Internet must be in support of education and research and must be consistent with the academic expectations of the Westbrook Public School System. Transmission of any material in violation of U.S. or State regulations including copyrighted, threatening, or obscene material is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

The user is also expected to abide by the following rules of etiquette:

1. Be polite. Do not write or send abusive messages.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Transmission of obscene material is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
4. Do not reveal your or other students' personal addresses or telephone numbers.
5. Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
6. Do not use the network in such a way that would disrupt the use of the network by others.
7. Any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in the suspension of privileges.

Very truly yours,

Superintendent of Schools

**NOTE: Violation of any of the above-mentioned rules and regulations will result in a loss of access and may result in other disciplinary or legal actions.**

**Responsible Use Agreement for Electronic Information Resources  
Grades 6-12**

I, \_\_\_\_\_ as a user of the Westbrook School District's electronic information resources and computer networks, have read and will abide by the Electronic Information Resources Policy of the Westbrook Board of Education and with the following pre-conditions of my use:

1. I will use electronic information resources only for educational and research purposes -- and only as those purposes are consistent with the educational objectives of the Westbrook Board of Education;
2. I will use electronic information resources in a responsible, ethical, and legal manner at all times;
3. I will use electronic information resources only with the permission of a staff member;
4. I will be considerate of other electronic information users and their privacy, and I will use polite and appropriate language at all times while accessing and using these resources;
5. I will not give out any personal information about myself or anyone else while using these resources, other than my first name and school e-mail address;
6. I will make responsible decisions while accessing and using these resources;
7. I will not knowingly degrade or disrupt electronic information resources, services, or equipment, and I understand that such activity may be considered to be a crime and includes, for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services, or violating copyright laws;
8. I will immediately report any problems or breaches of these responsibilities, or any inappropriate messages received, to my teacher or to the school personnel who are supervising my use of these resources;
9. I will act responsibly at all times and will avoid all other activities that are considered to be inappropriate in the non-electronic school environment;
10. If I do not follow these rules, I know that I may lose my privilege to use the computers at school, that I may be disciplined for not following the rules, and that I may have to pay for any damage I cause by my misuse of these resources;
11. I am aware that the inappropriate use of these resources can be a violation of local, state, and federal laws and that I may be prosecuted for violating those laws;

Signed: \_\_\_\_\_

*(student)*

Date: \_\_\_\_\_



**Responsible Use Agreement for Electronic Information Resources  
Grades 6-12**

**Parental Consent**

I give the Westbrook School District my permission to allow my child to access and use electronic information resources for educational and research purposes.

I have read this Responsible Use Agreement and the Board's Electronic Information Resources Policy and have explained and discussed its importance with my child. I understand that prior to my child's use of these resources, he/she will be instructed by school staff in the use of these resources and will also be instructed to follow the Board's Electronic Information Resources Policy.

I understand, and I explained to my child, that he/she may lose his/her privilege to use these resources at school and may face disciplinary action if he/she does not follow this Agreement and the Board's Policy. I understand that I may be held liable for costs incurred by my child's deliberate misuse of electronic information resources or of the District's electronic equipment or software programs.

I understand that the District will employ filtering programs and access controls, to protect students from misuses and abuses as a result of their use of the District's electronic information services. I also understand that these controls, filters, and monitors are not foolproof and that my child may access material which I might consider controversial and offensive. I understand that the Westbrook School District has no control over the content of the information available on the Internet. I will not hold the Board liable for materials my child obtains from these electronic information resources.

Signed: \_\_\_\_\_  
(parent or guardian)

Date: \_\_\_\_\_

## **Instruction**

### **Internet Acceptable Use**

#### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation and communication. The Superintendent or his/her designee shall develop an administrative regulation containing an implementation plan for this policy. The implementation plan shall include, but not be limited to, integration of the Internet in the curriculum, staff training, software filters and safety issues.

The District is not responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. In addition, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### **Curriculum**

The use of the District's electronic networks shall:

1. be consistent with the curriculum adopted by the Board of Education as well as the varied instructional needs, learning styles, abilities and developmental levels of the students, and
2. comply with the selection criteria for instructional materials and library-media center materials.

Staff members may, consistent with the Superintendent's regulations and implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

#### **Acceptable Use**

All use of the District's electronic network must be:

1. in support of education and/or research and be in furtherance of the Board of Education's goals, or
2. for a legitimate school business purpose.

## **Instruction**

### **Internet Acceptable Use**

#### **Acceptable Use (continued)**

Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted or received via the District's electronic network or computers. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. Anyone accessing the Westbrook Public Schools network must sign the acceptable use agreement and abide by all Westbrook Public School policies for network use.

#### **Internet Safety**

Each district computer with Internet access shall have a filtering device that blocks entry to visual depictions that are obscene, pornographic or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or his/her designee. The Superintendent or his/her designee shall enforce the use of such filtering devices.

The Superintendent or his/her designee shall include measures in this policy's implementation plan and administrative regulation to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use and dissemination of personal identification information.

#### **Authorization for Electronic Network Access**

Each student and his/her parent or guardian must sign the District's authorization form prior to being granted unsupervised use of the network. Staff members must also sign the form as a condition of use.

## Instruction

### Internet Acceptable Use

#### Authorization for Electronic Network Access (continued)

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is placed onto the network.

The failure of any student or staff member to follow the terms of the authorization form, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

(cf. 6141.323 - Acceptable Use of the Internet)

(cf. 6141.322 - Web Sites/Pages)

Legal Reference: Connecticut General Statutes  
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Public Law 106-554 Fiscal 2001 Appropriations Law containing the "Children's Internet Protection Act"  
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.  
*Reno v. ACLU*, 521 U.S. 844 (1997)  
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