

COMMACK UNION FREE SCHOOL DISTRICT

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Dear Parent or Guardian:

All Internet usage in the schools is supervised. All possible safety measures have been taken to ensure that students do not visit questionable or obscene sites, including powerful filtering tools. Although the District believes that benefits to students from access to the Internet exceed disadvantages, we support and respect each family's right to decide whether or not to grant permission for their students to access this tool. While no student's grade shall be diminished if a parent or guardian refuses permission, certain curricular activities will be curtailed if permission is not granted.

The Commack UFSD assumes parents agree to permit student access to the Internet, District Network and other computerized resources used in school, unless the parent sends a letter or email to the above address indicating otherwise. This office will confirm receipt of your letter or email.

A Board policy is in place that allows the work, photographs, and videos of our students to be posted on our website to honor and recognize their activities in the classroom and district with guidelines in place to protect each individual's privacy. All web page work must be related to district authorized activities, *only* first names will be used, no other identifying information may be included, work and/or photographs and videos must be approved by the building administrator.

The Commack UFSD assumes parents agree to permit student's work/photos/videos to be posted on the District website unless the parent sends a letter or email to the above address indicating otherwise. This office will confirm receipt of your letter.

The Commack website is located at www.commackschools.org and contains many resources for our Commack residents. The District calendar, phone directory, individual school and PTA sites, voter information and other valuable information can be accessed there. We also post weather related school closings on our site. Our Board of Education can be reached via email and the Board publication, "The Commack Courier," is also published on the website.

Please read the [Student Guidelines for Internet and Technology Use](#) available on the district website. Should you have any questions regarding this regulation or the use of technology in the district, please feel free to contact me at 631-912-2005.

Very truly yours,

Laura A. Newman
Laura A. Newman
Assistant Superintendent
for Business and Operations

LAN/sr

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

The Board recognizes that as telecommunications and other new technologies increase the number of ways that information may be accessed, communicated and transferred by members of the society, those changes may also alter instruction and student learning. The Board generally supports access by students to diverse information-rich resources concomitant with the development of appropriate skills to analyze and evaluate such resources by staff members.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened, prior to use, by committees of educators and community members intent on subjecting all such materials to reasonable selection criteria. Board Policy 6163.1 requires that all such materials be consistent with district-adopted guides, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. Telecommunications, because it may lead to any publicly available fileservers in the world, will open classrooms to electronic information resources which may not have been screened by educators for use by students of various ages.

Electronic information research skills are now necessary for the proper preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will consult the guidelines for instructional materials contained in Board Policy 6163.1 and will honor the goals for selection of instructional materials contained therein.

Students are required to demonstrate appropriate behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and to communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

(Continued)

Independent use of telecommunications and electronic information resources will be permitted upon submission of permission and agreement forms by parents of minor students (under 18 years of age) and by the students themselves. Regional networks generally require agreement by users to acceptable use policies outlining standards for behavior and communication.

Access to telecommunications will enable students to explore libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access to important information resources and opportunities for growth through collaboration, exceed the potential problems and disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Commack Public Schools support and respect each family's right to decide whether or not to apply for independent student access.

The Board authorizes the Superintendent to prepare appropriate procedures for implementing this policy and for review and evaluating its effect on instruction and student achievement.

Adopted
Bd. Mtg: 9/21/95

**STUDENT ACCESS TO NETWORKED
INFORMATION RESOURCES PROCEDURES**

Program Development

In order to integrate the use of electronic resources within the framework of the approved District curriculum, District personnel will review and evaluate resources in order to offer materials which comply with Board guidelines listed in Board Policy 6163.1 governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the approved District curriculum. All students will be informed by staff of their rights and responsibilities as users of the District network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to District information resources will be designed in ways which point students to those which have been reviewed, evaluated and approved prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resource particularly suited to the learning objectives. Students may peruse electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

Internet Rules

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and decorum apply to the use of computer networks.

The network is provided for students to conduct research and to communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for students under the age of 18. Access is a privilege, not a right. Access entails responsibility, appropriate use and good behavior.

**STUDENT ACCESS TO NETWORKED
INFORMATION RESOURCES PROCEDURES** (continued)

Internet Rules (continued)

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 system responsibly. Users should not expect that files stored on the District servers will always be private.

During school, teachers will instruct their students regarding the appropriate use of materials. Outside of school, families bear the responsibility for such guidance just as they must also exercise such guidance with information sources such as television, telephones, movies, radio and other potentially offensive media sources.

The following are not permitted:

- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others;
- Damaging computers, computer systems or computer networks;
- Violating copyright laws;
- Using others' passwords;
- Trespassing in others' folders, work or files;
- Intentionally wasting limited resources;
- Employing the network for commercial purposes.

Sanctions

- Violations may result in a loss of access.
- Additional disciplinary action may be determined at the building level in line

Student Guidelines for Internet and Technology Use

Our schools have opened tremendous doors of educational opportunity by affording students access to computers and the Internet in their classrooms. Teachers and students are eager to use this technology for a multitude of purposes. In order to make the best use of these resources, we must establish the following guidelines for their use:

Student Guidelines: The following is a list of appropriate and inappropriate uses of our computer technology.

Appropriate Use

Educational use, such as

- Research
- Word Processing
- Class projects
- College searches
- Extracurricular activity
- Record keeping
- Composition
- Video conferencing
- Graphics and the creation of art
- Mathematical analysis
- Exploration of new concepts

The following uses are prohibited:

- Logging onto another person's account or sharing another's password
- Compositions having inappropriate language or content
- "Surfing" the net for non-educational purposes
- Accessing and using instant messaging
- Accessing inappropriate or non-educational web sites, chat rooms, or message boards
- Downloading software (including games and music) or researching materials for purposes of cheating or plagiarism
- Harassing, insulting or attacking others electronically
- Violating any copyright laws or engaging in other activities prohibited by law
- Intentionally wasting limited resources
- Employing the network for commercial purposes

REGULATION

6163.4

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- Abusing or misusing hardware
- Unauthorized access by students to teacher on-line resources such as eSchool or Eboard
- Creating derogatory or libelous electronic work, emails or websites that create a disturbance or interfere with the work of the school
- Creating or using software with malicious intent
- Unauthorized use of cellular telephones, cameras, personal digital assistants, pagers or other electronic equipment

Consequences

Offenders of these guidelines will be dealt with in accordance with the District's Code of Conduct.

ADOPTED: Board of Education Meeting June 21, 2001

REVISED: 4/29/03, 03/10/05