

Dear Parents:

We are very excited about our Computer and Technology program. The use of these resources will permit students to reach out to many people to share information, learn concepts, and research subjects. With this educational opportunity comes responsibility. The West Haven Board of Education has approved an Electronic Information Resources Policy (copy enclosed) in which the Board permits the use of electronic information resources in the schools to educate, conduct research, and to inform.

The District will take steps, such as using filtering programs, access controls, and monitoring by teachers, to restrict access to controversial material. On a global information network, such as the Internet, however, it is impossible to restrict access to all potentially inappropriate materials. It is the responsibility, therefore, of students, parents and staff to understand and abide by the Board's Electronic Information Resources Policy to ensure that access to those resources provided by the District is not abused.

Enclosed is a Responsible Use Agreement for Electronic Information Resources. Please review this agreement and the Board's policy with your child so that he or she will understand his or her responsibilities when accessing and using the District's electronic information resources. Compliance with this agreement by all users of these resources *will help protect all students from misuse of those resources*, and it will help protect the computer equipment from abuse.

Failure to abide with the agreement and the Board's policy may result in the loss of the privilege to use this educational tool, may result in disciplinary action, and may result in the assessment of costs as reimbursement for damage caused by willful misuse.

If you wish your child to be able to access the Internet, please be sure your child returns the signed Responsible Use Agreement to his or her classroom or homeroom promptly. If you have any questions concerning the Board's policy or the Responsible Use Agreement, please do not hesitate to contact me or the Technology Support Teacher, Patti Fusco, at 931-6827. **No child will be allowed to access the Internet alone if this form is not signed and returned, however there may be times when they will take part in teacher directed instruction on the Internet.**

Sincerely yours,

Neil Cavallaro

Technology and Instruction

Electronic Information Resources Policy

Electronic information resources, such as local area computer networks, CD-ROMs, software programs, and the Internet, may be used in the schools to educate and to inform. The District's connection to the Internet will provide access to local, national, and international sources of information and collaboration opportunities, which are vital to intellectual inquiry in our schools. Access to the Internet will provide students and staff with electronic mail ("e-mail") communication; information and news services; public domain software and shareware of all types; and connections to many libraries, companies, agencies, and businesses.

On a global information network, such as the Internet, however, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. It is the responsibility, therefore, of students, parents, and staff to learn and abide by this Electronic Information Resources Policy to ensure that the access to electronic information resources provided by the District is undertaken for educational and research purposes only and is not abused.

The District shall take steps, such as using filtering programs, access controls, and active supervision by staff, to monitor and/or restrict access to the electronic information resources. Active supervision by staff means that staff is present when students are using the electronic resources, observing and interacting with students as they use the resources, and actively promoting the responsible use standards.

Training and Education

All staff shall be trained prior to instructing others (students or staff) in their (electronic information resources) access or use.

All students with access to electronic information resources shall be taught to evaluate the appropriateness of these resources and to use them responsibly to meet the students' educational and research goals. This training shall include information regarding responsible use of the network and the use of copyrighted and licensed materials.

Staff shall be permitted to offer training in the use of electronic information resources for parents.

Responsible Use Standards

- A. All electronic information resources shall be used only for educational and research purposes—and only as those purposes are consistent with the educational objectives of the West Haven Board of Education;
- B. All students and staff using electronic information resources shall act in a responsible, ethical, and legal manner at all times;
- C. Students shall use electronic information resources only with the permission of a staff member;
- D. Student use of the Internet shall be actively supervised by a staff member;
- E. All users of electronic information resources shall be considerate of other users and their privacy and shall use polite and appropriate language at all times while accessing and using these resources;
- F. Student users of electronic information resources shall not give out personal information other than first name and school e-mail address;
- G. Staff users may only give out personal information about themselves;
- H. All users of electronic information resources shall make responsible decisions while accessing and using these resources;
- I. Users of electronic information resources shall not knowingly degrade or disrupt the electronic information resources, services, or equipment; this includes, but is not limited to, tampering with computer hardware and software, vandalizing data or modifying data without permission, invoking computer viruses,

attempting to gain access to restricted or unauthorized networks or network services or to personal files of other users, and violating copyright laws;

- J. All users of electronic information resources shall immediately report any problems or breaches of these responsibilities, or any inappropriate messages received, to the appropriate staff;
- K. All users of electronic information resources shall avoid all other activities that are considered to be inappropriate in the non-electronic school environment.
- L. All users of electronic information resources shall be prohibited from using the resources for any commercial or retail transactions unless authorized by central office;
- M. All users of electronic information resources shall be prohibited from encrypting or password protecting any file or access to computers in such a way as to make such files or their information content inaccessible to Administration.

Notice to Parents, Students, and Staff

The Department of Education shall distribute a copy of this policy to parents, students, and staff.

Electronic Information Resources Access Agreement

The Department of Education shall develop an Electronic Information Resources Access Agreement which shall be signed by all student users and their parents as a pre-condition to use of the District's electronic information resources.

Right of Access and Review

All material that is electronically stored on the District's computers is the property of the West Haven School District. The Board retains the right to access, review, edit, restrict or limit access to, and delete all user files and any material stored on any system provided by the District. It is the responsibility of all users to maintain a backup of their files.

In the event the administration believes that a professional staff member's file is inappropriate or otherwise needs to be restricted, edited or deleted, it will be copied to an appropriate storage medium. The professional staff member will be then notified. In the event of a dispute, the file shall be secured by the administrator (except in the case of illegal use of software which may be deleted), until a resolution is reached. Any dispute concerning a teacher's file or information, shall be resolved in accordance with Article 1, Section 2c of the collective bargaining agreement between the West Haven Federation of Teachers and the Board.

Lost, Damaged, or Unavailable Material

The Board makes no warranties of any kind, whether express or implied, for the service it is providing. The Board shall not be liable for damages suffered by the user either from the user's or the Board's errors or omissions. Such damage may include, but is not limited to, loss of data resulting from delay, non-deliveries, mis-deliveries, or service interruptions. Use of information obtained from these resources is made at the user's risk, and the Board specifically denies any liability for the accuracy or quality of the information obtained through these resources.

Penalties for Violations

The use of the District's electronic information resources is a privilege—not a right—and inappropriate use shall result in disciplinary action.

Any user of electronic information resources who is found to have violated any provision of this policy shall also be subject to having his or her privilege to access and use of electronic information resources revoked and shall be required to compensate the District or others for damage caused by his or her violation of this policy.

Any user of electronic information resources who is found to have violated any provision of this policy shall also be subject to the school and district's disciplinary procedures, and to prosecution if the inappropriate use of these resources is a violation of local, state, and federal laws.

Technology and Instruction

Responsible Use Agreement for Electronic Information Resources Grades 1-5

I, _____, as a user of the West Haven School District's electronic information resources and computer networks, have read and will abide by the Electronic Information Resources Policy of the West Haven 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 West Haven 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.

My parents and my teacher told me about the rules I should follow when I am using the computers at my school. I understand them and will follow them.

Signed: _____

(student)

Date: _____

Technology and Instruction

Responsible Use Agreement for Electronic Information Resources Grades 6-12

I, _____, as a user of the West Haven School District's electronic information resources and computer networks, have read and will abide by the Electronic Information Resources Policy of the West Haven 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 West Haven 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: _____

West Haven School System: Acceptable Usage Policy (Revision 1.01 10/2/97)

Parental Consent

I give the West Haven 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 West Haven School District has limited control over the content of the information available on the Internet. I understand that the District will employ filtering programs, access controls, and active supervision by staff to protect students from any 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 that I might consider controversial and offensive. I will not hold the Board liable for materials my child obtains from these electronic information resources.

Signed: _____
(parent or guardian)

Date: _____