

**COMPUTER USE/INTERNET SAFETY  
FOR TEACHERS AND STUDENTS**

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.

Adoption date: July 6, 2000

## **COMPUTER NETWORK/INTERNET SAFETY FOR TEACHERS AND STUDENTS REGULATION**

Computer use and Internet access is now available to **students and teachers** in the Hempstead Public School District as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the District by facilitating resource sharing, innovation and communication.

Access to the Internet will enable students and teachers to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. In addition, the System will be used to increase school communication, enhance productivity, and assist employees in upgrading their skills through greater exchange of information with their peers. The System will also assist us in sharing information with the local community, including students, parents, businesses, service and governmental agencies.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. As such, the District has implemented certain precautionary measures with respect to the use of its System. For the purposes of this policy, the term "System" shall refer to all of the District's computers, software, network capabilities, e-mail, Internet access, and other technical supports. Requirements regarding the use of the District's System apply to all uses of the System, irrespective of whether that use occurs on or off of school grounds.

It is the District's policy to prevent user access over its System to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; prevent unauthorized access and other unlawful online activity; prevent unauthorized online disclosure, use or dissemination of personal identification information of minors and to comply with the Children's Internet Protection Act, Pub. L. No. 106-554 and 47 USC 254(h) (CIPA). Some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. For this reason and as required by the CIPA, technology protection measures (or "Internet filters") have been implemented by the District to block or filter access to inappropriate information over the Internet, or other forms of electronic communications, while at school.

To the extent practical, Internet filtering shall be used to block or filter inappropriate information that shall include but may not be limited to materials that are deemed obscene, child pornography or harmful to minors. This filtering will be disabled only for staff members upon request and after a determination by the employee's supervisor that the disabling is needed for bona fide research or

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other

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lawful purposes. Online activities of students will be monitored for appropriate use.

The purpose of this policy is to ensure that use of computers and Internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of computer resources relies upon the proper conduct of the students and staff who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you acquire when provided with access to the System.

*Failure to comply with Federal, State and Local and/or District policies, rules and/or regulations, subjects the User to disciplinary action as well as the suspension, restriction and/or revocation of system access privileges.*

To gain access to the System, all students under the age of 18 must obtain parental permission and students 18 and over must indicate their acknowledgment of this Policy and Regulation. The signatures forms (Exhibits E.1-E.4) at the end of this Policy and Regulation are binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Terms and Conditions**

- 1) System users must adhere to all of the District=s policies, rules, regulations and/or procedures including, but not limited to, the District=s policies and regulations regarding student and employee conduct. Users are responsible for good behavior when using school computers, just as they are in a classroom or a school hallway.
- 2) Technology resources are provided for students and teachers to conduct research and communicate with others. Access to Internet/network services is conditionally given to students who agree to act in a considerate and responsible manner. *Access is a privilege - not a right.* That access entails responsibility. Inappropriate use may result in a suspension or cancellation of Internet privileges. The District may terminate access at any time deemed warranted.
- 3) The individual in whose name an account is issued is responsible at all times for its proper use. Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner, while using the System.

- 4) Users are not permitted to use the computing resources for product advertising, political lobbying, political campaigning or commercial purposes, including any sort of solicitation, unless it is in accordance with law and there is written permission of the school board.
- 5) It shall be the responsibility of all members of the Hempstead School District staff to supervise and monitor usage of the System in accordance with this policy and CIPA. In addition, District=s Director of Technology shall oversee the District=s Computer System and shall examine all System activities, as deemed appropriate, to ensure proper use of the System. The Director of Technology shall also ensure that District policy and rules governing use of the System is disseminated to all System users, shall provide employee training for proper use of the System and will ensure that staff who are responsible for supervising students in their use of the District=s System, provide similar training to their students. Moreover, the Director of Technology shall be responsible for ensuring that the District=s policy and regulations regarding the use of the System, are reviewed with all System users, including students and staff. The Director of Technologies shall ensure that as part of the training provided, users are alerted to the privacy limitations placed on System users, as detailed herein.
- 6) Computing resources may only be used for legal purposes and may not be used for any purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the school and/or inconsistent with the mission of the school or District. As detailed herein, impermissible uses include, but are not limited to, the following:
  - a. Use of the System to abuse, harass or intimidate others
  - b. Using the System in connection with illegal activities and/or in any manner that is obscene, defamatory, disruptive to school activities, and/or jeopardizes the health and safety of others. Transmission of material, information or software in violation of District policy or regulation, local, state or federal law or regulation, is prohibited. Information pertaining to or implicating illegal or unlawful activity will be reported to the proper authorities
  - c. Fraud or misrepresentation
  - d. Destruction of or damage to equipment, software or data belonging to the school or others

- e. Disruption or unauthorized monitoring of electronic communications
- f. Unauthorized copying or transmission of copyright-protected material
- g. Violation of computer system security
- h. Use of computer accounts, access codes (including passwords) or network identification numbers (including e-mail addresses) assigned to others without prior written approval from the teacher/administrator or Director of Technologies, as appropriate
- i. Attempting to read, delete, copy or modify the electronic mail of other system users, engaging in the deliberate or reckless interference with the ability of System users to send and/or receive electronic mail, and/or committing any forgery or attempted forgery of electronic mail messages
- j. Unauthorized online access, including Ahacking@ and other unlawful activities
- k. Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, downloading extensive files, sending mass e-mails, transmitting or propagating chain e-mail letters, etc.
- l. Development or use of unapproved mailing lists
- m. Use of computing facilities for private business purposes
- n. Academic dishonesty
- o. Violation of software license agreements
- p. Violation of network usage, policies and regulations
- q. Violation of privacy
- r. Posting or sending obscene, pornographic, sexually explicit or

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offensive material

of s. Posting or sending material that is contrary to the mission or values  
of the District

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t. Intentional or negligent distribution of computer viruses

u. Transmitting personal information about oneself or others, including, but not limited to, pictures, addresses, phone numbers, pager numbers and e-mail addresses

v. Loading software or disks onto the District's System without permission of the Director of Technologies or his/her designee

w. Using the System for reasons other than educational purposes

x. Use of the System for commercial purposes

ballot y. Using the System to support or oppose political candidates or  
measures

z. Engaging in the malicious or reckless attempt to harm or destroy District equipment or materials, including hardware, software and related printed material, data of another user of the System or any of the agencies or other networks that are connected to the Internet (Vandalism)

aa. Using the System while privileges have not been granted or while access privileges have been suspended or revoked

bb. Taking any action inconsistent with any State, Federal, Local and/or District law, policy, rule and/or regulation

### **Security**

7) Security on any computer system is a high priority, especially when the system involves many users. To the extent practical, the District shall employ steps to promote the safety and security of users of the System when using electronic mail and other forms of direct electronic communications. In accordance with CIPA, these measures shall be aimed at preventing inappropriate System usage including, but not limited to, unauthorized access (such as hacking) and other unlawful activities as well as unauthorized disclosure, use and dissemination of personal identification information regarding minors. However, users must be

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aware that electronic files are not necessarily secure. Users of electronic mail systems should recognize that electronic mail in its present form is generally not secure and is extremely vulnerable to unauthorized access and modification.

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If you feel you can identify a security problem in the school=s computers, network, or Internet connection, you must notify the principal or Director of Technology. Do not demonstrate the problem to others. Using someone else=s password or trespassing in another=s folders, work, or files without written permission is prohibited. Attempts to log on to the Internet or a network as anyone but yourself is a violation of this policy and may result in disciplinary action.

- 8) The Hempstead School District makes no warranties of any kind, whether expressed or implied, for the service the user is accessing. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services. The District will provide filtered access to the Internet, but is not responsible for the failure of such filters to prevent full proof access to objectionable materials. Each user is responsible for verifying the integrity and authenticity of the information used and provided.

## **Vandalism**

- 9) Vandalism may result in cancellation of district computer privilege or disciplinary action. Vandalism is defined as any malicious or reckless attempt to harm or destroy District equipment or materials, including but not limited to District hardware, software and related printed material, data of another user of the District=s System, the Internet, and/or other networks that are connected to the Internet. This includes, but is not limited to, the intentional or reckless uploading or creation of computer viruses, or any illegal or improper use of the Internet or accessed equipment.

## **Installing Software or Modifying Computer Systems**

- 10) Downloading software, games, programs, digital music files, movie clips, etc. uses up the legitimate academic and administrative usage, may be a copyright violation, and poses a security risk to the District=s System. Students and staff are not allowed to install or remove software on any computers

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belonging to the Hempstead Public School System without the prior approval of the District=s Director of Technology. This means that students and staff may not bring materials (including, but not limited to, games, programs software, etc.) from

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home and install them on the District=s computers, or download software from the Internet and install it on computers.

Students are not allowed to modify the setup of computer systems belonging to the District. This means that students should not change any settings on a computer, any Internet browser settings, or the names of any files on a District=s computer, except for files created by the student for academic use.

Any software that is appropriately installed must be properly licensed and compatible with the school=s computers and networks and meet the District=s academic standards as well as its policies, regulations and/or procedures.

### **Digital Music Files and Peer-to-Peer File Sharing Software**

- 11) As set forth above, students and staff are also prohibited from downloading digital music files (MP3s) and movie clips to District computers, using peer-to-peer file sharing programs.

### **Privacy and Confidentiality**

- 12) System Users have no expectations of privacy with respect to any data stored or transmitted via the District=s system, or used in conjunction with the district=s system..

The Hempstead School District shall monitor the use of the District=s System and the District reserves the right to inspect and examine any aspect of the District=s System including, but not limited to school owned or operated communications systems computing resources and/or files or information contained therein, at any time.

### **Sanctions**

- 13) Violations of the terms and conditions of this Agreement shall subject users to loss of computer access, as well as other disciplinary action. Illegal acts involving school computing resources may also subject violators to prosecution by local, state and/or federal authorities.

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***BEFORE SIGNING ANY OF THE ATTACHED RELEASE FORMS  
(EXHIBITS E.1-E.4,) BE SURE TO READ THIS DOCUMENT CAREFULLY***

**Regulation Adoption date:** September 21, 2004

**4526-E.1**

**STUDENT AGREEMENT EXHIBIT**

I have read the *Hempstead School District Computer Use/ Internet Safety Policy*. I agree to follow the rules contained in this policy as well as all District policies, rules, procedures and/or regulations. I understand that if I violate the rules my access to the District=s Computer System including Internet/network access privileges can be terminated and I may face other disciplinary measures.

I also understand that there is *No Expectation of Privacy* with respect to any data stored or transmitted via the District=s Computer System or used in conjunction with the System.

User Name (please print) \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

User's Signature: \_\_\_\_\_

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

**Exhibit Adoption date:** September 21, 2004

**Revised:** May 4, 2005

**PARENT OR GUARDIAN AGREEMENT EXHIBIT**

As the parent or legal guardian of the student signing above, I have read the *Hempstead School District Computer Use/ Internet Safety Policy* and have explained it to my child. I grant permission for my son or daughter to access the District=s Computer System which includes, but is not limited to, Internet access. I understand that the school=s computing resources are designed for educational purposes. I also understand the District will provide filtered access to the Internet but use of these facilities cannot guarantee that students will be completely prevented from accessing all inappropriate materials. Users of the District=s System navigate the Internet at their own risk.

I agree not to hold the school responsible for materials acquired on the network. I hereby agree to waive and release any and all claims I and/or my child may have against the Hempstead Union Free School District, its Board of Education, officers, employees, representatives and volunteers, all in their corporate and individual capacities, for any and all liabilities, injuries, demands, actions, costs, loss, penalties, claims and/or damages resulting from the use by my child of these services.

I understand that individuals and parents/guardians may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child=s use of the District=s services is not in a school setting.

I also understand that my child=s picture might be displayed on the web site or on internal computer systems.

Parent Signature: \_\_\_\_\_ Date:  
\_\_\_\_\_

Parent Name (please print):  
\_\_\_\_\_

Home Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Exhibit Adoption date:** September 21, 2004  
**Revised:** May 4, 2005

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**STUDENTS WHO ARE 18 YEARS OF AGE  
OR OLDER AGREEMENT EXHIBIT**

I have read the *Hempstead School District Computer Use/Internet Safety Policy*. I agree to follow the rules contained in this policy as well as all District policies, rules, procedures and/or regulations.

I understand that the school=s computing resources are designed for educational purposes. I also understand that the District will provide filtered access to the Internet but use of these facilities cannot guarantee that students will be completely prevented from accessing all inappropriate materials. I acknowledge that users of the District=s System navigate the Internet at their own risk.

I agree to follow the rules contained in the District=s Internet Safety/Computer Use Policy as well as all District policies, rules, procedures and/or regulations. I understand that if I violate the rules, my access to the District=s Computer System including Internet/network access privileges can be terminated and I may face other disciplinary measures. I also understand that there is *No Expectation of Privacy* with respect to any data stored or transmitted via the District=s Computer System or used in conjunction with the System. In addition, I agree not to hold the school responsible for materials acquired on the network. I hereby agree to waive and release any and all claims I may have against the Hempstead Union Free School District, its Board of Education, officers, employees, representatives and volunteers, all in their corporate and individual capacities, for any and all liabilities, injuries, demands, actions, costs, loss, penalties, claims and/or damages resulting from my use of these services.

I understand that my picture might be displayed on the web site or on internal computer systems.

User Name (please print): \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

User's Signature: \_\_\_\_\_

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

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Exhibit Adoption date:** September 21, 2004  
**Revised** May 4, 2005

**TEACHER AGREEMENT EXHIBIT**

I have read the *Hempstead School District Internet Safety/Computer Use Policy*. I agree to follow the rules contained in this *Agreement*. I understand that if I violate the rules my Internet/network access privileges can be terminated and I may face other disciplinary measures.

I understand that my picture might be displayed on the web site or on internal computer systems.

User Name (please print): \_\_\_\_\_

School: \_\_\_\_\_

User=s Signature: \_\_\_\_\_

Date \_\_\_\_\_

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This space reserved for Director of Technology/System Administrator

Assigned User Name: \_\_\_\_\_

Assigned Temporary Password: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Superintendent of Schools

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

**Exhibit Adoption date:** September 21, 2004

**Revised:** May 4, 2005