

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 your are answering or the issue on which your 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.

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TELECOMMUNICATIONS LETTER TO PARENTS

Dear Parent or Guardian:

The Nyack Union Free School District has the ability to enhance your child's education through the use of computers. Your child will be able to communicate through electronic mail (e-mail) and the Internet via a network. E-mail is the sending and receiving of messages over the Internet through the use of a computer account and password. The Internet is an international network of information available through the use of a computer and is the communication and information highway of tomorrow. The Internet consists of over 10,000 computer networks in over 50 countries. Your child will have access to hundreds of databases, libraries and computer services from all over the world. Your child may also be given use of an Internet address allowing him/her to correspond with any of an estimated 10 million users on the Internet. Please note that the Internet is an association of diverse communication and information networks. Your child may be communicating with other students or adults from other parts of the world.

The Nyack Union Free School District has taken precautions to restrict access to controversial materials however, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. The district believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. Nevertheless, we want you to be aware of this possibility.

With this educational opportunity also comes responsibility. It is important that you sit down with your child to read and discuss the district regulation regarding the use of this technology.

Sincerely,

Superintendent of Schools

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 _____

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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 _____

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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 _____

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