

July 1, 2008

Dear Parents or Guardians:

All new students to Wayland-Cohocton Central School District need to sign an Acceptable Use Policy in order to obtain their computer and internet access.

Computers are part of the learning environment here at Wayland-Cohocton Central School. As with other tools that are used to complete academic work, certain behaviors are expected. The Acceptable Use Policy and Rules for WCCS Computer Users has been revised. It is now called the Acceptable Use Policy and Rules for Technology Access and can be found in the District's 2008-2009 calendar.

Please review the enclosed materials for yourself and with your child(ren). All students will attend an orientation session during classes in the beginning of the 2008-2009 school year to review the policy. All students must agree to the policy by signing a WCCS Technology User's Contract. This is to promote acceptable use of school equipment.

In addition to computer access, we are pleased to offer access to the Internet. We are requesting your permission to provide access to the Internet to your child(ren). The permission slip is on the first page of this letter. Please sign and return the permission slip to your child's principal by September 15, 2008.

The following pages include questions that parents ask and information that is intended to assist you in making the decision. Please call the principal of your child's school with any questions you have regarding the use of the Internet or the Acceptable Use Policy and Rules.

This policy will be revisited yearly, when new services are added, and as needed. Please take time to discuss the following material with your son or daughter.

Sincerely,

Michael Wetherbee
Superintendent

INFORMATION SHEET:

Wayland-Cohocton School's Student Use Guidelines

WHAT ARE THE INTERNET AND THE WORLD WIDE WEB (WWW)?

The Internet is the connection of computers all over the world. The WWW is the part of the Internet that provides access to pictures, graphics, and sounds. The Internet allows connected computer users to access and share an amazing amount of information. Internet users have access to:

- libraries and museums
- educational, commercial, and government databases
- personal interaction with individuals, teachers, students, authors, and experts in many fields
- college and university information
- current news releases
- software libraries and graphics files
- text

HOW IS THE INTERNET USED IN OUR SCHOOL?

- Student use of the WCCS network is authorized to support classroom assignments and academic activities.
- Access to the Internet will be provided to a student at Wayland Cohocton CSD only if the District has received a signed Technology User's Contract (provided by the District) from the student and his or her parent or guardian.
- Access to the Internet will be available on networked computers located in computer labs, libraries, and classrooms.
- Students will not be authorized to access the Internet via the school Internet Service Provider, from home or any location other than designated school sites.
- Classroom teachers, computer paraprofessionals, and librarians will provide instruction and direction in the use of electronic resources to support classroom assignments.
- Student internet e-mail in grades 5 through 12 will be allowed as long as it does not interfere with the educational use of technology and does not occur during instruction in the classroom.
- An orientation for students will be given at the beginning of each school year regarding the proper and safe use of internet and e-mail, a review of the Acceptable Use Policy and consequences for its misuse.
- If a student's name appears on the Academic Ineligibility List, he/she will be restricted to computer use for class work.
- Students who violate the Student Code of Conduct or who are subject to disciplinary action may have their Internet access rights limited or denied.

GENERAL STANDARDS FOR STUDENT INTERNET ACCESS

Internet access is a privilege, not a right, and will be granted and revoked at the discretion of the District if a student abuses that privilege.

- Student users must comply with the Acceptable Use Policy and Rules for WCCS Technology access.
- Transmission of any material in violation of any United States or State regulation is strictly prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- Student users must comply with all restrictions, limitations, prohibitions, and responsibilities of the Internet service providers.

RESPONSIBILITY

Use of any information obtained via School District access to the Internet is at the user's own risk. The District exercises no control over the content of the information available on the Internet. While the District filters, and retains the right to filter Internet access, the District cannot exercise control over the content of the information, which may be accessed by a user through the Internet.

Some internet sites may contain defamatory, inaccurate, abusive, obscene, vulgar, profane, offensive, sexually oriented, threatening, racially offensive or illegal material. Parents of minors who have access to the Internet should be aware of the existence of such material and the ability of students to access this material through the Internet (either at school or at home). As a result, the District disclaims any responsibility for inappropriate or objectionable materials, which a student may obtain through school use of the Internet.

Students who knowingly access or bring such material in to the school environment will be subject to disciplinary sanctions including, but not limited to: termination of access privileges, suspension of academic and/or extracurricular privileges; and expulsion. It is the student's responsibility to report accidental access of inappropriate material.

ACCESS TO RECORDS

The District retains the right to monitor student use of the Internet to assure compliance with applicable laws, rules and regulations, as well as the Acceptable Use Policy and Rules. This includes accessing and reviewing stored information, reviewing logs of incoming and outgoing information and messages and all of its content. There can be no expectation of privacy with respect to a student's use of the Internet.

WHAT IS THE SCHOOL DOING TO PROTECT MY CHILD IF HE/SHE HAS ACCESS TO THE INTERNET?

BESS, of N2H2 Inc, is the Internet filter for WCCS, which is provided by BOCES through our participation in LakeNet, our Service Provider. Wayland-Cohocton Central School District filters Internet access in accordance with Federal mandates and the District complies with Children's Internet Protection Act (CIPA). When a site is identified as containing objectionable material, a district employee submits the Internet address to BESS, and then BESS blocks that site from any further access by WCCS Internet users. Materials that are especially objectionable are reported to EduTech, a division of BOCES, that blocks sites within a few hours of the report.

Acceptable Use Policy and Rules for WCCS Technology Access

All school computers, peripherals, and all related resources (such as software, disks, paper, printer cartridges, etc.) are district property. Any data or information stored on the school computers is NOT private. All computerized files, stored or in transit, may be accessed by district officials or system administrators for any reason whatsoever. (Refer to the section "Access to Records" on the Information Sheet).

Computer resources will be used only for academic activities.

School-provided supplies shall be used only in school and only for purposes related to the student's Internet access through the District's computers. This includes, but is not limited to, software, disks, paper, printer cartridges.

Use of any materials and information obtained through the School District's Internet is at the user's own risk.

District hardware and/or software shall not be destroyed, modified or misused in anyway.

The installation of software for use on District computers is strictly prohibited, without prior written approval of the Technology Coordinator.

Downloading inappropriate programs, data, music, videos and graphics to the network servers is prohibited.

Executing programs from peripheral devices.

District owned CD Writers, Scanners and External Drives shall not be used without teacher consent. With consent, students must follow copyright laws.

Users shall not physically deface, steal or destroy computer hardware, peripherals or any components.

Releasing of any personal information on the Internet is prohibited. This includes, but is not limited to: user's full name, address, telephone number, personal email address and/or credit card numbers. Disclosure of personal information relating to any other person, including students, parents, district staff and administrators is also prohibited.

Users shall use only their authorized Username and Password, and may not use others' Username and Password or otherwise misrepresent their use of the Internet. Users will keep their identification, account, and password confidential.

Users will save their work to their files on the server or on approved media. Users will not save work on, or alter in any other way, the computer's hard disk drive. The hard drives are school property and must not be altered, which includes downloading information onto the hard drives of any school computer.

Wayland-Cohocton Central School District makes no warranties of any kind. WCCS is not responsible for the following: loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the District's negligence or by users' errors and/or omissions. WCCS denies any responsibility for the accuracy or quality of information obtained through its online services.

Users shall not copy, change, delete, read, or use files in another user's account, without the permission of the other user.

Users shall be respectful in the use of computers and shall not physically or electronically disturb or harass other computer users.

District computers will not be used for profitmaking, political activity or personal purposes.

Users are not authorized or permitted to access the Internet via the school provider from home or any location other than a designated school location.

Users shall read and abide by the rules of any Internet site accessed.

All communications and information accessible via the School Network and/or Internet access should be assumed to be subject to copyright, patent and trademark laws, unless otherwise stated.

Users shall not plagiarize authored work from the Internet or from another user.

Written or oral language during computer use shall not contain defamatory, inaccurate, abusive, obscene, vulgar, profane, offensive, sexually oriented, threatening, racially offensive or illegal materials.

Materials or information knowingly obtained during computer use shall not contain defamatory, inaccurate, abusive, obscene, vulgar, profane, offensive, sexually oriented, threatening, racially offensive or illegal materials.

A student will immediately notify a teacher, librarian, administrator, or other supervisor when any objectionable material is accessed by said student.

A student will immediately notify a district employee when any computer equipment malfunctions in any way.

Students Grades 5 through 12 will be allowed internet e-mail as long as there is a student/parent signed Internet Acceptable Use Policy in place. Students must complete a class orientation on the proper use of e-mail.

Consequences for Violating the Acceptable Use Policy

Violations of the Acceptable Use Policy and Rules, described above, will be dealt with seriously. Violators will lose internet and/or computer privileges, face school discipline, and, if appropriate, legal charges may be filed.

The District reserves the right to deviate from the progressive penalties based on the seriousness of the violation. Consequences for violations will exist for a 12 month period from date of infraction and will be determined by level of seriousness. All offenses will carry over to the following school year when appropriate:

- 1st Offense** Student will lose 3 weeks of internet privileges with parent notification.
- 2nd Offense** Student will lose an additional 7 weeks of internet privileges (a total of 10 weeks) with parent notification and an administrative meeting for possible further action.
- 3rd Offense** Student will lose 1 semester (20 weeks) of internet privileges with parent notification.
- 4th Offense** Student computer and internet privileges will result in permanent termination