

SECTION H: INSTRUCTION

HH1.3-R

Meriden Public Schools
Meriden, Connecticut

Dear Parent/Guardian:

The Meriden Public Schools is fortunate to have a connection to the Internet to supplement the other resources already available to staff and students. Through the Internet, your child will have the entire world at his or her fingertips and be able to explore it.

This wonderful resource brings with it added responsibility. As Internet users, we must be aware of the many issues that surround the Internet. There are many valuable resources available on the Internet that may not be found elsewhere. At the same time, there are many sites that can be considered inappropriate for students and serve no educational value. It is the responsibility of all users, staff and students alike, to ensure that, at all times while in a Meriden Public School, the Internet is being used only for educational purposes. Student use of the Internet will be under the supervision of Meriden Public School staff.

The attached "Acceptable Use Policy" should be read carefully and understood by all Internet users. As parents/guardians, you should review it in detail with your children before they begin using the Internet in their classroom. The "Acceptable Use Policy" strives to ensure the safety of all users. A filtering system designed to prevent access to certain unacceptable sites has been installed to help eliminate this problem. However, it is important to understand that no solution is perfect and we cannot guarantee that students will only have access to educational materials.

It is important that you and your children understand that any violation of the "Acceptable Use Policy" will result in the loss of Internet privileges or other disciplinary action. We ask that you work with your children in reinforcing the behaviors associated with the "Acceptable Use Policy."

Thank you for your support of this important new opportunity for Meriden Public School students.

Sincerely,

Principal

SECTION H: INSTRUCTION

HH1.3-R

Students, parent(s), guardian(s), and staff members need only sign this *Authorization for Electronic Network Access* once while enrolled or employed by the School District.

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. I understand that the system's security aspects, such as personal passwords and the message delete function for e-mail can be bypassed, and the District's ability to monitor and review is not restricted or neutralized by these devices. Finally, I understand that the monitoring and reviewing process also includes oversight of Internet access and of document downloading and printing.

In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of or inability to use the Internet.

DATE: _____

USER NAME (Please print): _____

USER SIGNATURE: _____
(Required if the user is a student):

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate inappropriate material. However, I also recognize it is impossible for the District to restrict access to all inappropriate materials. I will hold harmless the District, its employees, agents or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the Internet through the District electronic network connection.

DATE:

PARENT/GUARDIAN NAME (Please print): _____

SIGNATURE: _____

SECTION H: INSTRUCTION

HH1.3-R

Acceptable Use of Electronic Networks
Authorization for Electronic Network Access:

Each staff member must sign this Authorization as a condition for using the District's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted access. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions:

1. Acceptable Use - Access to the District's electronic networks must be (a) for the purpose of education or research and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
2. Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal will make all decisions regarding whether or not a user has this authorization and may deny, revoke or suspend access at any time; his or her decision is final.
3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;

Approved: October 9, 2001
Amended: March 23, 2004

Meriden Public Schools
Page 3 of 7

SECTION H: INSTRUCTION

HH1.3-R

- c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain or for any other unauthorized purpose;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material;
 - m. Using the network while access privileges are suspended or revoked; and
 - n. Damaging computers, computer files, computer systems or computer networks.
4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

SECTION H: INSTRUCTION

HH1.3-R

- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the System Administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.

10. Use of Electronic Mail

- a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

SECTION H: INSTRUCTION

HH1.3-R

Internet Safety:

1. Internet access is limited to only those “acceptable uses” as detailed in these procedures.
2. The District will provide supervision for students while they are using District Internet access in order to promote students’ compliance with the Terms and Conditions for Internet access contained in the Authorization. Decisions regarding supervision, monitoring and review will be made in the judgment of the administration, based upon factors such as, but not limited to, the age of the students using the District’s Internet access, and the circumstances of such use.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

Legal References: Children’s Internet Protection Act, P.L. 106-554
47 U.S.C. Sections 254(h) and (l)
Electronic Communication Privacy Act, 18 U.S.C. §§ 2510-2520
No Child Left Behind Act of 2001 (Pub. L. 107-110), codified at 20 U.S.C. §
6777

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 (computer-related
offenses)