

North Shore Central School District

North Shore High School

iPad Policy, Procedures, and Information 2011-2012

The focus of the iPad pilot program within the North Shore Schools is to provide tools and resources to the 21st Century Learner. Increasing access to technology is essential for that future, and one of the learning tools to accomplish this goal for our students will be the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum, providing students with valuable learning opportunities that otherwise would not be accessible.

The policies, procedures and information within this document apply to all iPads used within the North Shore Schools, as well as any other device considered by the Administration to come under this policy.

Teachers may set additional requirements for use in their classroom.

The following pages of this document must be signed and returned at parent/student workshops in order for students to receive an iPad:

Page: 14 With a check for \$50 made out to North Shore Schools for those who wish to purchase the district protection program)

Pages 15, 19, 20

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1. RECEIVING YOUR iPad

Following is a time line of dates and processes for the distribution of iPads and the completion of the necessary paper work:

For 2011-2012, required parent/student meetings will be held on the following dates for all students entering the Ninth Grade Experience and Grade Ten

August 23: 5:00, 6:15, 7:30 p.m.

August 25: 6:15, 7:30 p.m.

August 29: 5:00, 6:15, 7:30 p.m.

More information regarding registration for these sessions will be sent in a separate letter from the High School.

At these sessions, parents and students will hear an overview of the guidelines related to iPads, have an opportunity to ask questions, and complete the required paperwork and insurance forms for the devices.

iPads will be distributed to students in early September during English classes.

Should you be unable to make your required distribution meeting, please contact Mr. Cousins. No iPads will be distributed to students who do not attend a required meeting with their parent or guardian.

1.1 iPad Return and Fines

Individual school iPads and accessories must be returned to the library in which the student is enrolled at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment within the North Shore Schools for any other reason must return their individual school iPad on the date of termination.

If a student fails to return the iPad at the end of the school year or upon termination of enrollment within the North Shore Schools, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Police Department.

Furthermore, students will be responsible for any damage to the iPad, consistent with the District's iPad Protection plan and must return the iPad and accessories to the school Library in satisfactory condition upon the end of the school year.

2. TAKING CARE OF YOUR iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the technology office for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow the acceptable use policy for technology within the North Shore Schools.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the North Shore Central School District.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- If students use "skins" to "personalize" their iPads they must not take off any North Shore labels.

2.2 Carrying iPads

- The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.
- iPads should always be within the protective case when carried.

2.3 Screen Care

- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen

3. USING YOUR iPad AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening by plugging them into an electrical wall outlet only. Do not charge the iPads from a computer port.

3.4 Screen savers/Background Photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet Games are not allowed on the iPads. If game apps are installed, for any purpose, they must be approved and installed by a member of the North Shore School District Technology Department.
- All software/Apps must be district provided. Data Storage will be through apps on the iPad and email to a server location.

3.6 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. However, the District Acceptable Use Policy must be followed while at home, using a district owned device.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory/Submitting Work To Teachers

There are several ways to manage files on the iPad:

- **WebDAV:** Students can utilize the WebDAV protocol to save and open documents to and from their network home folders in or out of district. Students will use their network logins to connect to their WebDAV home directories. There are a number of popular iPad apps that support the use of WebDAV such as the Apple iWorks Suite.
- **Email:** Most iPad productivity apps support the ability to open and email Word documents, PowerPoints, spreadsheets, PDF's, images, or other common file types. Students and teachers can exchange course-related files through their school-supplied LiveEDU e-mail accounts.
- **Cloud-Based Services:** Students may also have the option to utilize any number of free cloud-based options such as Google Docs, Dropbox, SugarSync, Box.net, or others. The district will allow the use of such services by students on their iPads, but the district cannot be held responsible for the support of these services or the data that the students may store on these services.

4.2 Network Connectivity

The North Shore School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON IPADS

5.1 Originally Installed Software

The software/Apps originally installed by the North Shore Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software

The district's technology department will manage the applications on all student iPads. All apps will be distributed through a secure distribution app that will act as a bridge between the iPads and the Apple App Store. Students will be able to download any provisioned apps in this manner directly onto their iPads with a district iTunes account. Students are not permitted to connect their iPads to any computers, and/or synchronize their iPads to any personal iTunes accounts for any purpose.

5.3 Circumvention of Managed Settings

All student iPads are provisioned by the technology department for the purposes of initializing and managing all iPads in a secure and organized fashion. Any attempts by students to circumvent any district management settings through software restoration or jailbreaking will result in the confiscation of the iPad and disciplinary action.

5.4 Inspection

Students may be selected at random to provide their iPad for inspection.

5.5 Procedure for re-loading software

If technical difficulties occur or illegal software, (non- North Shore installed apps are discovered), the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In addition, this may result in confiscation of the iPad with usage allowed only during the school day.

5.6 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and synching.

6. ACCEPTABLE USE

The use of the North Shore School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the North Shore Central School District. This policy is provided to make

all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, as well as the District Acceptable Use Policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The North Shore School District's Student Code of Conduct shall be applied to all student infractions. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities are to:

- Provide Internet and Email access to its students.
- Provide Internet blocking of inappropriate materials as able. (Parents should also set internet controls at home).
- Provide network data storage areas. These will be treated similar to school lockers. North Shore reserves the right to review, monitor, and restrict information stored on or transmitted via School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students Responsibilities are to:

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to iPad/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via the North Shore School District's designated Internet System is at your own risk. The North Shore School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help the North Shore School District protect our computer system/device by contacting an administrator about any security problems they may encounter.

- Turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
- Return their iPad to the Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school iPad on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services-ex: MSN Messenger, ICQ, etc.
- Internet/Computer Games .
- Use of outside data disks or external attachments without prior approval from the administration .
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Restoring or jailbreaking iPad.
- Connecting iPad to a computer and/or synchronizing iPad to a personal iTunes account.
- Downloading unauthorized apps .
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data
- Exchanging iPads and/or switching iPad identification labels to conceal fault of damage.
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity .
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger .
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the North Shore Web filter through a web proxy

6.5 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPad batteries must be charged and ready for school each day. Charge them only by plugging the iPad into an electrical wall outlet.
- Only labels or stickers approved by the North Shore School District may be applied to the computer.
- iPad sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- iPads that malfunction or are damaged must be reported to the Technology Office. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- iPad damage: Students are responsible for any and all damage.
- iPads that are stolen must be reported immediately to the Principal's Office, the Technology Office and the Police Department.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the North Shore Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Acceptable Use Policy and Student Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

7. PROTECTING & STORING YOUR IPAD

7.1 iPad Identification

Student iPads can be identified in the following ways:

- Record of serial number

- Completion of student/parent AUP
- Enrollment of iPads with MobileMe
- Enrollment of iPads with JAMF Casper
- District labels on the back and front of the iPads and covers

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their lockers. Nothing should be placed on top of the iPad, when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student’s vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with main office in their school.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If a iPad is found in an unsupervised area, it will be taken to the Library or the office. A student will be charged \$10.00 to retrieve their iPad that has been turned into the Library or the office due to not being supervised.

8. REPAIRING OR REPLACING YOUR IPAD

8.1 School District Protection

School District Protection is available for students and parents to cover iPad replacement in the event of theft, loss, or accidental damage. The protection cost is \$50.00 annually (non-refundable) for each iPad .This plan will include one replacement, additional replacements will cost the student/parent the full value of an iPad (approx. \$500). Parents will need to purchase this insurance through the North Shore Schools before your student is allowed to check out an iPad. Insurance forms may be filled out during parent information/training sessions as listed in section 1 of this handbook.

8.2 Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about

your personal coverage of the iPad . You will need to show proof of insurance to the school before your student(s) are allowed to check out an iPad. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible. Should parents choose this option, they will be responsible for complete payment of the iPad cost to the district in the case of loss, theft or damage (approximately \$500 dollars).

8.3 Insurance Waiver

Parents may opt the insurance waiver option, in which case the iPad is not insured through the district or the parents' homeowners' policy. In this case, the parent again will be responsible for the full replacement cost of the iPad.

8.4 Claims

All insurance claims must be reported to the technology office as well as to Lois Straber, at inventory control (516-277-7815). Students or parents must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be repaired or replaced with School District Protection.

9. COST OF REPAIRS

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability from jailbreaking, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value, should his or her parents not have opted to purchase the school district protection plan. Lost items such as sleeves and cables will be charged the actual replacement cost.

FORMS AND POLICIES

North Shore Central School District- iPad Protection Plan

The North Shore Central School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. Parents and students must select one of the options below, and sign this form prior to receiving a district iPad

PROTECTION PLAN OPTIONS:

No Insurance

_____ You agree to pay for the replacement of the iPad at a cost not to exceed \$500 should the iPad be stolen, lost or damaged in any way.

Personal Insurance

_____ You will cover the iPad under your own insurance policy. You agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the iPad replacement not to exceed \$500. Most insurances only provide in home coverage. Your policy must provide coverage wherever your student takes the iPad (home, school, car, etc).

School District Protection

_____ You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire/flood, water in the amount of \$50.00. The \$50.00 payment is nonrefundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

Parent Name (Please Print) _____ Date _____

Parent Signature: _____ Date: _____

Student Name: _____ Grade: _____ Date: _____

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to iPads. School District iPad Protection **DOES NOT** cover intentional damage of the iPad.

North Shore Central School District-Student Pledge for iPad Use

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet all North Shore expectations.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the North Shore Central School District.
12. I will follow the policies outlined in the iPad Handbook and the District Acceptable Use Policy
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District iPad, case and power cords in good working condition to my school library, no later than the last day in June.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.

Student Name (Please Print):

Student Signature: _____ Date: _____

Student Grade _____

Parent Name (Please Print):

Parent Signature: _____ Date: _____

Individual school iPads and accessories must be returned to the High School Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school iPad on the date of termination.

NORTH SHORE SCHOOL DISTRICT**COMPUTER NETWORK****ACCEPTABLE USE POLICY**

Please read the following before signing the attached **legally binding contract**.

Introduction

Internet access is now available to students, teachers, staff, administrators, and community members in the North Shore School District. The District's goal in providing such access is to promote educational excellence in the North Shore Schools by facilitating resource sharing innovation, and communication. The District regards this access as a privilege, not a right.

The North Shore School District's Wide Area Network Computer Network is an electronic network with accesses to the Internet, an electronic highway connecting thousands of computers and millions of individual subscribers throughout the world. It provides access to electronic mail (e-mail) communication, news from libraries and other research institutions, public domain and shareware of types, and discussion groups on a variety of topics.

With access to computers and people all over 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. The North Shore School District has taken available precautions, which are limited to filter access to objectionable materials. However, it is impossible to control access to all materials and information on the Internet.

Because we firmly believe 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, we have developed the following guidelines for acceptable use. In general, these guidelines require that end users (students, faculty, administrators, community members and staff) utilize the Network in an efficient, ethical and legal manner. The failure of any user to comply with the District's Acceptable Use Policy may result in disciplinary action as well as suspension and/or revocation of access privileges, and/or legal action.

A user's signature on the attached **legally binding Contract Agreement and Application for a North Shore School District Internet Account** indicates that the user has carefully read and fully understands this Introduction and the Terms and Conditions of Acceptable Use that follow.

North Shore School District Network – Terms and Conditions for Acceptable Use

1. A student's account can only be used to research information in support of his or her education.
2. All users must abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. You must not write or send messages meant to abuse, harass, intimidate or defame others.
 - b. You must use appropriate language. This means that you must not swear or use vulgarities.

- c. You must not attempt to receive, transmit or make available to others obscene, offensive or sexually explicit material.
- d. You should never reveal your personal address or telephone number, and you **must never** reveal the address or telephone of anyone else.
- e. You must not use the Network in any way that might disrupt the use of the Network by others. Examples of this include, but are not restricted to:
 - i. Downloading extensive files;
 - ii. Sending mass e-mail messages or transmitting or propagating chain letters;
 - iii. Annoying others by using chat functions or instant messaging unless instructed by a teacher as part of an instructional project.
- f. You must not create or spread viruses, degrade system performance, disrupt service or damage files.
- g. You must never access someone else's account. You must not use another person's email account at **anytime**.
- h. You must immediately notify the system administrator if you think you have identified a security problem. You must not talk about this security problem, or demonstrate it to other users.
- i. You must not attempt to login to the North Shore District Network as a system administrator.
- j. You must not vandalize any computer software, data of another user on the North Shore Network or any information connected to the North Shore Network.
- k. You must not vandalize any computer hardware, hardware peripherals, furniture or materials in any of the computer rooms, classrooms or library.
- l. You must not give out or allow the use of your personal network password(s). You must not log-on with any other password than your own.
- m. You must not change, add or delete a preference file or system file at any time.
- n. You must not attempt to gain unauthorized access to any file, resources, or computer or phone systems (including those of the District).
- o. You must not use the Network to play or download games, movies, or other forms of entertainment.

There is NO PRIVACY GUARANTEE for electronic mail (e-mail) or any use of the District Computer Network. Students, faculty, administrators, community members and staff must understand that e-mail and the Network are not guaranteed to be private and that the Network is the sole property of the District. Consequently, the system administrator may examine the account, e-mail and disks, files, etc. used in conjunction with the District Network of any user. Moreover, student violations of the

Acceptable Use Policy will be immediately reported to the student's parents and may result in disciplinary action.

Use of another organization's networks or computing resources must comply with the rules of the District Network and such other network. Illegal activities are strictly prohibited. Information pertaining to or implicating illegal or unlawful activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Users must respect all intellectual and property rights and laws.

In accord with the Copyright Act of 1976, a user may make "fair use" of a copyrighted work for purposes of criticism, comment, news reporting, teaching, scholarship, or research. Of course, students must always avoid plagiarism.

Use of the District Network for day-trading, on-line auctions, commercial activities by for-profit institutions, product advertisement, or for commercial gain is also prohibited.

Reliability - The North Shore School District makes no warranties of any kind, whether expressed or implied, and assumes no responsibility as to the quality, availability, or reliability of the service it is providing. Users navigate the Internet and use information at their own risk. The District will not be responsible to any user for any damages sustained or incurred in connection with the use, operation or inability to use the District Network, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the District's own negligence, errors or omissions (even where the District has been advised of the possibility of such loss), or those of the user.

The terms and conditions stated in this Policy reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the state of New York and the United States of America.

You may retain this copy of this policy for your files.

CONTRACT AGREEMENT

and

APPLICATION FOR A NORTH SHORE

SCHOOL DISTRICT INTERNET ACCOUNT

Directions: After carefully reading the North Shore School District Network Introduction and the Terms and Condition for Acceptable Use, please fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian is also required where the applicant is a student. Signed contracts should be returned to the building’s computer aide. Any questions should be addressed to Mr. Elliot Kaye, Director of Technology.

CONSENT AND WAIVER

I have read the North Shore School District Computer Network Introduction and the Terms and Conditions for Acceptable Use. I fully understand and will abide by the stated Terms and Conditions for the North Shore School District Computer Network. I understand that there is no privacy guarantee for e-mail or any use of the District Network.

I further understand that any violation of this Policy may result in disciplinary action and suspension and/or revocation of access privileges and/or legal action. Moreover, I am legally responsible for any action I take with regard to use of the Network and any evidence of violation of federal, state and/or local law will be forwarded to the proper authorities.

In consideration for the privilege of using the North Shore School District Computer Network, on behalf of myself, and my respective relatives, heirs, estates, and assigns, I hereby release and discharge the North Shore School District, and its respective officers, employees and agents, from any and all claims and liabilities arising out of or resulting from any use, operation, or inability to use the District Network. I further agree to defend and indemnify the District and hold the District harmless from and against any and all claims, proceedings, damages, injuries, liabilities, losses, costs, and expenses (including reasonable attorneys' fees) relating to any acts taken by me or material or information transmitted by me in connection with any use of the District Network.

User Name (please print in ink): _____

User Signature: _____ Date: _____

For Students:

Expected Year of Graduation: _____

PARENT OR GUARDIAN (IF APPLICANT IS A STUDENT)

As the parent or guardian of this student, I have read and fully understand the Introduction and the Terms and Conditions for Acceptable Computer Use in the North Shore School District Network. I understand that this access is designed for educational purposes only and have fully discussed this fact with my son or daughter. I assume responsibility for the content of messages transmitted or posted by my child.

I understand that although the North Shore School District has taken precautions to eliminate objectionable material, it is impossible for the North Shore School District to restrict all access to objectionable materials. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct. I understand that I am financially responsible for any and all charges made by my child to his or her account.

Finally, in consideration for my child's use of the District Network, on behalf of myself and my child, and our respective relatives, heirs, estates and assigns, I hereby release and discharge the North Shore School District, and its respective officers, employees and agents, for any and all claims and liabilities arising out of or resulting from my child's use, operation or inability to use the District Network. I further agree to defend and indemnify the District and hold the District harmless from and against any and all claims, proceedings, damages, injuries, liabilities, losses, costs, and expenses (including reasonable attorney's fees) relating to any acts taken by my child or material or information transmitted by my child in connection with any use of the District Network.

Parent or Guardian (please print in ink): _____

Signature: _____ Date: _____

Daytime Phone Number: _____

Evening Phone Number: _____

Adoption date: June 15, 2006

COMPUTER NETWORK FOR EDUCATION

The Board of Education is committed to optimizing student learning. 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

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 intra-district, regional, 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 Director of Technology to oversee the use of district computer resources. The Director of Technology 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 Director of Technology, working in conjunction with the building principals, assistant superintendents and superintendent shall develop for the Board's approval a comprehensive multiyear technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

Adoption date: June 15, 2006

COMPUTER NETWORK FOR EDUCATION

REGULATION

The following rules and regulations govern the use of the district's computer network system and access to the Internet.

I. Administration

- The Superintendent of Schools shall designate a Director of Technology to oversee the district's computer network.
- The Director of Technology shall monitor and examine all network activities, as appropriate, to ensure proper use of the system.
- The Director of Technology shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's network at the building level with all network users.
- The Director of Technology shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students, including providing copies of district policy and regulations governing use of the district's network.
- The Director of Technology shall ensure that all disks and software loaded onto the computer network have been scanned for computer viruses.
- All student agreements to abide by district policy and regulations and parental consent forms shall be kept on file in the office of the district director of technology.

II. Internet Access

- Students will be provided access during class time; during the school day when the students are not in class; and before or after school hours
- Students will be provided with classroom accounts.
- Students may browse the World Wide Web, provided that district approved filters are operational
- Students may not participate in chat rooms.
- Students may read news groups.
- Students may not construct their own web pages using district computer resources.
- Students will have class/group e-mail address.
- Students are allowed to belong to mailing lists
- A staff member will be required to monitor all of these activities.

III. Acceptable Use and Conduct

1. A student's account can only be used to research information in support of his or her education.
2. All users must abide by the generally accepted rules of network etiquette, including but not limited to the following: 22

YOU MUST: immediately notify the system administrator if you think you have identified a security problem, do not show or demonstrate it to other users.

DO NOT!!!:

- a. write or send messages meant to abuse, harass, intimidate or defame others.
- b. use inappropriate language. This means that you must not swear or use vulgarities.
- c. attempt to receive, transmit or make available to others obscene, offensive or sexually explicit material.
- d. reveal your personal address or telephone number, or the address or telephone of anyone else.
- e. use the Network in any way that might disrupt the use of the Network by others. Examples of this include, but are not restricted to:
 - i. Downloading extensive files;
 - ii. Sending mass e-mail messages or transmitting or propagating chain letters;
 - iii. Annoying others by using chat functions or instant messaging unless instructed by a teacher as part of an instructional project.
- f. create or spread viruses, degrade system performance, disrupt service or damage files.
- g. access someone else's account. You must not use another person's email account at **anytime**.
- h. attempt to login to the North Shore District Network as a system administrator.
- i. vandalize any computer software, data of another user on the North Shore Network or any information connected to the North Shore Network.
- j. vandalize any computer hardware, hardware peripherals, furniture or materials in any of the computer rooms, classrooms or library.
- k. give out or allow the use of your personal network password(s) or log-on with any other password than your own.
- l. change, add or delete a preference file or system file at any time.

- m. attempt to gain unauthorized access to any file, resources, or computer or phone systems (including those of the District).
- n not use the Network to play or download games, movies, or other forms of entertainment.

IV. No Privacy Guarantee

There is NO PRIVACY GUARANTEE for electronic mail (e-mail) or any use of the District Computer Network. Students, faculty, administrators, community members and staff must understand that e-mail and the Network are not guaranteed to be private and that the Network is the sole property of the district. Consequently, the system administrator may examine the account, e-mail and disks, files, etc. used in conjunction with the District Network of any user. Moreover, student violations of the Acceptable Use Policy will be immediately reported to the student's parents and may result in disciplinary action.

V. Sanctions

Use of another organization's networks or computing resources must comply with the rules of the District Network and such other network. Illegal activities are strictly prohibited. Information pertaining to or implicating illegal or unlawful activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Users must respect all intellectual and property rights and laws.

In accord with the Copyright Act of 1976, a user may make "fair use" of a copyrighted work for purposes of criticism, comment, news reporting, teaching, scholarship, or research. Of course, students must always avoid plagiarism.

Use of the District Network for day-trading, on-line auctions, commercial activities by for-profit institutions, product advertisement, or for commercial gain is also prohibited.

VII. District Responsibilities

Reliability - The North Shore School District makes no warranties of any kind, whether expressed or implied, and assumes no responsibility as to the quality, availability, or reliability of the service it is providing. Users navigate the Internet and use information at their own risk. The District will not be responsible to any user for any damages sustained or incurred in connection with the use, operation or inability to use the District Network, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the District's own negligence, errors or omissions (even where the District has been advised of the possibility of such loss), or those of the user.

Further, even though the district may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulation.

Adoption date: June 15, 2006

INTERNET SAFETY

The Board of Education is committed to undertaking efforts that serve to make safe for children the use of district computers for access to the Internet and World Wide Web. To this end, although unable to guarantee that any selected filtering and blocking technology will work perfectly, the Board directs the Superintendent of Schools to procure and implement the use of technology protection measures that block or filter Internet access by:

- adults to visual depictions that are obscene or child pornography, and
- minors to visual depictions that are obscene, child pornography, or harmful to minors, as defined in the Children's Internet Protection Act.

Subject to staff supervision, however, any such measures may be disabled or relaxed for adults conducting bona fide research or other lawful purposes, in accordance with criteria established by the Superintendent or his or her designee.

The Superintendent or his or her designee also shall develop and implement procedures that provide for the safety and security of students using electronic mail, chat rooms, and other forms of direct electronic communications; monitoring the online activities of students using district computers; and restricting student access to materials that are harmful to minors.

In addition, the Board prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access by students, including hacking and other unlawful activities; and access by students to inappropriate matter on the Internet and World Wide Web. The Superintendent or his or her designee shall establish and implement procedures that enforce these restrictions.

The Director of Technology designated under the district's Computer Network or Acceptable Use Policy (4526), shall monitor and examine all district computer network activities to ensure compliance with this policy and accompanying regulation. He or she also shall be responsible for ensuring that staff and students receive training on their requirements.

All users of the district's computer network, including access to the Internet and World Wide Web, must understand that use is a privilege, not a right, and that any such use entails responsibility. They must comply with the requirements of this policy and accompanying regulation, in addition to

generally accepted rules of network etiquette, and the district's Acceptable Use Policy. Failure to comply may result in disciplinary action including, but not limited to, the revocation of computer access privileges.

Cross-ref: 4526, Computer Network for Education

Ref: Public Law No. 106-554

47 USC §254

20 USC §6801

Adoption date: June 15, 2006

INTERNET SAFETY REGULATION

The following rules and regulations implement the Internet Safety Policy adopted by the Board of Education to make safe for children the use of district computers for access to the Internet and World Wide Web.

I. Definitions

In accordance with the Children's Internet Protection Act,

- *Child pornography* refers to any visual depiction, including any photograph, film, video, picture or computer or computer generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct. It also includes any such visual depiction that (a) is, or appears to be, of a minor engaging in sexually explicit conduct; or (b) has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (c) is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
- *Harmful to minors* means any picture, image, graphic image file, or other visual depiction that (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (b) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

II. Blocking and Filtering Measures

- The Superintendent or his or her designee shall secure information about, and ensure the purchase or provision of, a technology protection measure that blocks access from all district computers to visual depictions on the Internet and World Wide Web that are obscene, child pornography or harmful to minors.
- The district's Director of Technology shall be responsible for ensuring the installation and proper use of any Internet blocking and filtering technology protection measure obtained by the district.
- The Director of Technology or his or her designee may disable or relax the district's Internet blocking and filtering technology measure only for adult staff members conducting research related to the discharge of their official responsibilities.

- The Director of Technology shall monitor the online activities of adult staff members for whom the blocking and filtering technology measure has been disabled or relaxed to ensure there is not access to visual depictions that are obscene or child pornography.

III. Monitoring of Online Activities

- The district's Director of Technology shall be responsible for monitoring to ensure that the online activities of staff and students are consistent with the district's Internet Safety Policy and this regulation. He or she may inspect, copy, review, and store at any time, and without prior notice, any and all usage of the district's computer network for accessing the Internet and World Wide Web and direct electronic communications, as well as any and all information transmitted or received during such use. All users of the district's computer network shall have no expectation of privacy regarding any such materials.
- Except as otherwise authorized under the district's Computer Network or Acceptable Use Policy, students may use the district's computer network to access the Internet and World Wide Web only during supervised class time, study periods or at the school library, and exclusively for research related to their course work.
- Staff supervising students using district computers shall help to monitor student online activities to ensure students access the Internet and World Wide Web, and/or participate in authorized forms of direct electronic communications in accordance with the district's Internet Safety Policy and this regulation.
- The district's Director of Technology shall monitor student online activities to ensure students are not engaging in hacking (gaining or attempting to gain unauthorized access to other computers or computer systems), and other unlawful activities.

IV. Training

- The district's Director of Technology shall provide training to staff and students on the requirements of the Internet Safety Policy and this regulation at the beginning of each school year.
- The training of staff and students shall highlight the various activities prohibited by the Internet Safety Policy, and the responsibility of staff to monitor student online activities to ensure compliance therewith.
- Students shall be directed to consult with their classroom teacher if they are unsure whether their contemplated activities when accessing the Internet or Worldwide Web are directly related to their course work.
- Staff and students will be advised to not disclose, use and disseminate personal information about students when accessing the Internet or engaging in authorized forms of direct electronic communications.

- Staff and students will also be informed of the range of possible consequences attendant to a violation of the Internet Safety Policy and this regulation.

V. Reporting of Violations

- Violations of the Internet Safety Policy and this regulation by students and staff shall be reported to the Building Principal.
- The Principal shall take appropriate corrective action in accordance with authorized disciplinary procedures.
- Penalties may include, but are not limited to, the revocation of computer access privileges, as well as school suspension in the case of students and disciplinary charges in the case of teachers.

Adoption date: June 15, 2006

