

Instruction

Limited English Proficiency Program

In accordance with the Putnam Board of Education's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have Limited English Proficiency (LEP) will be identified, assessed and provided appropriate services which meet state and federal statutory guidelines. Limited English Proficient students shall have access to and be encouraged to participate in all academic and extracurricular activities of the district.

The Superintendent or his/her designee, in conjunction with appropriate stakeholders shall develop and disseminate written procedures regarding the LEP program, including:

1. Program goals.
2. Student enrollment procedures.
3. Assessment procedures for program entrance, measurement of progress, and program exit.

The Limited English Proficiency Program shall be evaluated for effectiveness as required, based on the attainment of English proficiency, and shall be revised when necessary.

At the beginning of each school year, the District shall notify parents of students qualifying for LEP services regarding the instructional program and parental options, as required by law. Parents will be regularly apprised of their student's progress. Communication with parents shall be in the language understood by the parents, whenever possible. In this policy, the word "parent" also includes guardians involved in supervising the child's schooling.

The District shall maintain an effective means of outreach to encourage parental involvement in the education of their children.

Legal Reference: Connecticut General Statutes
10-17 English language to be medium of instruction. Exception.
10-17a Establishment of bilingual and bicultural program.
10-17d Application for and receipt of federal funds.
10-17e Definitions.
10-17f Required bilingual education. (as amended by PA 98-168 & PA 01.205)
10-17g Application for grant. Annual evaluation report.
10-76e Definitions.
10-146f Waiver of certification requirements for bilingual teachers.
P.A. 99-211 An Act Improving Bilingual Education. State Board of Education Regulations
10-17h-1 to 10-17h-1.5. Programs of bilingual education

Instruction

Limited English Proficiency Program

Legal Reference: Connecticut General Statutes (continued)

Title VI, Civil Rights Act of 1964

Equal Education Opportunities Act as an amendment to the Education Amendments of 1974

Bilingual Education Act. 20 U.S.C.-47401 et seq. as amended by the English Language

Acquisition, Language Enhancement, and Academic Achievement Act. Title III,

Sections 3001-3304 of HRI, No Child Left behind Act of 2001, P.L. 107-110.

Policy adopted: January 17, 2012

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Programs For Limited English Proficiency Students

(Student Home Language Survey)

Student's Name: _____/_____/_____

First *Middle* *Last*

Date: _____ School: _____

Person Completing Survey: _____ Mother _____ Father _____ Student _____ Guardian
 _____ Other (specify): _____

Circle the best answer to each question and provide additional information:

- | | | | |
|-----|---|---------|-------------|
| 1. | Was the first language you learned English? | No | Yes |
| 2. | Can you speak a language other than English? | No | Yes |
| 3. | Is any language other than English used at home? | No | Yes |
| 4. | Which language do you use most often with friends? | English | Other _____ |
| 5. | Which language do you use most often with parents? | English | Other _____ |
| 6. | Which language do you use most often with other relatives? | English | Other _____ |
| 7. | Have you attended school in a country other than the United States? | No | Yes* |
| | * If yes, how long and what grades? _____ | | |
| 8. | Have you attended another school in the United States? | No | Yes* |
| | * If yes, where and how long? _____ | | |
| 9. | Have you attended another school in Connecticut? | No | Yes* |
| | * If yes, where and how long? _____ | | |
| 10. | Please provide any related information that would help the school (for example, referral to gifted or special education programs in prior schools, etc):
_____ | | |

Note to school staff: This form should be given to all new and enrolling students. Any student that indicates the use of a language other than English should be assessed as to English proficiency. Elaboration on any of the above answers may be useful before administering detailed tests.

Adapted from the *Assessment of Language Minority Students: A Handbook for Educators*. Illinois Resource Center, 1985 Reprinted by permission of the Missouri Department of Elementary and Secondary Education.

Programs For Limited English Proficiency Programs

(Parental Notification for Children Identified as Limited English Proficient)

Your child, _____, has been identified as needing additional instruction to achieve English proficiency. The basis for this identification is _____

Using *(list assessment instruments and methods here)* _____

Your child was identified at (describe level of proficiency) _____

Additionally, your child's current academic achievement is *(describe GPA, standardized test scores, reading level etc.)* _____

The _____ School district uses the following method(s) of language instruction *(list and explain the methods offered and how they compare with each other)*

We have chosen to place your child in a program using a _____ method. We believe this is the best method for improving your child's English proficiency because _____

This/Those method(s) will benefit your child academically and will help your child achieve at an age-appropriate level because/by _____

Your child will be exited from this program upon *(state exit criteria such as test scores, reading level, verbal ability, etc.)* _____

We anticipate that your child will transition from this course of study by *(describe anticipated time line)* _____

You have the right to remove your child from the program.

You have the right to choose among the various programs offered by the District. *(Only include if more than one option is available.)*

Programs For Limited English Proficiency Programs

(Parental Notification for Children Identified as Limited English Proficient)

You have the right to assistance by a District representative. The District representative will assist you in choosing a program and monitoring your child's progress within the program.

(If the child is also on an IEP) this program will assist your child in meeting the following IEP objectives *(list objective and way in which the program will assist in meeting that objective)* _____

If you should have questions or require other assistance contact:

- a. Name: _____
- b. Building Location: _____
- c. Other Contact Information: _____

Adapted from form developed by Missouri School Board's Association, 2002

PROGRAMS FOR LIMITED ENGLISH PROFICIENCY PROGRAMS

Dear Parent/Guardian:

Your child, _____, has been identified as needing help to learn English. We have placed him/her in a (insert name of program) to help improve his/her English skills. He/she has been identified as a "Limited English Proficient/English Language Learner" student, and in need of help to learn English, because: (insert main reason).

Specifically, your child has the following levels of English language skills: (describe). We determined those levels in the following ways: (describe). The status of your child's academic achievement is: (describe).

Please see the attached page(s) for more specific information on the program we have chosen to improve your child's English skills.

(Use the following paragraph only if the district offers more than one LEP program.)

The District offers another program of English instruction. The attached pages explain how the other program is different from your child's program. If this other program is available, you have the right to request that your child be removed from his/her current program immediately and be placed in the other one. If you want to do this, we will assist you in selecting a program for your child.

We encourage you to become involved in your child's education. You can help him/her to learn English, achieve in his/her other academic classes and meet the same standards that all students are expected to meet.

The District will hold regular meetings at least twice a year for parents/guardians of English Learners, which we encourage you to attend. At those meetings we will help you understand the goals of your child's program and assist you in ways to help your children. We are always ready to listen and respond to any questions and recommendations.

Please read the attached pages carefully. If you have any questions about your child's program, or if you would like to change your child's program, we would like you to speak with _____. All of us in the District are excited about improving your child's English and overall academic skills.

Sincerely,

Building Principal

6141.312

Instruction

Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

Migrant Education Program for Parent(s)/Guardian(s) Involvement

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Legal Reference: No Child Left Behind Act of 2001, §1301 et seq., 20 U.S.C. §6391 et seq., 34 C.F.R. §200.40 - 200.45.

Policy adopted: January 17, 2012

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

6141.312
Form

Programs for Migrant Students - Family Interview Form

To be completed by Building Principal or designee: (please print)

Child 1 Name	Birth Date	Grade	School
Child 2 Name	Birth Date	Grade	School
Child 3 Name	Birth Date	Grade	School

Name of Parent/Guardian	Language(s)
Telephone Number or other contact information	Today's Date

Needs Assessment

Please check response

1. Do any of your children have health problems that interfere with their ability to learn? Explain: ☐ Yes ☐ No _____

2. In what areas might your child(ren) need additional help in school?

	Reading	Math	Language	Other (specify)
Child 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Child 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Child 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

3. Are your child(rens)' immunizations up to date? ☐ Yes ☐ No ☐ Don't know

4. Do you have immunization records? ☐ Yes ☐ No ☐ Don't know

5. Have you established a source of primary healthcare? ☐ Yes ☐ No ☐ Don't know

If not, would you be interested in information on primary healthcare? ☐ Yes ☐ No ☐ Don't know

Resources and Referrals*Please circle/check response*

1. Would you be interested in information on:

Head Start	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enrolled
District Preschool	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enrolled
Parents as Teachers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enrolled
GED/ESL Classes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Enrolled

2. Would you be interested in information on:

Public/County Health Dept.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Division of Family Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3. May we share your name and address with these agencies?

☐ Yes ☐ No

4. When is the best time to reach you at home?

☐ AM ☐ PM

Days of the week:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Name of Person Completing Form

Name of Person Being Interviewed and
His/Her Relationship to Family/Children**6141.321(a)****Instruction****Acceptable Use of Computer Network for Students**

The Internet is a powerful global information infrastructure used by private individuals, businesses, organizations, educators and governments. In school, the Internet can serve as a valuable educational resource. The Putnam Board of Education provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students.

Student access to the District's computers and Internet service is provided for educational purposes, consistent with the District's educational mission, curriculum and instructional goals only. Students may use computers for personal use that is consistent with the school district's mission of developing lifelong learners. Any student who violates this policy will be subject to appropriate disciplinary action, up to and including expulsion. Improper use may also be reported to law enforcement officials, as appropriate.

The Putnam Board of Education is aware that the Internet is essentially an unregulated communication environment within which information changes constantly, and which contains information that is inappropriate for some users based upon factors such as age and developmental level. The Board seeks to provide students with the understanding and skills needed to use the Internet in an appropriate and responsible manner that is conducive to learning.

Prohibited Use

Each student must take responsibility for his or her actions and activities in using the District's computers and Internet service, and must cooperate with teachers and staff in promoting responsible use. Inappropriate and/or irresponsible use is prohibited, including but not limited to, the following:

1. Any use that is illegal or in violation of any of the District's policies, rules or regulations, including but not limited to, harassing, discriminatory, or threatening communications and violation of copyright laws.
2. Any use involving inappropriate materials and/or inappropriate communications, including but not limited to materials and/or communications that are obscene, pornographic, sexually explicit or sexually suggestive.
3. Any use for personal or commercial financial gain or political lobbying.
4. Any use involving harassment, hate mail, discrimination, or other offensive communications.
5. Any use for the purpose of improperly infiltrating and/or damaging a software program or computer system, or for the purpose of improperly obtaining or modifying files, passwords or data.

6141.321(b)

Instruction

Acceptable Use of Computer Network for Students (continued)

6. Any use for the purpose of misrepresenting the District or others.
7. Misuse of passwords or accounts.
8. Misuse or damage to computer equipment or software.
9. Any use of pseudonyms, impersonations or anonymity. Each student must remain accountable for his or her use at all times.
10. Any use of unauthorized games, programs, files or other electronic media.
11. Any use involving plagiarism or the improper downloading or purchasing of materials, including, but not limited to, research papers or essays, in order to complete assignments.

Security

The security of the Districts computer systems must be preserved by all student users. Each student is responsible for the use of their account. Passwords should not be shared. Students must take care to avoid degrading the performance of the network. Students must avoid the spread of computer viruses. Intentional or deliberate spread of computer viruses will be grounds for disciplinary action, up to and including expulsion. Any student who becomes aware of a potential security problem must immediately notify the appropriate teacher or other staff member.

Network Etiquette

Students are expected to use the District computers and Internet service in a mature and responsible manner. Students should never engage in inappropriate behavior while using the Districts computers and in so doing, will be subject to disciplinary action up to and including expulsion. Inappropriate behavior includes, but is not limited to, the following:

1. Sending impolite communications.
2. Sending abusive or threatening communications.
3. Using inappropriate, offensive or obscene language.
4. Revealing names, addresses or other personal information of others without proper authorization.

Safety

The District will seek to protect student users from inappropriate communications and/or materials on the Internet, to the extent reasonably possible. Any student user who receives inappropriate communications on a school computer, including but not limited to, threatening remarks or offensive or obscene materials, must immediately notify the appropriate teacher or other staff member so that appropriate action may be taken.

6141.321(c)

Instruction

Acceptable Use of Computer Network for Students (continued)

Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Legal Reference: Connecticut General Statutes
 53a-182b. Harassment in the first degree: Class D felony. (as amended by
 PA 95-143)
 20 U.S.C. Section 6777, No Child Left Behind Act
 20 U.S.C. 254 Children's Internet Protection Act of 2000
 47 U.S.C. Children's Online Protection Act of 1998

Policy adopted: January 17, 2012

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

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 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 system administrator will make all decisions regarding whether or not a user has violated these procedures 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;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - 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 authorized or created by another without his/her consent;
 - j. Posting anonymous messages;

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks

Terms and Conditions (continued)

- k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying a defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
- 4. Network Etiquette** - The user is 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 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.
 - 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 violation of these procedures.

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks

Terms and Conditions (continued)

7. **Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user 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. **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
 - a. For each republication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and student.

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks

Terms and Conditions (continued)

11. 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.

Internet Safety

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and otherwise follow these procedures.

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks

Internet Safety (continued)

2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet Access contained in these procedures.
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.
4. The system administrator and Building Principals shall monitor student Internet access.

Legal Reference: Children's Internet Protection Act, P.L. 106-554.
20 U.S.C § 6801 et seq.
47 U.S.C. § 254(h) and (1).
720ILCS 135/0.01.

Instruction

Internet Acceptable Use: Filtering

The Board of Education has:

- a responsibility to enable students to utilize the Internet and participate in the increasingly information-based society of today;
- a responsibility to enable students to cope with the wide-range and volume of material available through the Internet; and
- a duty of care to protect their students from excessively inappropriate material on the Internet for the students' age group.

Therefore, the Board directs the Superintendent to implement a system designed to filter out Internet sites containing visual depictions that are obscene, pornographic or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or his/her designee. The Superintendent or his/her designee shall enforce the use, at all times, of such filtering devices. This filtering system shall be in addition to all other efforts utilized to help ensure student access to approved educational materials.

(cf. 6141.321 - Acceptable Use of the Internet)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10--15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Instruction

Internet Acceptable Use: Filtering

Legal Reference (continued)

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C.1232g.).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Public Law 106-554 Fiscal 2001 Appropriations Law containing the “Children’s Internet Protection Act”

Reno v. ACLU, 521 U.S. 844 (1997)

Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)

Board of Education v. Pico, 457 U.S. 868 (1988)

Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)

Instruction

Internet Acceptable Use: Filtering

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 unsupervised 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 system administrator 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;
 - c. Downloading copyrighted material for other than personal use;

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks

Terms and Conditions (continued)

3. Unacceptable Use (continued)

- d. Using the network for private financial or commercial gain;
- 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; and
- m. Using the network while access privileges are suspended or revoked.

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 the personal information, including the addresses or telephone numbers of students or colleagues.
- 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.

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Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks

Terms and Conditions (continued)

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 users 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. **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.
 - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks

Terms and Conditions (continued)

10. Copyright Web Publishing Rules (continued)

- b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

11. 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.

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks

Terms and Conditions (continued)

11. Use of Electronic Mail (continued)

- 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.

Internet Safety

- 1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this Authorization, and otherwise follow this Authorization.
- 2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.
- 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.
- 4. The system administrator and Building Principals shall monitor student Internet access.

Instruction

Internet Acceptable Use: Filtering

Acceptable Use of Electronic Networks

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. 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 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 controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and 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 District's Internet.

DATE: _____

PARENT/GUARDIAN NAME (Please Print): _____

SIGNATURE: _____

Instruction

Posting of Student Work/Photographs

The District has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. Therefore, the Board established these guidelines to fulfill this obligation.

Students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the Web for students whose parents have indicated, in writing, that such information not be released.

The purposes of these guidelines are to:

1. inform school staff of the possible dangers of allowing students to publish identifying information on the Internet;
2. recognize that there are potential advantages of allowing students to publish identifying information on the Internet; and
3. provide to schools a recommended set of guidelines governing how student identifying information should be allowed in publishing on the Internet.

Guidelines:

- Only first names be used in published student work.
- Pictures that are a part of student publishing should not include identifying information.
- Under no circumstances should a student's home address or phone number be included.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.
- In special circumstances with parent-signed release, identifying information can be added.
- Directory information will not be posted on the web for students who have requested, in writing, that such information not be released.

It is recognized by the Board that there may be circumstances where it might be appropriate for high school students to provide identifying information along with work published on the Internet. An example of such an appropriate circumstance might be college entrance or employment opportunities that may be enhanced by viewing a student's work on the Internet.

In making this determination, the high school student and the supervisory staff member must weigh the potential for risk against the perceived advantage of posting this identifying information. Parental approval, in addition to that of school staff, is required where there is uncertainty regarding the posting of identifying information for high school students.

Instruction

Posting of Student Work/Photographs (continued)

Students shall retain all rights to work they create using the District's electronic communication system.

The Superintendent or his/her designee shall ensure that website content protects the privacy rights of students, parents/guardians, Board members and other individuals.

No personal information/photographs about students or their parents/guardians, including phone numbers, home addresses or e-mail addresses shall be used or published on a District and/or school web page or other media. Student directory information shall not be published if parents/guardians have requested that it be withheld.

Staff and/or students may submit materials for web site publication to the District or school webmaster who shall ensure that the content adheres to District guidelines and policies.

This policy shall be published annually in the district student handbooks and on the district website.

Legal Reference: Connecticut General Statutes
 1-19(b)(11) Access to public records. Exempt records.
 10-15b Access of parent or guardians to student's records.
 10-209 Records not to be public.
 11-8a Retention, destruction and transfer of documents
 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
 46b-56 (e) Access to Records of Minors.
 Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).
 Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.).
 Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
 Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.