



## **THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL**

### **STUDENT PERMISSION FORM**

The Yonkers Public Schools are pleased to offer students access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain permission as verified by the signatures on the form following. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

#### **What is possible?**

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

#### **What is expected?**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

#### **What are the rules?**

Privacy -- Network storage areas may be treated like school lockers. Network administrators, who may review communications to maintain system integrity, will insure that students are using the system responsibly.

Storage capacity -- Users are expected to remain within allocated disk space and delete e-mail or other material, which takes up excessive storage space.

Illegal copying -- Students should never download or install any copyrighted material, including movies, television programs or sound recordings, commercial software, shareware or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language -- No profane, abusive or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

### **Advice**

These are guidelines to follow to prevent the loss of network privileges at School:

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware
4. Do not violate copyright, including the unauthorized sending or receiving on the Internet, files of movies, television programs or sound recording. This also includes the unauthorized copying of these files.
5. Do not view, send or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another's folders, work, or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the rules of appropriate use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.
11. Students may not use computers to make purchases of any kind. The School District retains sole discretion to revoke usage privileges in any case where District policies or guidelines are violated.

## **PARENT/GUARDIAN PERMISSION FORM & USER AGREEMENT**

As a parent or guardian of a student at School, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. Please return this completed form to the school. (Questions should be directed to the principal for clarification.)

### **Check one:**

My child may use e-mail and the Internet while at school according to the rules outlined.

\_\_\_\_\_

I would prefer that my child not use e-mail and the Internet while at school.

\_\_\_\_\_

Parent Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_

## **PARENT/GUARDIAN PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES**

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

### **Check one:**

My child's work can be published on the Internet and photographs of my child can be published \_\_\_\_\_

I would prefer that my child's work and picture not be published on the Internet

\_\_\_\_\_

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

## **STUDENT AGREEMENT FORM**

As a user of the School computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student's Name (print) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Teacher \_\_\_\_\_

Date: \_\_\_\_\_