

**THE YONKERS PUBLIC SCHOOLS POLICY ON THE USE OF THE
INTERNET, THE YONKERS PUBLIC SCHOOLS INTRANET, ELECTRONIC MAIL,
AND COMPUTER ACCESS BY AUTHORIZED USERS**

User Agreement Form
(Teachers, Staff, Consultants, Volunteers, etc.)

PURPOSE:

This policy sets forth the standards governing Yonkers Public Schools (YPS) authorized users access to local, state, national and international sources of information through the Internet, the YPS Intranet, and computer and electronic mail access. This policy also sets forth the rules under which authorized users may continue their access to and use of these resources. This policy promotes the ethical, legal, and work-related use of the Internet, Intranet, electronic mail and computer access.

Pursuant to this policy, use of information resources must be consistent with the purposes for which these resources have been provided. Access to the Internet, Intranet, and computer and electronic mail access is a privilege that is provided to authorized users to help transact YPS business through job related functions. These resources provide the means with which users may communicate effectively with schools, central service center departments, region offices, the public, other government entities, and the business sector. These resources are to be used to respond to work-related inquiries, to research YPS related information, and to inform the public about district programs and services. They are to be used in a manner which does not violate the public trust, and which is in accordance with this policy and regulations established from time to time by the Board of Education.

The purpose of the system is not merely to provide students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses that might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

GENERAL PROVISIONS

All authorized users (defined as YPS employees, consultants, parent or community volunteers under the supervision of a school principal and non-Board employees such as interns) are to adhere to the provisions of this policy. Use of Internet, Intranet, computer access, and YPS electronic mail must be in compliance with federal and state laws, City ordinances, and Yonkers Board of Education Board Rules, policies, and procedures including, but not limited to, the Ethics Policy, personnel procedures, and policies prohibiting discrimination in all forms.

The Internet, Intranet, computer access, and electronic mail resources are to be used only for business pertaining to the Yonkers Public Schools.

Users are responsible for appropriate behavior on the school's computer network. 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 in this document. 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.

Department supervisors, the principals of schools, the Region Education Officers, and the Assistant to the Superintendent for Technology of the Yonkers Public Schools have the authority to enroll and terminate use privileges of the Internet, Intranet, computer access, and electronic mail.

II. ACCESSIBILITY

Access to e-mail and the Internet will enable staff to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world.

Users should be aware that some material accessible via the Internet may 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, users may find ways to access other materials. The YPS believe that the benefits to the user from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

III. SECURITY

The YPS Board of Education shall establish rules and regulations governing the use and security of the district's computer network. Failure to comply with district policy and regulations for use of the network may result in disciplinary action, as well as suspension and/or revocation of computer access privileges.

Security issues which impact use of these resources include, but are not necessarily limited to, the following:

All authorized users are to report promptly any breaches of computer security and violations of acceptable use to their supervisor, the principal of the school or the Assistant to the Superintendent for Technology of the Yonkers Public Schools.

Users shall not use a modem to dial into any online service provider or Internet Service Provider (I.S.P.) while connected to the Network, as this poses a security risk to the Network through these connections.

Users shall not disclose the contents or existence of YPS computer files, electronic mail, or other information to anyone other than authorized recipients.

Users shall not distribute their password(s) or information regarding other users' passwords or security systems.

Users shall not distribute confidential documents, files, or correspondence without taking appropriate steps such as encryption to prevent unauthorized access.

Users are not to engage in "hacking" of any kind, including, but not limited to, the unlawful entry into an electronic system to access information.

IV. USE OF INTERNET, COMPUTER ACCESS, AND ELECTRONIC MAIL

A. ACCEPTABLE USES

Acceptable uses of the Internet, computer access, and electronic mail include, but are not necessarily limited to, the following:

Use of these resources shall not disrupt service to other authorized users.

Users may access appropriate technologies related to job-related functions, such as effective communications with schools, central service center departments, region offices, the public, other government entities, and the business sector. These resources are to be used to respond to work-related inquiries, to research YPS related information, and to inform the public about authorized programs and services.

Materials, including Public Domain materials, may be downloaded or uploaded using the network as long as these materials are related to business functions only. Users may distribute authorized materials in the Public Domain. The user assumes all responsibility regarding the determination of whether the materials are in the Public Domain; further, the user assumes all responsibility regarding his or her decision to place unauthorized materials in the Public Domain. The Board of Education is not liable for copyright violations that may occur.

Due to system-wide standardization, users may not be able to download stand-alone applications from the Internet.

Some materials on the global Internet are termed "Shareware." These materials may be downloaded and used, but they are copyrighted materials. The copyright holder usually gives permission to use the material for examination. If users choose to continue using these materials, the copyright holder often requests that the user registers his/her usage and may ask that a license fee be paid. The user assumes responsibility for all license fees charged for the utilization of Shareware materials. No employee, consultant, volunteer or other user is permitted under any circumstance to incur fees or charges on behalf of the Yonkers Board of Education for any goods or services through the use of the Internet, Intranet or E-mail.

B. UNACCEPTABLE USES

Unacceptable uses of the Internet, Intranet, computer access, and electronic mail include, but are not necessarily limited to, the following:

No outgoing message on the Internet, Intranet, or via electronic mail may purport to make a statement of policy, either expressly or by implication, except for messages that quote policies, Board Rules, procedures, documents published by the YPS, or other official sources.

Non-work related uses - - including but not limited to games, wagering, gambling, junk mail, shopping, chain letters, jokes, private business activities, raffles, fundraisers, political lobbying, or religious activities - - are prohibited under this policy.

Unauthorized advertising of YPS projects or programs is prohibited.

Soliciting or distributing information with the intent to cause personal harm, bodily injury, harassment, or which describe or promote the use of weapons or devices associated with terrorist activities, or which is likely to or intended to incite violence, is prohibited.

Accessing information which may contain sexually explicit images or information in violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle, or which could be considered to be harassing or disparaging of others on the basis of, but not necessarily limited to, race, national origin, sex, sexual preference, marital status, age, disability, religion, ancestry, parental status, military discharge status, or lawful source of income is prohibited.

Use of the Internet, Intranet, computer access, or electronic mail for the purpose of intentionally spreading computer viruses or programs which loop repeatedly, or for the purpose of infiltrating a computer system without authorization, or for damaging or altering without authorization the software components of a

computer or computer system is prohibited.

Seeking to gain or gaining unauthorized access to information contained in students' records is prohibited.

Destruction, alteration, dismantlement, disfigurement, prevention of rightful access to or interference with the integrity of critical computer-based information and/or information resources, without authorization, is prohibited.

Interference with the privacy rights of individuals or entities who are creators, authors, users, or subjects of the information resources, without authorization, is prohibited.

Providing or permitting access to unauthorized individuals is prohibited.

Use of copyright or proprietary information without permission of the author is prohibited. As provided by federal law and international treaties, copyrighted materials shall not be uploaded without prior permission of the copyright holder. Except as expressly permitted, copyrighted materials shall not be distributed to others. Copyrighted materials shall not be altered, nor shall the author's attribution or copyright notices be modified.

V. USER CONDUCT

User conduct while on the Internet, Intranet, or the electronic mail system should reflect standards of use for public interaction with other users.

Users are to conduct themselves in a professional manner, as representatives of the Yonkers Public Schools. Users are to be clear and cogent in all communications, and are to read and spell-check all documents before sending.

Users are to respect privacy and are not to represent themselves as another user, unless explicitly authorized to do so by that user.

VI. ASSUMPTION OF RISK

The Yonkers Public Schools will make a good faith effort to keep the system and its available information accurate. However, authorized users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, the YPS does not warrant that the network will be error free or free of computer viruses. In making use of these resources, the user agrees to release the Board of Education of the City of Yonkers from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from the user's use or inability to use the network, and from any claim for negligence in connection with the operation of the Network, provided, however, that claims for legal defense and /or indemnification pursuant to Education Law Secs. 3023, 3028, or other statute or contractual provision, are not released herein and are reserved to the user.

The user further acknowledges that the information available through interconnecting networks may be inaccurate. The Network has no ability to maintain such information and has no authority over these materials. The YPS makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the network from outside networks. Use of the Network is at the risk of the authorized user.

VII. POLICY MODIFICATIONS

The Yonkers Public Schools reserves the right to amend this Acceptable Use Policy and will notify users of the amendments, when such amendments are made. Use of the network shall constitute acceptance of this policy and acceptance of all future amendments that may be adopted. Any user who determines that he or she cannot comply with all terms and conditions of this policy must request in writing that a Network Administrator of the YPS Technology Department terminate his or her access.

VIII. INDEMNIFICATION

The authorized user indemnifies and holds harmless the Board of Education of the City of Yonkers from any claims, including attorney's fees, resulting from the user's activities while utilizing the Network that cause direct or indirect damage to the user, the Yonkers Public Schools, the Yonkers Board of Education or third parties. Provided, however, that this indemnification and hold harmless provision shall not apply to any claims, including attorney's fees, resulting from activities of the user taken during the discharge of his duties within the scope of his employment or authorized volunteer duties.

IX. PRIVACY, MONITORING AND ENFORCEMENT

Users do not have a personal privacy interest in anything created, received or stored on the Internet, Intranet, or electronic mail systems, as these systems are neither secure nor private. The YPS has the right to monitor Internet, Intranet, and electronic mail use to ensure that these resources are being used for appropriate purposes, consistent with this policy. An individual search will be conducted if there is reasonable suspicion that a user has violated this policy, the YPS disciplinary code or the law. Searches may include computer hard drives, related discs and other data storage media belonging to the school district or used in district owned computers.

When the supervisor of an authorized user determines inappropriate use, the supervisor will notify, in writing, a Network Administrator of the YPS, who is authorized to terminate the user's access privileges. An employee may appeal this decision through the Superintendent of schools; a consultant may appeal this decision directly to his or her supervisor; and a parent- or community-volunteer may appeal this decision directly to the school principal.

The Yonkers Public Schools will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network. Inappropriate use of these resources in violation of this policy may subject the user to corrective action consistent with YPS personnel rules, Board Rules, policies, and the discipline policies for employees. Corrective actions may range from suspension of access privileges up to and including discharge and criminal prosecution.

Tips to Protect Against Internet Viruses

- Use an antivirus program and update it at least once a week.
- Check the Web-site to your operating system maker – like Microsoft – frequently for free security updates.
- Don't let your guard down just because an e-mail came from someone you know. Some viruses will pick your name from your friend's mailbox and automatically send you a copy.
- If in doubt about whether the attachment is a virus, DON'T OPEN IT. Instead, e-mail or call the sender to see if they sent it to you on purpose.
- Look at the text of the message. If it's not in English, and/or bad capitalization, it may be a virus.
- The attachment is frequently the dangerous part. Look at it closely, especially the part that comes after a period. If it ends in: .pif, .ink, .com, or .exe, then it may be a virus.
- Although you might trust file names that end in .doc, the extender for Microsoft Word documents, the attached file may actually read **'document doclnk.'**
This is not a Word document; it is most likely a virus.
- When choosing a computer password, don't use 'password, your name or birthdate, or any word found in a dictionary. Pick something that means something only to you. Misspelled words can work, or a combination of letter and numbers.
- To avoid spreading viruses, please refrain from sending or receiving chain letters, jokes, etc. Sending these chain letters exposes your e-mail address to thousands of people and could mean viruses in the future.

Yonkers Public Schools Network Policies
User Agreement Form

Name: _____

Position/Title: _____

School/Department: _____

As a user of the Yonkers Public Schools computer network, I have read and agree to abide by the District's network, Internet, Intranet and e-mail policies. I understand that my use of the District's Internet and e-mail accounts are for a limited educational purpose.

I agree to limit my use of my account to activities to job-related functions. As a user on an educational system, I understand that my use of the system is a privilege and that free speech rights are limited.

I hereby release the district, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the Network, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services provided, however, that claims for legal defense and /or indemnification pursuant to Education Law Secs. 3023, 3028, or other statute or contractual provision, are not released herein and are reserved to the user. I understand that I can be held liable for damages caused by my misuse of the system.

I understand my account may be terminated as follows:

I may terminate my account at any time by notifying the Yonkers Public Schools Technology Department.

My account may be terminated at any time upon written notice to me. In this event, I will be given the opportunity to remove my personal files.

If my account is unused for more than 90 days, it may be terminated and my personal files removed without notice.

Signature: _____

Date: _____



YONKERS PUBLIC SCHOOLS

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:_____