

Sachem Central School District
Holbrook, New York 11741

MEMORANDUM

TO: All Administrators

FROM: James J. Nolan
Superintendent of Schools

DATE: August 2, 2010

RE: **People Photographs – Web Pages - Authorization**

All student photographs that appear on the Sachem web pages must be accompanied by written permission from the parents of the students.

While there are tremendous advantages and value to the web pages as a means of positive communication, we are fully aware of the potential for misuse of the photographs due to the worldwide accessibility to our web page. While we are not suggesting that photographs should not be used on the web page, we are requiring that there be authorization to do so by the parent/guardian of the student.

We have incorporated the permission/non-permission in the Acceptable Use Policy, which is to be signed by students at the beginning of the school year. The Acceptable Use Policy should be sent home in September 2010. It is required that all students and parents sign and return the form giving permission or denying permission for use of the Internet and/or photograph(s) to be used on our web site. Absence of a signed statement indicating permission to either use a photograph or the Internet, a student cannot be on the net or have a photo posted. Special area teachers (art, music & library) should be notified of students who **do not** have permission to use the Internet or have photos included on school or district web pages.

I recognize the bookkeeping responsibilities associated with this; however, it will be the building principal's responsibility to ensure that a process is in place whereby the student from his/her building has the requisite form in place prior to the principal giving authorization for the picture to appear on the web page. **This authorization must be renewed each school year for every student.**

Attached is the policy and authorization form that must be signed and returned to a secure file within the building for the 2010-11 school year.

JJN:cb
Attachment

Sachem Central School District

Holbrook, New York 11741

Dear Parents:

Welcome to your child's future! It's an exciting place and time. Your child will be using a new tool in school called the Internet. As educators, we're excited by the possibilities it has for stimulating your child's creativity and imagination, increasing global awareness, and encouraging lifelong learning.

The Internet is a global computer network that connects 30 million people in more than 160 countries. Their computers communicate through telephone lines. We, in Sachem, are at the cutting edge of technology, using the Internet to enhance your student's education.

The following is a partial list of opportunities students will have with Internet access:

- Research using the most up-to-date sources such as NASA and CNN On-line.
- Participate in global projects that can take them to Central America, Russia or throughout the United States.
- Take "electronic field trips" to the Louvre or the White House.
- Exchange scientific observations, essays and other types of work with key pals (e-mail pen pals) around the world in seconds.
- Communicate with scientists, educators, explorers and other experts.
- Publish their work for the world to see on the World Wide Web.
- Hone computer and Internet skills that employers demand.
- Encourage an attitude of lifelong learning.

Student's Responsibilities:

- Understand and adhere to rules of on-line behavior called netiquette.
- Read and sign an Acceptable Use Policy (AUP) outlining the school's policy and rules of Internet use.
- Protect their privacy by not revealing personal information such as their phone number or address.

Parent's Responsibilities:

- Read and sign the school's Acceptable Use Policy.
- Expect high standards of on-line behavior from your child.
- Express an interest in your child's on-line projects and research

Students will be supervised at all times by a teacher, library media specialist or staff member while using the Internet.

People Photographs – Web Pages – Parent Authorization:

While we understand the merits associated with the Sachem web pages, we are also cognizant of the fact that these web pages are accessible through the Internet on a worldwide basis. We also understand that there are individuals in this world who misuse information that is available through the Internet. While we do not suggest that any of the information that is on the Sachem web pages has been misused, or will be misused, it is important that the appropriate adult grant permission for our use of pictures of people on our web pages.

Sachem Central School District

STUDENT ACCEPTANCE FORM

(student last name) **(please print)** (student first name) (school)

Student ID Number _____

I have read the Acceptable Use Policy. I understand that I may keep my Internet account as long as I follow the rules of this policy. I further understand that Internet access is a privilege which may be removed for violation of these rules and that such violations may also result in disciplinary consequences.

(student signature) (date)

PARENT ACCEPTANCE FORM

As the parent or guardian of the above named student, I have read the Acceptable Use Policy. I understand that Internet access is for educational purposes and that the Sachem School District will exercise reasonable precautions to prevent access to controversial material. However, I also recognize that it is impossible to restrict access to all materials and I will not hold the district liable for material acquired on the network. The Sachem Central School District has my permission to give an Internet account to my child. I understand that this address will be valid as long as the policy is adhered to or until this form is required to be updated.

(parent or guardian signature) (date)

I do not give my child permission to use the Internet.

(parent or guardian signature) (date)

WEB PAGE PICTURES

I do do not authorize the Sachem School District to use any pictures (including name) of my child _____ grade _____ on the Sachem web pages in the _____ school year.

(parent or guardian signature) (date)

**PLEASE RETURN TO YOUR CHILD'S HOMEROOM TEACHER.
PLEASE USE ONE FORM FOR EACH CHILD.**

Sachem Central School District
Holbrook, New York 11741

August 2, 2010

Dear Staff Member,

The Sachem web pages provide a significant benefit to the school district as a means of communication and expression as to what is occurring within the Sachem School District. As part of that communication, pictures of various activities occurring in the school are included on the various home pages. Those pictures include images of our students and staff.

While we understand the merits associated with the Sachem web pages, we are also cognizant of the fact that these web pages are accessible through the Internet on a worldwide basis. We also understand that there are individuals in this world who misuse information that is available through the Internet. While we do not suggest that any of the information that is on the Sachem web pages has been misused, or will be misused, it is important that the appropriate adult grant permission for our use of pictures of people on our web pages. In the event that a parent denies authorization for photographs or use of the Internet, a student should still use the technology and software available in your classroom

Please sign the form below to indicate your approval or denial and then return it to your building principal.

Thank you.

Sincerely yours,



James J. Nolan
Superintendent of Schools

JJN:cb

2010-11 Web Page Pictures

Name _____ School _____

I do do not authorize the Sachem School District to use any pictures (including name) of me on the Sachem web pages in the 2010-11 school year.

Name _____
(please print)

Signature _____

PLEASE RETURN TO YOUR BUILDING PRINCIPAL

ACCEPTABLE USE POLICY FOR DISTRICT INTERNET ACCESS

The Sachem School District has made Internet access available to students, faculty and staff, providing users with access to thousands of worldwide computer networks which contain a vast array of educational resources. These will strengthen the communicative and research skills of students and significantly expand their knowledge base.

ACCEPTABLE USE – Accessing the Internet must be in support of education and research and within the educational goals and objectives of the Sachem School District. I am personally responsible for this provision at all times when using the electronic information service. Use of other organization's networks or computing resources must comply with the rules appropriate to that network. Transmission of any material in violation of any United States federal, state or local statutes, law, or policy is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or materials protected by trade secret. Commercial activities by for-profit institutions are generally not acceptable. Use of product advertisement or political lobbying is prohibited. Any action which interferes with the intended use of the system, violates another person's right to privacy, to include the following: reposting personal communications without an author's consent, giving out names, addresses, phone numbers, pictures or passwords of others or trespassing in another person's account is also prohibited. Attempting to gain unauthorized access to the system or network resources, downloading, storing or printing files or messages that are profane, obscene or contain inappropriate language, transmitting or causing to be transmitted, any communication that could be construed as harassment or disparagement of others, especially that which is based upon race, national origin, sex, age, disability or religious or political views is also inappropriate. Using the network for financial or commercial gain, wasting resources by failing to monitor personal files, illegally installing copyrighted software on district computers, subscribing to list servers and/or newsgroups without prior approval of a school official, or accessing the Internet Relay Chat area are also forbidden.

PRIVILEGES – The use of the information system is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The school administrators will deem what is inappropriate use and their decision is final. The school administrators may close an account at any time as required.

E-MAIL – Electronic mail is not guaranteed to be private. System administrators reserve the right to access e-mail to investigate complaints. Under these circumstances, messages which are found to be in violation of acceptable use will be reported to appropriate personnel.

SECURITY – Security on any computer is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a school administrator or the technology coordinator. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet and the entire network.

VANDALISM – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, Internet or any of the agencies providing Internet access. This includes but is not limited to the uploading or creation of computer viruses.

NETIQUETTE – All users are expected to adhere to the generally accepted rules of network etiquette. These include but are not limited to the following: Be polite. Do not get abusive in your messages to others. Use appropriate language. Illegal activities are strictly forbidden. Do not reveal the personal address, phone number or credit card number of students or colleagues. Note that e-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Do not use the network in such a way that would disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be private property.

Sachem School District makes no warranties of any kind, whether expressed or implied for the service it is providing. Sachem School District will not be responsible for any damages you suffer. This includes loss of date resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Sachem School District specifically denies any responsibility for the accuracy or quality of information obtained through it services.