

Sachem Central School District
Holbrook, New York 11741

MEMORANDUM

TO: All Administrators

FROM: Charles J. Murphy, Ed.D.
Superintendent of Schools

DATE: August 1, 2008

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 2008. 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 2008-09 school year.

CJM: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's last name) (**please print**) _____ (student's first name) _____ (school)

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's 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's signature) _____ (date)

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

_____ (parent or guardian's 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's 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

Date _____

Dear Staff Member:

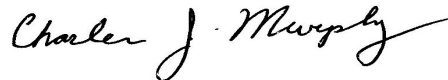
The Sachem web pages provide a significant benefit to the school district as a means of communication and expression as to what is occurring within the Sachem School District. As part of that communication, pictures of various activities occurring in the school are included on the various home pages.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



Charles J. Murphy, Ed.D.
Superintendent of Schools

CJM:cb

2008-09 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 2008-09 school year.

Name _____
(please print)

Signature _____

PLEASE RETURN TO YOUR BUILDING PRINCIPAL

