

## NEWFIELD CENTRAL SCHOOL DISTRICT COMPUTER USE AGREEMENT

The Newfield Central School District is pleased to offer students and staff access to a computer network for Internet use and E-mail (high school students and staff). To gain access to the Internet and e-mail, all students must obtain parental permission. Should a parent prefer that a student not have e-mail or Internet access, use of the computers is still possible for more traditional purposes such as word processing, local library research and classroom projects.

### *What is possible?*

Access to the Internet will enable students to explore thousands of libraries and databases. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further appropriate educational goals and objectives, students may find ways to access other materials as well. 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 are responsible for setting and conveying the standards that their children should follow when using media and conveying the standards that their children should follow when using media and information sources. Therefore, the Newfield Central School District supports and respects each family's right to decide whether or not to apply for access.

### *Filtering Policy*

Pursuant to the Children's Internet Protection Act (CIPA), Newfield Central School District has developed an Internet Filtering policy. Every computer in the district with Internet access shall be subjected to filtering. Every effort will be made through the filtering software to prevent the display of images and text which are deemed harmful to minors by the Newfield School District. The School District's Internet filtering methodology varies by groups (e.g. student, staff, guest) and is based on state regulations. All Internet traffic is monitored and logged. Comprehensive reports, with the Superintendent's approval, can be produced at any time.

### *Student E-mail*

Student personal E-mail accounts are not permitted. Classroom accounts and school E-mail accounts may be issued for educational use.

*What is expected?*

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are public in nature. General school rules for behavior and communications apply.

**ACCESS IS A PRIVILEGE – NOT A RIGHT** and may be revoked if abused. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access entails responsibility.

Individual users of the district computer networks are responsible for his/her actions in accessing and utilizing the school's computer resources. It is presumed that users will comply with district standards and will honor the agreements they have signed. When individual users access files that may be considered inappropriate, the parent or guardian will be informed.

*What are the guidelines?*

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district computers will always be private. Students should not share phone numbers, addresses or other personal information about themselves or others. During school, teachers of younger students will guide them toward appropriate materials.

*What are the rules?*

The following are not permitted, but not limited to:

- Downloading or installing any software, shareware, or freeware onto network drives or disks.
- Removing or altering any hardware, software or supplies.
- Damaging computers, computer systems or computer networks.
- Sending or displaying offensive or threatening messages or pictures.
- Using obscene language
- Harassing, insulting, attacking or threatening others
- Violating copyright laws
- Using another's password
- Giving one's password to another
- Trespassing in another's folders, work or files.
- Intentionally wasting limiting resources.
- Employing the network for commercial purposes.

- Transmit credit card or other personal identification information, including home addresses or telephone numbers.
- Use an instant messenger service or program, Internet relay Chat or other forms of direct electronic communication, or enter a chat room without the express permission of the staff member supervising the computer resource.
- Disable or attempt to disable (or bypass) filtering software.

The schools district does not guarantee or imply that access to the Internet will always be available when students\staff want access or that the software provided by the district will always work as intended.

*What are the consequences?*

**BE PREPARED to be held accountable for your actions and for the loss of privileges if the guidelines or rules are violated.**

Violation of the guidelines or rules will result in disciplinary action which can range from a verbal warning, temporary or permanent loss of access privileges, up to and including suspension from school as determined by the principal. If you are in violation of other school policies, those consequences will be assigned also.

Cross-ref: 4526.2-E.1, Permission Form for Student Use of Computers  
4526.2-E.2, Newfield Central School District Staff E-Mail and  
Computer Use Agreement

Adoption date: May 15, 2003



**NEWFIELD CENTRAL SCHOOL DISTRICT STAFF E-MAIL AND  
COMPUTER USE AGREEMENT**

The Newfield Central School District is pleased to offer Faculty and Staff access to a computer network for electronic mail and Internet use. To gain access to e-mail and the Internet, all faculty and staff must sign this agreement. Faculty and staff are responsible for appropriate behavior while using the school computer networks. E-mail and Internet use may appear to be private. However, it is not secure. All e-mail traffic is indexed and archived. Internet usage is filtered, logged, and may be monitored. Use of E-mail and access to the Internet are privileges, not rights. Any abuse of the network could result in the revocation of ones access to the network. For more information on filtering, see the District Internet filtering Policy. By signing this document you agree to abide by the guidelines outlined in the Newfield Central School District Computer Use Agreement.

**Account information for a Newfield E-mail address.**

This information will be made public. If there is some info that you do not wish to publish, leave it blank. You must fill in the required fields (\*).

**Please print**

\*First name: \_\_\_\_\_

\*Last name: \_\_\_\_\_

\*Work phone number and extension: 564-9955 ex. \_\_\_\_\_

Home phone: \_\_\_\_\_

Home address: \_\_\_\_\_

→ Your NetID will be the first letter of your first name plus your last name. ←

→ Your e-mail address will be: (NetID)@newfieldschools.org ←

Example:	John Doe
NetID is:	jdoe
e-mail address is:	jdoe@newfieldschools.org

\* Your initial network password will be your NetID (in lowercase).  
You will be required to change your password.

Your E-Mail password will also be your net ID until you change it. (via the web interface)

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

Name: \_\_\_\_\_ (please sign)

# Newfield Central School District Student Email Use Agreement

The Newfield Central School District is pleased to offer High School Students access to a computer network for district electronic mail. To gain access to a district e-mail account, users must sign this agreement. Users are responsible for appropriate behavior and content while using the school computer networks. E-mail and Internet use may appear to be private; however, it is not secure. Internet and email usage may be monitored and is archived. Use of email and access to the Internet are privileges, not rights. Any abuse of the network could result in the revocation of access to the network.

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## Account information for a Newfield E-mail address.

This information will be made public. If there is some info that you do not wish to publish, leave it blank. You must fill in the required fields (\*).

### Please print

\*First name: \_\_\_\_\_

\*Last name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Home address: \_\_\_\_\_

→ Your e-mail address will be: (userID)@newfieldschools.org



Example:	Jane Smith
e-mail address is:	<a href="mailto:jsmith@newfieldschools.org">jsmith@newfieldschools.org</a>

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

Name: \_\_\_\_\_  
(please sign)