

The Board of Education believes that the Internet is a valuable tool that should be used in schools to educate and inform students, much like books, magazines, video, CD-ROM and other informational sources. The Board endorses student use of the Internet for learning and research which enhances information available through other mediums. This includes participation in distance learning activities, asking questions of and consulting experts, communicating with other students and individuals, and locating material to meet the educational needs of the students of the Hartland Public Schools.

While the Internet can provide students with a vast array of educational informational resources, it can also be a window through which students could access information which is neither pertinent to nor appropriate for an educational setting. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor the use of such information by students and staff. It is important to give students assistance and guidance in accessing information which is beneficial to their educational and equally important to recognize that the total monitoring of students' access to the Internet would be impossible. Therefore, individual users of the Hartland Public School Network are responsible for their use of the network and are expected to use it responsibly.

To ensure appropriate usage, the administration will establish guidelines for student exploration and use the electronic information resources. Such guidelines shall address the issues of privacy, ethical use of information with respect to the intellectual property, illegal uses of the network, and conditions of usage. The guidelines shall strive to preserve students' rights to examine and use information to meet the educational goals and objectives of the District. In addition, the District shall take steps, such as using filtering programs to block access to objectionable material, access controls and supervision by staff to monitor and/or restrict access to the electronic informational resources.

In recognition of the potential for improper use of the Internet in the educational setting, the Board requires that students who use the Internet comply with the following policies, as well as comply with any guidelines for use promulgated by the administration:

1. The use of the Internet is a privilege. As the owner of both the hardware and software that is available, the Hartland Public Schools may withhold this privilege. Failure to adhere to the established guidelines may result in the loss of Internet access, disciplinary action and/or referral to legal authorities.
2. The use of the Internet must be in support of education and research consistent with the educational goals and objective of the Hartland Public Schools.
3. E-mail may be used for educational or administrative purposes. Electronic mail is not private. Those who operate the system have access to all mail which may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.
4. Users must not reveal personal information about themselves or others, including, but not limited to, the following: home address, telephone numbers, password, date of birth, social security number, or credit card number.
5. Users will comply with all state, federal and local laws, including copyright laws and laws prohibiting harassment by computer.
6. Users must not interfere with others' work or with the performance of the computers, both hardware and software. Prohibited actions include, but are not limited to, the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the

network, introducing computer viruses or committing acts of vandalism, and/or any attempt to harm or destroy data of another user.

7. Users may not establish any official representation of the school or school district (i.e., Internet home page) without obtaining prior approval of school administration.
8. Each user will abide by the generally accepted rules of etiquette and applicable school policies, which include, but are not limited to, the following:
 - Use appropriate language. Do not write or send abusive messages or those which contain vulgarities.
 - Chain letters and pyramid schemes (chain letters with money) are illegal.
 - Bulk posting to individuals or groups to overload the system (i.e., “spamming”) is prohibited.

To ensure that only authorized students who understand the bounds of permitted use will have access to the Internet, Hartland Public Schools shall obtain the written permission of a student’s parent or legal guardian before the student may access the Internet.

The District shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not limited to positive interactions with others online, including online social networking sites, and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.

Legal References: Connecticut General Statutes

- 53a-182b. Harassment in the first degree: Class D felony.
(as amended by PA 95-143)
- 20 U.S.C. Section 6777, No Child Left Behind Act
- 20 U.S.C. 254 Children’s Internet Protection Act of 2000
- 47 U.S.C. Children’s Online Protection Act of 1998
- Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21st Century Act

Policy Adopted: 4/13/09

Policy Revised: 9/9/13

Hartland School

Grades 1-4

Parents: Please read this pledge over with your child, have him/her sign it, sign it yourself, and return to the school office as soon as possible.

My Online Pledge

Because the Internet is a great place to be, you want to be on it. But you have to surf the Internet safely. To help you remember how to surf safely, here's an online pledge that you and your parents can sign and return to Hartland School.

- **I promise never** to give out private information, including but not limited to my name, date of birth, address, telephone number, picture, passwords, or school name to anyone on the Internet without my parents' and teacher's permission. If a stranger asks me for that information, I promise to tell my teacher.
- **I promise** to surf the Net only during the days and times that my teachers have approved.
- **I promise** to tell my teacher if I see any language or pictures that make me feel nervous or uncomfortable.
- **I promise** I won't go into chat rooms without telling my teachers.
- **I promise** never to agree to a face-to-face meeting with someone I meet online.

Child's signature _____ Teacher _____

Parent's signature _____ Date _____

PARENTS' PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

I understand that from time to time Hartland School may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. **Students' surnames will never be published on the Internet.**

My child's work can be published on the Internet Yes _____ No _____

Photographs of my child can be published on the Internet Yes _____ No _____

Parent Name (please print) _____

Parent Signature _____ **Date** _____

Hartland School
THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL
PERMISSION FORM
Grades 5-8

Hartland School is 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 Hartland School students must obtain parental permission as verified by the signatures on the form below. 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 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, 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 may review communications to maintain system integrity. This 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 take up excessive storage space.

Illegal copying -- Students should never download or install any 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 their teacher immediately. - - Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Succinct Advice

These are guidelines to follow to prevent your loss of network privileges at Hartland School.

1. **Do not** give out private information of any kind or enter chat rooms without teacher permission and never agree to a face-to-face meeting with someone I meet online.
2. **Do not** use a computer to harm, harass, tease, intimidate or threaten others.
3. **Do not** damage the computer or the network in any way, interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. **Do not** violate copyright laws.
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** use a computer to harm another person's work, trespass in another person's folders, work, or files.
9. **Do** notify an adult immediately, if a stranger asks for personal information or 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.

PARENT PERMISSION FORM and USER AGREEMENT

As a parent or guardian of a student at Hartland 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. (Questions should be directed to the principal for clarification.)

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:** _____

PARENTS' PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

I understand that from time to time Hartland School may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. **Students' surnames will never be published on the Internet.**

My child's work can be published on the Internet Yes _____ No _____

Photographs of my child can be published on the Internet Yes _____ No _____

Parent Name (please print) _____

Parent Signature _____ **Date:** _____

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

Student Name (print) _____

Student Signature _____

Teacher _____ **Date:** _____