



## Appendix C: Internet Filtering Review Procedures

The Children's Internet Protection Act mandates that schools adopt both an Internet Safety Policy and a technology protection measure for computers with Internet access. This requirement is for school districts that receive funding from discounted rates for services under the E-Rate program, or from funding through Title III of the Elementary & Secondary Act, or the Library Services & Technology Act. Districts are free to choose any filtering or blocking technology, but the act does specify whose access must be filtered and which types of materials must be blocked.

To address Internet sites that are blocked through the district filtering system, the following protocols are established:

All questions or complaints concerning the appropriateness of specific Internet sites should be addressed to the Director of Information and Instructional Technology. A discussion by the teacher, librarian, supervisor, and/or principal should include:

- a. Listening to and clarifying the objection
- b. Examining the Internet site.
- c. Verbally explaining the reason why the Internet site was selected.

If the staff member is not satisfied with the decision, he/she may file an objection in writing with the principal, using the form provided.

The principal will forward copies of the Request for Reevaluation of an Internet Site to the Superintendent, department supervisor, and teacher and/or librarian. The Assistant Superintendent for Instruction will convene an ad-hoc Internet filtering Site Review Committee that will meet to review the complaint and make recommendations. The committee will consist of:

- a. Instructional Technology Coordinator (chair)
- b. Principal of school involved
- c. Appropriate Supervisor
- d. Three faculty members, at least one from the curriculum area related to the challenged internet site, selected from a standing committee of teachers willing to serve
- e. Parent member from building PTA/PTO

The staff member personally involved in the complaint may not participate on the review team. However, they will be asked to provide input/background on the challenged Internet site.

The Internet Site Review Committee is charged with the responsibility of viewing the challenged site; checking the general acceptance of the site's contents; weighing the



strengths and weaknesses of the site in question; and judging the Internet site on its conformity to the criteria stated above.

The committee shall report its findings and make a recommendation to the Superintendent no later than 15 school days after receipt of the written complaint.

All concerned parties will be notified in writing within five school days of the Superintendent's final disposition of the matter, together with a rationale supporting the decision.

Should the decision be unacceptable to the parties involved, an appeal to the Board of Education may be lodged with the Clerk of the Board within 10 days of the decision.



## Appendix D: Technology Services, Equipment & Use Policy

To promote educational excellence in district schools, the Board of Education recognizes the need to provide access to computers and other electronic communications equipment for staff and students. Access to computer networks, including the Internet, facilitates resource sharing, innovation, collaboration, and communication.

The Board of Education encourages computer use as an integral part of the curriculum. It is the user's responsibility to access the Internet in support of education and academic research consistent with the educational objectives of the School District.

All technology services and equipment of the City School District of the City of Albany, including all messages transmitted or stored by them, are the sole property of the Albany City Schools. Equipment is solely for the educational and business purposes of the Albany City Schools. Any unauthorized use is prohibited. Such unauthorized use includes, but is not limited to: accessing, posting, or downloading pornographic material; computer "hacking" and other related activities; attempting to disable or compromise School District computer systems or networks including technology protection measures taken by School District; attempting to access another student or employee's files; forging electronic mail messages; and any other illegal or improper purpose. The creation or forwarding of offensive, demeaning, discriminatory or disruptive messages is also prohibited. This includes, but is not limited to, messages that are inconsistent with School District policies including the policies prohibiting sexual harassment and all other forms of harassment.

The School District reserves the right, at any time, to access, review, and monitor the use of electronic communication services, equipment, and usage, as well as the data that is stored or transmitted. Students and employees should have no expectation of privacy or confidentiality while utilizing these services and equipment. When an individual leaves the School District, (s)he is expected to return his/her equipment in good working condition.

In accordance with the requirements of the federal Children's Internet Protection Act, the School District shall maintain technology protection measures which will protect against and filter Internet access to visual depictions that are obscene, child pornography, or which would be harmful to minors if viewed by minors. These technology protection measures may be disabled for adults engaging in legitimate research or other school purposes.

The School District prohibits reproduction or use of software or related documentation in violation of the license granted by the developer. Usually, software may not be copied or installed on more than one computer. Students or employees who make, acquire, or use



unauthorized copies of such items are subject to discipline as well as civil penalties under the U.S. Copyright laws.

Electronic communication services and equipment includes electronic mail, Internet access, computer hardware and software, computer systems, handheld personal devices (e.g., Palm Pilots), printers, scanners, copiers, facsimiles, telephone systems, computer networks, on-line services, computer files, telex systems, digital cameras, video equipment and tapes, tape recorders and recordings, pagers, cellular phones and bulletin boards. Any employee who violates this policy or uses the Internet or electronic mail system for improper purposes shall be subject to discipline, up to and including discharge.

Any student who violates this policy or uses the Internet or electronic mail system for improper purposes shall be subject to discipline pursuant to the School District's Code of Conduct and Education Law section 3214.

The School District reserves the right to change this policy and accompanying regulations at any time as may be required under the circumstances.

The Superintendent of Schools is directed to establish the appropriate regulations and procedures to effectively implement this policy.

### **School District Regulations for Computer Use, E-Mail, and Internet Usage**

These regulations and procedures are established pursuant to the City School District of Albany's Technology Services, Equipment and Use policy.

The School District reserves the right to monitor all students and employee e-mail and Internet access at any time. Any unauthorized use is prohibited. Examples of reasons for School District monitoring include, but are not limited to: compliance with the federal Children's Internet Protection Act, system maintenance or repairs, investigation of an alleged breach of security of the computer system, any alleged violations of School District policy or in response to law enforcement requests. No rights of privacy from use of School District computers are intended nor should they be expected by any user, including all students and employees.

### **ACCEPTABLE USE**

The School District maintains a computer network with access to e-mail and the Internet. This system is provided by the School District for educational and academic research purposes, professional development, communication, and publication consent with the School District's mission and goals.



Use of the School District's computer network is a privilege, not a right. Inappropriate usage will result in the suspension or revocation of that privilege pending a review by the appropriate administrator.

Students whose accounts are denied, suspended, or revoked have the right to request a written statement justifying the actions taken by the system administrator. They may also submit a written appeal to the appropriate building administrator and request a meeting with the principal, the student, parent or guardian (if under 18 years of age) and any other involved staff.

## **E-MAIL**

The School District maintains an electronic mail system. This system is provided by the School District for educational and academic research purposes, professional development, communication, and publication consistent with the School District's mission and goals.

1. The School District insists that all users follow the highest ethical standards when utilizing the electronic mail system. E-mail is for school business use only and never for correspondence such as personal communication, junk mailings, chain letters, solicitations, harassment, etc. The School District reserves the right to monitor e-mail at any given time without notice. Any violation in this policy may be subject to disciplinary action.
2. The electronic mail system hardware is School District property. Additionally, all messages composed, sent, forwarded, or received on the electronic mail system are and remain the property of the School District. The messages are not the private property of the sender or the recipient.
3. The use of the electronic mail system may not be used for personal business.
4. The electronic mail system shall not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non school-related solicitations.
5. The electronic mail system shall not be used to create, send, or forward any offensive or disruptive messages. Among those messages which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
6. The electronic mail system shall not be used to send (upload), receive (download), or forward any copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization.
7. The School District reserves and intends to exercise the right to review, audit, intercept, access, and disclose any and all messages created, received, forwarded, or sent over the electronic mail system.
8. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of



- passwords for security does not guarantee confidentiality. All passwords must be disclosed to the School District or they are invalid and cannot be used. All passwords are maintained by the System Administrator and may be used by the System Administrator for maintaining, auditing, and investigating the system and its usage.
9. Notwithstanding the School District's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other individuals and accessed only by the intended recipient. E-mail users are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the School District.
  10. Users shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Users shall not attempt to gain access to another user's messages without the latter's permission. All computer pass codes must be provided to the System Administrator. No pass code may be used that is unknown to the School District.
  11. Any employee who discovers a violation of this policy shall notify the Assistant Superintendent for Business or his/her designee.
  12. Any stored messages, documents, files, or record of use may be accessed through the Freedom of Information Law or subpoena.

## **INTERNET USE**

The School District provides Internet access. This system is provided by the School District for educational and academic research purposes, professional development, communication, and publication consistent with the School District's mission and goals.

1. Any unauthorized use of the School District provided Internet access is prohibited. Unauthorized use includes, but is not limited to: connecting, posting, or downloading pornographic material; engaging in computer "hacking" and other related activities; attempting to disable or compromise the security of the School District's computer system or any other computer system.
2. Posting placed on the Internet may display the School District's address. Any information posted on the Internet must reflect the standards and policies of the School District. Under no circumstances should information of a confidential, sensitive, or otherwise proprietary nature be placed on the Internet.
3. Information posted or viewed on the Internet may constitute published, copyrighted, or trademarked protected material. Any reproduction of information or photographic material posted or otherwise available over the Internet may be done only with the express permission of the author or owner of the copyright or trademark.
4. Users may not establish Internet or other external network connections which could permit unauthorized persons to gain access to the School District's computer systems, files, and other information. These connections include the



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- establishment of hosts with public modem dial-ins, World Wide Web home pages, and File Transfer Protocol (FTP) servers.
5. Any user who violates these regulations or uses the School District's Internet access capabilities for improper purposes shall be subject to discipline.

### **DISTRICT RESPONSIBILITIES**

The School District makes no warranties of any kind, whether express or implied, for the computer services it provides. The School District will not be responsible for the quality, availability, accuracy, nature, or reliability of the service and/or information accessed.

In accordance with the federal Children's Internet Protection Act, the School District shall install and maintain technology protection measures. If these measures prevent appropriate and education-related access to research by teachers, (s)he should contact the system administrator for information on how the measure may be disabled.

Each user is responsible for verifying the integrity and authenticity of the information that is used and provided. All materials over the internet are assumed to be copyrighted.



## Appendix E: Computer Use Policy and Regulation

CITY SCHOOL DISTRICT OF ALBANY  
Computer Use Policy and Regulation  
Agreement Form

Student agreement must be renewed upon enrollment at each school

I. STUDENT SECTION (Please print clearly)

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current School \_\_\_\_\_

Student ID Number \_\_\_\_\_ Present Homeroom \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

Expected year of graduation (12<sup>th</sup> grade) \_\_\_\_\_ Home Phone \_\_\_\_\_

I have read the district's policy and regulations related to computer use and agree to abide by these provisions. I understand that violation of these provisions may result in suspension of revocation of system access and related privileges, and that school disciplinary and/or other consequences may result.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

II. PARENT OR GUARDIAN

I have read the district's Computer Use Policy and Regulations. I understand that this access is designed for educational purposes. I recognize that the school district cannot restrict access to all controversial materials and will not hold it responsible for materials this student may acquire on the network.

\_\_\_\_\_ I give my permission for my child to independently access the Internet and certify that the information contained on this form is correct.

\_\_\_\_\_ I do not give my permission for my child to have independent access to the district's network. I am aware that faculty and staff may, at times, use the Internet to offer direct/supervised instruction.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

III. SPONSORING TEACHER/LIBRARIAN

I have read the district's Computer Use Policy and Regulations and agree to promise this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_





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CITY SCHOOL DISTRICT OF ALBANY  
COMPUTER USE POLICY AND REGULATIONS

Dear Parent/Guardian:

We are pleased to be able to offer our students computer access in the City School District of Albany. Computers and the Internet make available a wide variety of resources to our students and staff. Worldwide communication with others offers the potential for an exciting scope of shared learning. Access to all of these resources can involve students and staff with idea-sharing and cross-cultural collaborations not previously possible.

With this educational opportunity also comes responsibility. It is important that you and your child read and discuss the enclosed district policy and regulations together. Inappropriate use may result in the loss of computer privileges and possible disciplinary actions.

While the benefits of the Internet are enormous, parents need to be aware that the Internet is an open system. As such, it contains pockets of information that do not support the mission and goals of the district. While district personnel will make every effort to prevent your child's access to inappropriate materials on the Internet, we cannot guarantee that he/she will not encounter text, pictures, or references that he/she might find objectionable.

In the school setting, student work that is published on the Internet will be supervised in accordance with the district's policy and regulations.

Please return the attached form to the principal indicating your permission or denial of permission for your student to access the Internet using the district's computer network. This form must be completed each time a child enrolls in a district school.

Sincerely,

Principal



CITY SCHOOL DISTRICT OF ALBANY  
COMPUTER USE POLICY AND REGULATIONS

### **Board Policy**

We are guided in developing our procedures by Board policy, 4010.

### **Computer Use Policy**

To promote educational excellence in district schools, the Board of Education recognizes the need to provide access to computers for staff and students. Access to computer networks, including the Internet, facilitates resource sharing, innovation, collaboration, and communication.

The Board encourages computer use as an integral part of the curriculum. It is the user's responsibility to access the Internet in support of education and academic research consistent with the educational objectives of the school district. The educational value of information and interaction available on the Internet outweigh the risk that users may obtain inappropriate or controversial materials.

The Board authorizes the Superintendent to establish any and all rules, regulations, and procedures necessary to implement and maintain this policy.

### **Acceptable Use**

Access to the district's computer network is provided solely for educational and academic research purposes, professional development, communication, and publication consistent with the district's mission and goals.

**Use of the district's computer network is a privilege, not a right. Inappropriate usage will result in the suspension or revocation of that privilege pending review by school administration.**

Students whose accounts are denied, suspended, or revoked have the right to request a written statement justifying the actions taken by the system administrator. They may also submit a written appeal to the appropriate building principal and request a meeting with the principal, the student, parent or guardian (if under 18) and any other involved staff.

### **No Guarantee of Privacy**

Staff and students using the district's computer network should not expect, nor does the district guarantee, privacy for electronic mail (e-mail) or any other use of the district's



computer networks. The district reserves the right to access and view any materials stored on district equipment including computer networks.

### **District Responsibilities**

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for the quality, availability, accuracy, nature, or reliability of the service and/or information accessed. Each user is individually responsible for verifying the integrity and authenticity of the information that is used and provided. All materials over the Internet are assumed to be copyrighted.

The district will not be responsible for any damages incurred by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, or service interruptions.

### **User Responsibilities**

Use of an account must be in support of educational and academic research, professional development, communication, and publication consistent with the district's mission and goals.

Each individual in whose name an access account is issued is responsible at all times for its proper use.

All network users are expected to abide by district policies, local, state, and federal laws. Prohibited use of computers and computer services shall include, but is not limited to the following:

- Unauthorized copying of software
- Accessing or using the passwords of others
- Revealing student account numbers to other students
- Unauthorized attempts to access or modify the system's programs
- Any malicious attempt to destroy the material of another user or the school district including the uploading or creation of computer viruses
- Harassment of others by e-mail or by any other means
- Loading of personal software or disks into the district's computers and/or network, without permission of the system administrator
- Accessing data from secure areas
- Accessing games and chat rooms
- Intentional waste of school district resources including toner, printer memory, server memory, paper, etc.

Any Internet security problem must be reported to a supervising adult and to no one else.