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**Deborah Y. Smith, Ed.D.**  
Principal  
[dsmith@eischools.org](mailto:dsmith@eischools.org)



**JOHN F. KENNEDY ELEMENTARY SCHOOL**  
94 Woodland Drive, East Islip, New York 11730  
Phone (631) 224-2003 Fax (631) 581-1354  
[www.eischools.org](http://www.eischools.org)

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Dear Parent or Guardian:

The district will give your child access to our educational computer network, including the Internet. Your child will have access to various software applications, hundreds of databases, libraries and computer services from all over the world through the Internet and other electronic information systems.

The Internet is a system that links smaller networks creating a large and diverse network. The Internet allows students the opportunity to reach out to many other people to share information, learn concepts and research subjects by the sending and receiving of messages using a computer and a wide area network.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed district Computer Network for Education Regulation and discuss these requirements together. You and your child should understand that inappropriate network use would result in the loss of the privilege to use this educational tool.

Please refer to the Computer Network for Education Policy (#4526) in the "Parents" section on our website ([www.eischools.org](http://www.eischools.org)). The district will attempt to discourage access to objectionable material and communications. However, in spite of our efforts to establish regulations governing use, the district's computer network and student access to the Internet, a variety of inappropriate and offensive materials is available over the Internet and it may be possible for your child to access these materials inadvertently or if he/she chooses to behave irresponsibly. In addition, it is possible for undesirable or ill-intended individuals to communicate with your child over the Internet. There are no practical means for the district to prevent this from happening, and your child must take responsibility to avoid such communications if they are initiated.

Please also be advised that as per our Student Code of Conduct, "Engaging in, on or off campus misconduct that endangers or threatens the health and safety of students or staff or disrupts the educational process, will not be tolerated."

I have included the above information so you can discuss this with your child and emphasize the appropriate behavior that is expected of them.

**If you would like your child to not have access to the district's computer network and the Internet, please contact the main office of your child's school.**

Sincerely,

  
Principal

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**Paul E. Manzo**  
Superintendent of Schools

## COMPUTER NETWORK FOR EDUCATION REGULATION

The following rules and regulations govern the use of the district's computer network system and access to the Internet.

### *I. Administration*

- The Superintendent of Schools shall designate a computer network coordinator to oversee the district's computer network.
- The computer network coordinator shall monitor and examine all network activities, as appropriate, to ensure proper use of the system.
- The computer network coordinator shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's network at the building level with all network users.
- The computer network coordinator shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students, including providing copies of district policy and regulations governing use of the district's network.
- The computer network coordinator shall take reasonable steps to protect the network from viruses or other software that would compromise the network.
- The computer network coordinator will review staff requests to use “cloud-based” education software/applications to ensure that personally identifiable information (PII) is protected in accordance with district standards, and applicable laws, rules, and regulations, prior to student use.

### *II. Internet Access*

- Students will be provided access to the Internet: *before or after school hours, or during instructional time in a controlled environment.*
- Students will be provided with individual user accounts to access the Internet.
- Students may have Internet access for educational purposes only
- Student Internet access may be restricted depending on grade level
- Students are not to participate in chat rooms.
- Students may read news groups.
- Students may construct their own web pages using district computer resources.
- A staff member will be required to monitor all of these activities.
- Students shall not access personal email accounts not provided by the District on School District computers or devices.
- Students shall not access social media accounts, including, but not limited to, Facebook, Twitter, and Instagram, for non-educational purposes, while using School District computers or devices.
- Students shall not purchase or sell anything online.

### *III. Acceptable Use and Conduct*

- Access to the district's computer network is provided for educational and/or research purposes and management of district operations consistent with the district's mission and goals.
- Use of the district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege, as well as other disciplinary actions, as described below.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- All network users will be issued a login name and password. Passwords must

- be changed periodically.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate and prohibited.
- Network users identifying a security problem on the district's network must notify the appropriate teacher, administrator or computer network coordinator. Under no circumstance should the user demonstrate the problem to anyone other than to the district official or employee being notified.
- Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.
- All users must adhere to all applicable laws, rules and regulations regarding internet use and safety

#### *IV. Prohibited Activity and Uses*

The following is a list of prohibited activity concerning use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including, but not limited to, advertising or solicitation.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others, or discriminatory in any other way.
- Using another user's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Using the network to receive, transmit or make available to others a message that is inconsistent with the district's Code of Conduct.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Using the network for accessing personal email or social media accounts, for non-educationally related purposes.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the district's computers and/or network without the permission of the appropriate district official or employee.
- Using district computing resources for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or

- computer or phone systems, or vandalize the data of another user.
- Wastefully using finite district resources.
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- Using the network to harass, bully or otherwise abuse any students or third parties.
- Using the network in violation of any applicable district policy, local state or federal law, statute or regulation.

#### *V. No Privacy Guarantee*

Students using the district's computer network should not expect, nor does the district guarantee privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

#### *VI. Sanctions*

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

#### *VII. District Responsibilities*

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the district's computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The district will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet. The district will not be responsible for any damages, including, but not limited to, monetary, legal or criminal, sustained by an individual as a result of any user's unauthorized use of the district's internet, computers or network.

Further, even though the district may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulation.

VII. Dissemination

The district shall distribute a copy of the district's Computer Network for Education Policy and Regulation at the beginning of the school year. It will also be posted on the district's website for review by parents and guardians of district students. Each parent/guardian will be required to acknowledge they have read the district's policy and regulation and are aware of its terms and consequences when they sign the school/parent compact at the beginning of each school year.

Adoption date: June 8, 1999

Revision date: August 21, 2012, September 1, 2015