

**WAYNE CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING AGENDA**



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**DATE:** January 7, 2003  
**TIME:** 6:30 p.m.  
**PLACE:** Ontario Elementary School Gymnasium

- 6:30 Call to Order /Pledge of Allegiance  
6:30 Tour of Building  
7:00 Executive Session
- 7:30 Approval of Agenda/Approval of Minutes **Att. 1**  
7:35 Public Comment  
7:40 Board Member Comments  
7:45 Board President's Comments
- 7:50 Action Item Report
- 7:55 Superintendent's Report
1. Wayne Teacher Center – D. Stalker
  2. Kindergarten Timeline Information
  3. State Accountability System
  4. CDEP
  5. Financial Update – Mr. Atseff
  6. Student Questions
- Items for Board Action:**
1. Personnel Action **Att. 2**
  2. CSE Action **Att. 3**
  3. [Consensus](#) Agenda: **Att. 4**
    1. Accept Treasurer's Report
    2. Approve Health Contract
- Policy **Att. 5**
- 8:55 Public Comment/Board Comments  
Adjournment

Next Meeting: January 21, 2004 7:30 p.m. District Office

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***District Mission Statement***

*Based on the belief that all students can learn, the staff of the Wayne Central School District accepts the responsibility to teach all students, regardless of differences, the fundamental skills. We further accept the responsibility to challenge all students to attain higher levels of achievement. Wayne Central will provide the opportunity, environment, and encouragement to meet this goal while developing the whole child, physically, socially, emotionally, and culturally.*

**WAYNE CENTRAL SCHOOL DISTRICT**  
**Ontario Center, New York 14520**

**BOARD OF EDUCATION MINUTES**  
**APPROVED**

**UNOFFICIAL UNTIL**

**DATE:** Wednesday, December 10, 2003  
**TYPE:** Regular Business Meeting  
Office

**TIME:** 7:00 p.m.  
**PLACE:** District

**PRESENT:** Trustees Brunner, Diller (arrived @ 7:07 p.m.), Griswold, Lyke, Ratcliffe, Robusto, Triou (entered @ 7:08 p.m.), Wyse; District Clerk Switzer; Administrators Havens, Morrin, Shaffer, La Ruhe, Saxby, Woodard, Atseff, Callahan, Blankenberg, Prince

**ABSENT:** Trustee Johnson

**GUESTS:** Visitor's Roster filed in clerk's agenda file, this meeting

**I. CALL TO ORDER:** 7:00 p.m. by Timothy Ratcliffe, School Board Vice- President

**II. EXECUTIVE SESSION** (Personnel Action)

Mr. Wyse offered a **MOTION** to adjourn the meeting, at 7:01 p.m., for an executive session on personnel matters pertaining to specific persons. 6 Ayes, 0 Nays, 3 Absent (Mrs. Diller, Mr. Johnson, Mr. Triou), Carried.

(Mrs. Diller arrived at 7:07 p.m.)

(Mr. Triou arrived @ 7:08 p.m.)

**III. RECONVENE:** 7:40 p.m.

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF AGENDA & MINUTES** (November 19, 2003)

Mrs. Brunner offered a **MOTION** to approve the agenda for this evening's meeting and the minutes of the meeting of November 19, 2003, both as presented. 7 Ayes, 0 Nays, 1 Absent (Mr. Johnson), 1 Abstention (Mr. Wyse), Carried.

**A. VI. PUBLIC COMMENT**

Mr. Ratcliffe stated that public comment is some of the most valuable time spent by trustees who appreciate input from speakers. While immediate responses are not always possible, follow-up will occur if needed. He asked speakers to confine their remarks to five (5) minutes. Persons wishing to speak should first be recognized by the school board president, then identify themselves, any organization they may be representing at the meeting, and the agenda topic.

A. Mrs. Mary Gagliano, 5040 Walworth-Ontario Road, Walworth, spoke as a parent, resident and educator and read a statement in support of a full day kindergarten program. She believes it is time for our district to take this positive step for our children to become successful learners.

- B. Mrs. Sheila Foery, 7547 Lakeside Road, Ontario, stated that her four oldest children attended a full-day kindergarten program and she feels it was a positive experience for them. She encouraged the Board of Education to adopt a full-day program for this district.
- C. Mrs. Tammy Lozipone, 7272 Pear Tree Meadow, Ontario, stated that she volunteered in her child's half-day kindergarten class and complimented the teachers for handling so many items in such little amount of time each day. She encouraged the Board of Education to adopt a full-day program for this district.
- D. Mrs. Eileen Kerr, 4110 West Walworth Road, Macedon, spoke as a parent of a child who attended half-day kindergarten sessions and as a special education teacher and member of a statewide team on best teaching practices, in support of the shift to a full-day kindergarten program. She is amazed that teachers can include as much as they do in a half-day session and noted the many advantages of a full-day program, including long-range improvement in student achievement and meeting state standards that children read by the time they enter first grade.
- E. Mrs. Patricia Yates, 4338 Ontario Center Road, Walworth, spoke as president of the Wayne Teachers' Association and expressed support for a shift to a full-day kindergarten program. She noted the value of the pre-first grade program that this district operated for several years in the past, the wonderful opportunity a full-day kindergarten program provides for our students and that adoption of such a program will illustrate to district teachers the importance of additional time to work with children.
- F. Mr. Havens shared a letter he received from Mrs. Pamela Smith, 2195 Church Street, Walworth, in support of a full-day kindergarten program. (copy filed in clerk's agenda file, this meeting)

Mr. Ratcliffe thanked each of the speakers for their comments and input.

#### VII. BOARD MEMBER COMMENTS

- A. Mr. Wyse extended ***congratulations to Mr. Blankenberg*** on designation Section V of the NYS High School Athletic Association as Athletic Administrator of the Year.
- B. Mr. Wyse extended ***compliments to music students and staff at Freewill Elementary School*** for their excellent performance at the annual holiday concert.

#### VIII. BOARD PRESIDENT'S COMMENTS

- A. Mr. Ratcliffe ***thanked each of the speakers*** who complimented our kindergarten teachers for the excellent job they do. It is not often that such compliments are heard and they are well deserved.
- B. Mr. Ratcliffe extended ***condolences*** to the family of William Suwijn who served as a school trustee from 1960 to 1963.

#### IX. REPORT ON ACTION ITEMS BY THE SUPERINTENDENT OF SCHOOLS - None

#### X. RECOGNITION BY THE BOARD OF EDUCATION

Mr. Triou stated that the adoption of a new policy handbook by the Board of Education this past September represented a substantial effort by the policy committee and school personnel over the past three to four years.

He noted that the effort would not have reached its successful conclusion and the present efforts to update regulations would not occur without the dedication and continuity of one individual throughout the process. On behalf of the Board of Education, and as policy committee chairperson, he presented a framed *Certificate of Appreciation* and a desktop frame to Mr. Switzer, district clerk, in recognition of his outstanding effort and contributions to the Board of Education.

Trustees, school officials and visitors joined in extending their appreciation.

Mr. Switzer expressed his thanks to the Board of Education for their recognition.

## **XI. REPORTS OF THE SUPERINTENDENT OF SCHOOLS**

### **DISCUSSION AND DIRECTION ON FULL DAY KINDERGARTEN**

Mr. Havens noted that detailed information was provided to the Board of Education at the prior meeting on the pros and cons of a full day kindergarten program. He noted the numerous positive comments on the program from speakers this evening. He asked Mr. Atseff, assistant superintendent for business, to share new information on state aid that he obtained since the prior meeting.

Mr. Atseff confirmed that the State Education Department awards one-time transition aid to local districts in the year when a shift to a full day kindergarten program occurs. As a result, the school district is eligible for transition aid of appx. \$300,000.

Based on an estimated total first-year cost for shift to full-day kindergarten of \$375,000, the remaining local expense for one-time start-up costs such as additional supplies and classroom furniture would equal appx. \$75,000. Mr. Atseff noted that the Board of Education could designate use of existing reserve funds to cover those expenses. If that action were taken, the first year cost to shift to a full-day kindergarten program would have zero impact on the proposed school budget and tax levy for 2004-2005.

Mr. Havens noted that Mr. Johnson is unable to attend this evening due to job commitments and has expressed his full support of the full day program.

Mr. Havens stated that he recommends the full-day program and asked if trustees have any additional questions on the topic.

Mr. Triou relayed a question on the proposed attendance area boundaries from a resident whose home is in the Southbrook Estates subdivision. Mr. Havens stated that families in that subdivision would remain in the attendance area for Freewill Elementary School.

Mrs. Lyke asked if the attendance area modifications proposed at the November 19<sup>th</sup> meeting are the final recommendation. Mr. Havens stated that they are.

Mr. Wyse stated that since he was unable to attend the meeting and hear the presentation on a full-day program, he has met with Mr. Havens and school personnel and conducted some additional research. He supports the shift to a full-

day program in 2004-2005 and noted the availability of additional classrooms to serve the program when the lease with Wayne-Finger Lakes BOCES expires in August, 2004.

Mr. Ratcliffe asked how much the second year of the program would cost. Mr. Havens stated the cost for the second year is estimated at \$290,000 based on present enrollment projections. He noted that the cost is for recurring expenses of consumable supplies and staff salaries.

Mr. Robusto stated that he feels the shift to a full-day program is a positive step for the school district. He asked what the projected impact is on the average taxpayer in the second year. Mr. Havens estimated about \$30 per taxpayer per year. He added that the recent sale of the nuclear power plant should increase the taxable assessed value of the school district by 2005-2006.

Mr. Wyse offered a **MOTION** to authorize the superintendent of schools to proceed with plans for the shift to a full-day kindergarten program effective in the 2004-2005 school year.

Mr. Wyse noted that this change would not formally occur until voters approve the 2004-2005 budget.

On the question, the vote was 8 Ayes, 0 Nays, 1 Absent (Mr. Johnson), Carried.

Trustees and Mr. Havens thanked residents who spoke at meetings or submitted written or telephone comments for their support of the shift to a full-day kindergarten program.

#### **ACADEMIC REPORT • FIRST QUARTER • 2003-2004**

Mr. Havens presented student achievement data for the first ten weeks of the 2003-2004 school year in the absence of Mr. Spring, assistant superintendent for instruction, who is out of town. He narrated a detailed PowerPoint presentation on student achievement data for students in grades K to 12. (copy filed in clerk's agenda file, this meeting)

Mr. Havens noted progress by primary and elementary students toward performance goals in language arts and math and preparation for statewide exams. Beginning at the sixth grade, both passing levels and subject mastery are measured in math, science, social studies and language arts. He noted achievement by students and the areas where additional efforts are planned.

Both middle school and high school data also showed progress by those students receiving academic intervention and the achievement levels of children in special education programs. Areas of success and needs for continued attention were noted as well.

Mr. Havens added that school officials also use the data to monitor passing and mastery goals and alignment of local programs to state standards and curricula. He noted the continued, dedicated efforts by staff members that lead to academic success for our students.

Achievement data that will appear in the report of the second quarter will provide additional comparative data, including mid-year exams and assessments.

### C. STUDENT QUESTIONS

- A. Cathy Burke, 450 Berg Road, Ontario, expressed disappointment that some advanced level high school courses were not offered due to low class enrollment and suggested that the Board of Education explore jointly offering those courses with neighboring districts. Mr. Havens and Mrs. Morrin, high school principal, reviewed factors related to class enrollment levels. Mr. Havens stated he would explore options used by other districts to jointly offer courses.
- B. Anna Russo, 5730 Slocum Road, Ontario, stated that that some students would benefit from alternate approaches to demonstrate abilities other than pencil and paper testing and controlled settings like Regents exams. Mr. Havens stated that he serves on a state-wide committee of school officials that is working on proposals to include a portion of Regents exams in those subjects that do not presently include a personal competency review (e.g. foreign language, science) to meet concerns such as those she raises.
- C. Anna Russo, supra, stated that some teachers have not incorporated activity time into the new 80-minute class periods in the block schedule at the high school. Mr. Havens suggested she meet with the high school principal to review the matter.
- D. Anna Russo, supra, noted some discrepancies on how student magazine sales were recorded with regard to eligibility for the senior trip. Mr. Havens suggested she meet with the high school principal to review the matter as well.

XII. RECESS: 8:39 p.m.

XIII. RECONVENE: 8:52 p.m.

### XIV. ADDITIONAL ITEMS FROM SUPT OF SCHOOLS

#### A. SPECIAL THANKS • LOCAL UNIT CSEA EMPLOYEES ASSOCIATION

Mr. Havens extended thanks to the Local Unit of the CSEA Employees Association for the holiday cookie tray they provided for refreshments this evening.

#### B. ADOPTION OF BUDGET DEVELOPMENT CALENDAR • 2004-2005

Mr. Havens presented the proposed 2004-2005-budget development calendar for review and consideration by the Board of Education and asked Mr. Atseff to provide additional details.

Mr. Atseff reviewed the proposed schedule with meetings set for review of the three budget components – capital, program and administration – by the Board of Education in February and March, adoption of the proposed budget by the Board of Education on April 7<sup>th</sup> and the annual school election on Tuesday, May 18<sup>th</sup>.

Mr. Griswold stated that trustees have discussed scheduling **discussion of district goals prior to budget adoption** rather than at a summer workshop after the proposed budget is already in place and asked when such an adjustment could occur. Mr. Havens will explore alternative approaches for consideration by the Board of Education.

Mr. Griswold asked that the record indicate this suggestion as a reminder for future consideration and action.

Mrs. Brunner offered a **MOTION** to adopt the 2004-2005-budget development calendar as presented and recommended by the superintendent of schools. 8 Ayes, 0 Nays, 1 Absent (Mr. Johnson), Carried.

Mr. Atseff shared a copy of projected student enrollments and class sizes for 2004-2005. (copy filed in clerk's agenda file, this meeting)

Mr. Ratcliffe and Mr. Wyse asked for clarification on some of the data. Mr. Switzer outlined the process used to develop pupil enrollment projections. Mr. Havens noted that the projections developed by Mr. Switzer were within 1% of actual enrollment for this past fall

Mr. Robusto and Mr. Switzer shared some information on housing and development trends in the community.

#### **C. BUDGET & FINANCIAL STATUS REPORT**

Mr. Havens introduced Mr. Atseff to present monthly financial reports for review and consideration by the Board of Education.

Mr. Atseff presented revenue and expense reports and information for the general fund through November 30, 2003. (copies filed in clerk's agenda file, this meeting)

### **XV. ITEMS FOR BOARD OF EDUCATION ACTION**

#### **A. PERSONNEL CHANGES**

Mr. Havens presented the following personnel changes for review and consideration by the Board of Education:

##### ***INSTRUCTIONAL STAFF***

###### **APPOINTMENTS:**

**Rebecca Postell**, English teacher, assigned to the high school, a seven month temporary appointment effective December 4, 2003 through June 30, 2004 at \$34,580 pro-rated (temporary replacement for Meredith Kulik during child-rearing leave)

##### **Additional Per Diem Substitute Teachers • 2003– 2004 School Year**

See Listing, Clerk's Agenda File, This Meeting

##### **Additional Coaching Appointment • Fall Season • 2003-2004 School Year**

(September 1, 2003 through June 30, 2004, at rates per collective bargaining agreement)

See Listing, Clerk's Agenda File, This Meeting

###### **LEAVES OF ABSENCE:**

**Kathryn Crane**, school psychologist, assigned to the high school, a paid FMLA leave of absence, anticipated for February 23 through April 9, 2004 (child-rearing)



**Lora Farber**, art teacher, assigned to the middle school, a combination paid and unpaid FMLA leave of absence, anticipated for January 26 through June 30, 2004 (child-rearing)

**Tracy Gray**, math teacher, assigned to the middle school, a paid FMLA leave of absence, anticipated for January 20 through March 15, 2004 (child-rearing)

**Meredith Kulik**, English teacher, assigned to the high school, a combination paid and unpaid FMLA leave of absence, anticipated for December 8, 2003 through June 30, 2004 (child-rearing)

**Laurie Rogers**, school counselor, assigned to the middle school, a combination paid and unpaid FMLA leave of absence, anticipated for January 15 through June 30, 2004 (child-rearing)

**Joanna Schoff**, Spanish teacher, assigned to the middle school, a paid FMLA leave of absence, anticipated for November 10, 2003 through February 2, 2004 (child-rearing)

#### **SUPPORTIVE STAFF:**

##### **RESIGNATIONS:**

**Linda Cone**, food service helper, assigned to Ontario Elementary School, effective November 15, 2003 (personal reasons)

**Carol Johnson**, food service helper, assigned to the middle school, effective November 28, 2003 (personal reasons)

##### **APPOINTMENTS:**

Barbara Heald, **instructional technology trainer, district-wide, a six month probationary civil service appointment effective January 5 through July 3, 2004 at \$35,000 pro-rated** (replacement for Kathy Uerz, appointed to classroom teaching position, Ontario Elementary School)

**Patricia Miller**, teacher aide, assigned to the high school, a permanent civil service appointment effective October 25, 2003 (having served a successful probationary period)

**Kathy Parks**, school bus monitor, a six-month probationary civil service appointment effective November 24, 2003 through April 23, 2004 at \$9.45 per hour (replacement for Linda Ryan, resigned)

**Lizabeth Seitz**, typist, assigned to the Ontario Primary School, a permanent civil service appointment, effective January 7, 2004 (having served a successful probationary period)

**Ann Stokes**, cleaner, assigned to the high school, a six-month probationary civil service appointment effective November 17, 2003 through April 16, 2004 at \$8.10 per hour (replacement for Joshua Simpson, resigned)

**Larry Thrash**, school bus driver, a six-month probationary civil service appointment effective November 21, 2003 through April 20, 2004 at \$11.80 per hour (replacement for Elizabeth Jacobs, resigned).

Mr. Havens noted he was pleased that two former employees, Mrs. Park and Mrs. Heald, have chosen to return as staff members.

Mrs. Brunner offered a **MOTION** to approve the personnel changes as recommended by the superintendent of schools. 8 Ayes, 0 Nays, 1 Absent (Mr. Johnson), Carried.

## B. CSE PLACEMENT RECOMMENDATIONS

Mr. Havens presented the pupil placement recommendations of the Committee on Special Education for review and consideration by the Board of Education.

Mrs. Brunner offered a **MOTION**, seconded by Mr. Wyse, to adopt a **RESOLUTION** for pupil placements by the Committee on Special Education, **TO WIT:**

**RESOLUTION TO APPROVE RECOMMENDATIONS OF THE  
COMMITTEE ON SPECIAL EDUCATION AND  
AUTHORIZE ARRANGEMENT OF RECOMMENDED  
SPECIAL PROGRAMS & SERVICES**

**RESOLVED**, that the Board of Education approves the recommendations of the Committee on Special Education and authorizes the Director of Student Services to arrange the recommended special programs and services.

On the question, the **RESOLUTION** was adopted by a vote of 8 Ayes, 0 Nays, 1 Absent (Mr. Johnson).

## C. CONSENSUS AGENDA

- (1) Reports of the School District Treasurer (A/O 10/31/03)
- (2) Resolution for Single Audit Report, FY Ending 6/30/03

Mr. Havens presented the consensus agenda for review and consideration by the Board of Education.

Mrs. Brunner offered a **MOTION**, seconded by Mr. Griswold, to approve/adopt the consensus agenda, as presented by the superintendent of schools, as follows:

- (1) Receive & file **reports of the school district treasurer** for the period ending October 31, 2003 (copies attached to these minutes in the minute book)
- (2) Adopt a **RESOLUTION** to accept the single audit report for the fiscal year ended June 30, 2003, **TO WIT:**

**RESOLUTION TO ACCEPT THE ANNUAL EXTERNAL  
SINGLE AUDIT REPORT OF FEDERAL FUND EXPENDITURES  
PURSUANT TO PL 98-502 (Single Audit Act of 1984)  
(Fiscal Year Ending June 30, 2003)**

**RESOLVED**, that the Board of Education does hereby accept the single audit report for the fiscal year ended June 30, 2003 for expenditure of federal funds as prepared by Raymond P. Wager, CPA, P.C., independent auditors, as required by the New York State Education Department and the Single Audit Act of 1984 (Public Law 98-502) and does authorize and direct the district clerk to forward certified copies and publish legal notice, as required (copy filed in clerk's files)

On the question, the **consensus agenda** was approved/adopted by a vote of 8 Ayes, 0 Nays, 1 Absent (Mr. Johnson).

## XVI. POLICY ITEMS

**Second Reading – Policy 5430 - Use of District & Building Credit Cards**

*First Reading – Policy 1550 – Broadcast & Recording of the Board of Education & Committee Meetings*

Mr. Triou presented the above noted policies for first and second reading, respectively, by the Board of Education.

Mr. Wyse suggested amending the title of the proposed policy on broadcasting and recording meetings. Mr. Triou stated that the policy committee would confirm the appropriate chapter heading for second reading of the proposed policy.

Mr. Robusto suggested addition of wording to incorporate recordings such as DVDs.

Mr. Griswold asked about the origin of the policy and how varied instances would be handled. Mr. Wyse stated he feels the policy is beneficial as an outline for the Board of Education to follow as needed.

Mr. Griswold noted that the chairperson has the responsibility to insure that proper procedures are followed at each school board meeting

Mr. Triou noted that the proposed policy follows advice from seminars he attended at the state school boards' annual meeting on generic guidelines for the school board to follow on this topic.

Mr. Robusto noted that while it is not presently the case for our district, there is the potential that local cable TV station could begin to broadcast our meetings as they do in some other communities.

Mr. Havens stated that he prefers and appreciates the presence of news media representatives at meetings who prepare reports from firsthand information.

Mrs. Brunner noted that this school board has a record of maintaining a high level of decorum when issues arose on which everyone was not in agreement. She can recall incidents, however, where a videotape or broadcast of such issues might not present the best image of the Board of Education.

Mr. Triou noted that the proposed policy on use of district and building credit cards incorporates comments and discussion from first reading.

Mr. Triou offered a **MOTION** to approve second reading of *Policy 5430 - Use of District & Building Credit Cards* as presented by the policy committee. 8 Ayes, 0 Nays, 1 Absent (Mr. Johnson), Carried.

By **consensus**, first reading of Policy 1550 - *Broadcast & Recording of the Board of Education & Committee Meetings* and refer comments offered this evening to the policy committee for consideration in second reading.

Mr. Triou announced that the next policy committee meeting is set for Thursday, December 11, 2004 at 4 p.m. at the district office.

**XVII. ADDITIONAL PUBLIC COMMENT**

- A. Mrs. Gagliano, supra, expressed **dismay and concern** about the manner in which a high school student was interrogated and deposed by law enforcement officials during an investigation about a series of thefts from student lockers with no school staff

present or notification to parents or guardians. She asked Mr. Havens if district officials were aware of this incident and what steps were taken to prevent it from reoccurring. Mr. Havens stated that school officials were aware of the incident.

- B. Mrs. Lozipone, supra, stated that she and her family relocated to this school district based on its excellent academic record and its empathy for children with special educational needs. Based on the first quarter academic report presented earlier this evening, she encouraged the Board of Education to **review the teacher-student ratio for students with disabilities** to insure that the staff is not over-extended and that the needs of students are fully met.
- C. Mrs. Lozipone, supra, spoke as a parent of a child eligible to enroll in kindergarten in September 2004 and **thanked the Board of Education** for the decision to shift to a full day program.
- D. Mrs. Yates, supra, extended **thanks to all staff members and volunteers** who assisted in planning, presenting and performances in the **recent holiday variety** that benefited Pines of Peace Comfort Care Home in Ontario and the Richard Weisenreder Memorial Fund for critical student or family needs. Trustees shared their congratulations and appreciation for the extraordinary efforts by many persons for the excellent event.
- E. Mrs. Deborah Leo Grande, 570 Ridge Road, Ontario, stated that she pays tuition for her child to attend Bishop Kearney High School in Irondequoit based on concerns about student safety and security at our high school and noted that she is encouraged to learn that the Board of Education has approved participation in the **school resource officer program** in conjunction with the NYS Police. She has received very positive feedback from neighbors and local students about the program and expressed her thanks to the school board, school officials and the resource officer for their efforts.
- F. Mrs. Gagliano, supra, extended **thanks to the Board of Education** for the decision to shift to the full-day kindergarten program.
- G. Mrs. Gagliano, supra, spoke as a special education teacher and transition coordinator in a Monroe County school district and suggested that the Board of Education needs to send a message to students at an early age, and their parents, about the **importance of mastery as well as passing levels** and to insure that strategies are in place to address these issues on a long-term basis to insure that local students meet the state standards for Regents exams and diplomas requirements.

#### **XVIII. ADDITIONAL BOARD MEMBER COMMENTS**

- A. Mr. Wyse extended **compliments to student musicians and their directors at the middle and high schools** for excellent holiday concerts, including the newly formed jazz band at the high school.
- B. Mr. Robusto noted the excellent performances by members of the **high school's select chorus** as part of the "Train Ride With Santa" event sponsored by local Rotarians this past weekend.
- C. Mr. Ratcliffe extended **thanks to the Local Unit of the CSEA Employees Association** for the holiday cookie tray they provided for refreshments this evening.
- D. Mr. Griswold noted that local districts have **opportunities to showcase student work or performances at the annual meeting of the NYS School Boards**

**Association** and suggested that our district begin steps now to include our students in the annual meeting in Buffalo in October of 2004. Mr. Havens stated he would obtain details.

E. Mr. Wyse noted that the entertainment portion of the annual holiday dinner for local Rotarians featured students from another school district whose performance renewed his ***pride in our district's music programs.***

**XIX. ADJOURNMENT**

Mr. Triou offered a **MOTION** to adjourn the meeting at 9:30 p.m. 8 Ayes, 0 Nays, 1 Absent (Mr. Johnson), Carried.

Respectfully submitted,

**JAMES E. SWITZER**  
School District Clerk

**APPROVAL OF MINUTES**

The foregoing minutes of the Board of Education were submitted for review & (approved as presented)(corrected as noted) at the meeting of

**January 7, 2004**

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School District Clerk

JES/jes:wp

WAYNE CENTRAL SCHOOL DISTRICT

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To: Michael Havens, Superintendent of Schools  
From: Mark D. Callahan, Director of Human Resources  
Re: Personnel Action  
Date: January 7, 2004

The following is submitted for your review and approval.

**INSTRUCTIONAL STAFF**

❖ **Tenure Recommendation:**

Jacqueline Senecal is being recommended by the Superintendent for appointment to tenure in the tenure area of Foreign Language-Spanish effective January 1, 2004.

Julie Weller is being recommended by the Superintendent for appointment to tenure in the tenure area of Special Education effective January 1, 2004.

Frank Gough is being recommended by the Superintendent for appointment to tenure in the tenure area of Science effective January 10, 2004.

❖ **Resignations:**

Michele Timothy, Social Studies Teacher, assigned to the James A. Beneway High School, effective January 2, 2004. *For personal reasons.*

❖ **Leave of Absence:**

Kathleen Mangos, Physical Education Teacher, assigned to the Ontario Elementary School, a combination paid and unpaid FMLA disability leave anticipated April 5, 2004 through June 30, 2004. *For purpose of child rearing.*

❖ **Appointments**

Krista Jablonsky, School Counselor, assigned to the Thomas C. Armstrong Middle School, a six month temporary appointment anticipated January 15, 2004 through June 30, 2004 at \$34,750 (base + MS) prorated. *Temporary replacement for Laurie Rogers (child rearing leave).*

Cheryl Raleigh, Social Studies Teacher, assigned to the James A. Beneway High School, a six month temporary appointment effective January 5, 2004 through June 30, 2004 at \$33,500 pro-rated. *Temporary replacement for Michele Timothy (resignation).*

❖ **Informational Items:**

Tracy Collier will be temporarily reassigned to the position of Physical Education Teacher (1.0 FTE), at the Freewill Elementary School effective January 5, 2004 through approximately March. *Replacement for Mary Joyce Hoffman (surgery).*

**SUPPORT STAFF**

❖ **Resignations:** None

❖ **Appointments**

Gail Fritz, 1:1 Teacher Aide (.6 FTE) assigned to the Thomas C. Armstrong Middle School, a six month temporary Civil Service appointment effective December 16, 2003 through June 30, 2004, at \$7.65/hr. *Position required to support new student.*

Kim Hynes, 1:1 Teacher Aide (1.0 FTE) assigned to the Thomas C. Armstrong Middle School, a six month temporary Civil Service appointment effective December 16, 2003 through June 30, 2004, at \$7.65/hr. *Position required to support new student.*

Lorretta Rounds, Clerk Typist (.5 FTE), assigned to the Facilities Department, a permanent Civil Service appointment having served a successful probationary period, effective February 4, 2004.

**Att. 4**

**WAYNE CENTRAL SCHOOL DISTRICT  
Ontario Center, New York**

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**TO: Board of Education  
FROM: Michael Havens  
RE: Consensus Agenda  
DATE: December 10, 2003**

**The following items are recommended for approval as presented in a Consensus Agenda:**

- 1. Accept November 2003 Treasurer's Report**
- 2. Approve Webster CSD Health Contract**

**/les**



Consensus Agenda #2

**TO:** Michael Havens  
Superintendent of Schools  
**FROM:** Gregory J. Atseff  
Assistant Superintendent for Business  
**DATE:** January 7, 2004  
**RE:** Health Service Contract - Webster Central School District

Attached is the contract for health services for Wayne students attending a private or parochial school in the Webster Central School District for the 2003-2004 school year.

The cost of the contract is based on an approximate number of enrollments with billing to take place at the end of the school year.

Approximately 84 students 310.96 = \$26,120.64  
@

The attendance officer has verified the students charged for on the health service contract.

**RESOLUTION**

**Be it resolved,** that the Board of Education of the Wayne Central School District hereby approves the contract for health services with the Webster Central School District for the 2003-2004 school year, and hereby authorizes the Board President, Superintendent, and District Clerk to execute the contract.

/db

Attachment

**Commented [DB1]:** Page: 17  
Check to see who has to sign the contract. May need to add superintendent and delete others.

**POLICIES PRESENTED FOR FIRST READING:**

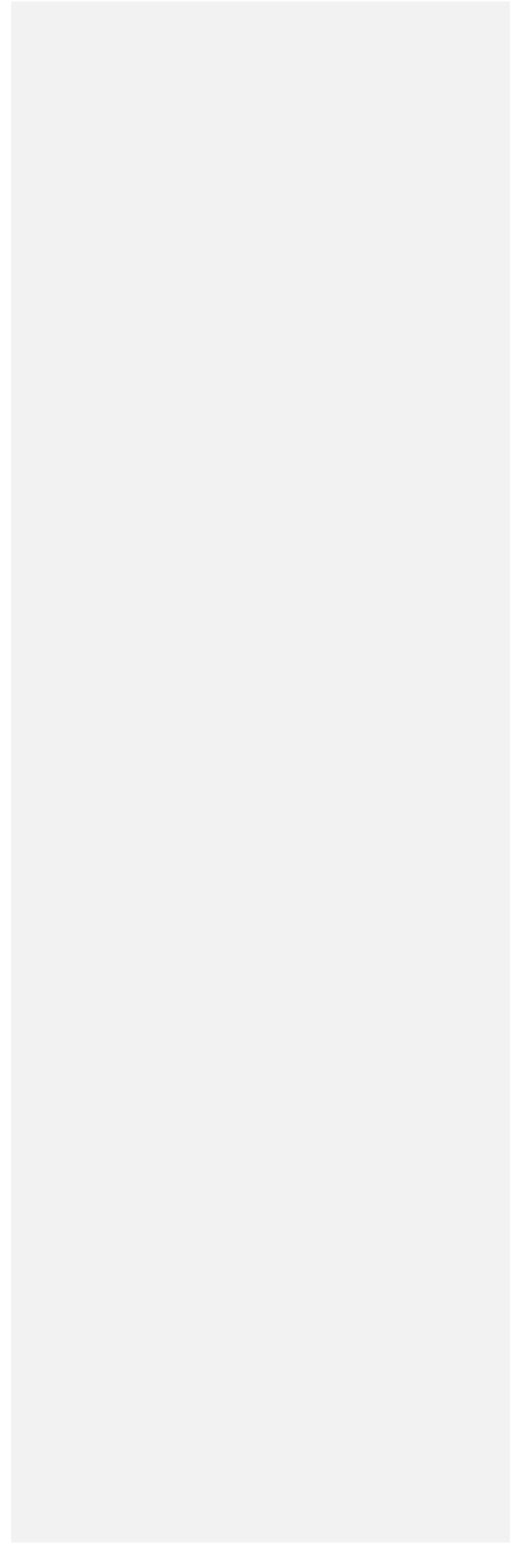
- 8271 Internet Content Filters & Security
- 8271.1R Computer Network & Internet Acceptable Use Procedures for Staff Members
- 8271.2R Guidelines for Wise Use of the Internet
- 8271-E Application for Computer Use
- 8272.1R Computer & Internet Use Agreement for Students in Grades K-5
- 8272.2R Technology Code of Conduct for Students in Grades 6-12

**POLICIES PRESENTED FOR SECOND READING:**

- 1550 Broadcast & Recording of the Board of Education and Committee Meetings

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**January 7, 2004**  
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**Presented by Policy Committee, New Numbering & Title**  
**No Change in Text, Subhead Added**  
**Presented for First Reading by Board of Education, January 7, 2004**

**8271 (New Number)**  
**4514 (Old Number)**

## INSTRUCTION

### **Internet Content Filtering & Security**

*(The Children's Internet Protection Act)*

The Board of Education will provide staff and students with access to various computerized information resources through the district computer network system. This may include access to electronic mail, telecommunications, library networks, and the Internet. This policy is intended to establish guidelines and regulations for staff and students to follow in instruction and for access to external computer networks.

### **Computer Network & Internet Use**

Generally, the same standards of acceptable conduct that apply to any use of resources shall apply to computer systems. Use of these computer systems for materials protected by trade secret, any material in violation of state or federal law or threatening or obscene material is prohibited.

Staff or students who engage in unacceptable use may lose access to the system and be subject to further discipline under the law. Legal action may be initiated against a person who willfully, maliciously or unlawfully damages or destroys property of the district.

The superintendent of schools is authorized by the Board of Education to develop regulations for the implementation of this policy with staff and students. These regulations shall include guidelines related to the following:

- required training for staff and students in all aspects of the regulations [and in procedures for computer use]
- required training for staff and students in procedures for computer use
- appropriate uses of the computer network and the Internet
- the copyright laws regarding use of software
- copyrighted materials obtained from the Internet
- penalties for unauthorized use of the network and for noncompliance with the regulations

**Policy Adopted:** September 9, 2003

**Policy Handbook – Wayne Central School District – Ontario Center, New York 14520**

TO APPEAR ON A COPY USED FOR STAFF

*I have read the above policy and the regulations on District Computer Network and Internet Acceptable Use*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## **Computer Network and Internet Acceptable Use Procedures For Staff Members**

### **PURPOSE**

The Wayne Central School District provides a wide range of computer resources to its students and staff for the purpose of advancing the educational mission of the district. These resources are provided and maintained at district, and public expense and are to be used by members of the school community with respect for the public trust through which they have been provided.

### **NETWORK & COMPUTER USE PROCEDURES**

*The Acceptable Use Procedures that are outlined in this document provide details regarding the appropriate and inappropriate use of district computers. The procedures do not attempt to articulate all required or proscribed behavior by users. Successful operation of the district's computer network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using district computers.*

*As the user, you are ultimately responsible for your actions in accessing and using district computer equipment and the district's computer network. As a user of district computer equipment, you are expected to review and understand the guidelines and procedures in this document.*

#### **Scope**

The following procedures apply to all staff members of the school district and cover all district computer equipment including any desktop or laptop computers provided to staff, the district-wide computer network, and any computer software licensed to the school district.

#### **Appropriate Use**

The school district expects everyone to exercise good judgment and use the computer equipment in a professional manner. **Use of the equipment is expected to relate to the educational process such as reading, writing, and completing research and projects as assigned by your teachers.** The district recognizes, however, that some personal use is inevitable, and permits incidental and occasional personal use that is infrequent or brief in duration so long as it does not interfere with district business, and is not otherwise prohibited by district policy or procedures.

**Regulation Approved:** January ....., 2004

**Policy Handbook – Wayne Central School District – Ontario Center, New York 14520**

### ***Use of District Software***

Software is licensed to the school district by a large number of vendors and may have specific license restrictions regarding copying or using a particular program. Some software licenses include installation on personal computers for home use.

#### **Use of Non-District Software**

Only district-owned licensed software may be installed on any district computer. The unauthorized use of and/or copying of software is illegal. However, a user will be able to load software onto a laptop that is used to access a personal Internet service for the purpose of remotely accessing the school district's email network. **All software must be legally licensed by the user prior to loading onto school district computer equipment.** The unauthorized use of and/or copying of software is illegal. Staff member should check with tech support staff before installing any non-district software.

**Remote Access:** The school district provides remote access to its internal email network for the convenience of its staff. Users may access the school district's email network over a standard Internet connection by using either a school-district owned laptop or a privately-owned computer.

#### ***Prohibited Uses***

Computer equipment of the school district may not be used for the following purposes:

- ***Commercial Use:*** Use of school district computers for personal or private gain, personal business, or commercial advantage is prohibited.
- ***Political Use:*** Use of school district computers for political purposes in violation of federal, state, or local laws is prohibited. This includes using said computers to assist or to advocate, directly or indirectly, for or against, a ballot proposition and/or the election of any person to any office. The use of school district computer equipment for the expression of personal political opinions to elected officials is also prohibited. Only those staff authorized by the superintendent of schools may express the district's position on pending legislation or other policy matters.
- ***Illegal or Indecent Use:*** Use of school district computer equipment for illegal, harassing, vandalizing, inappropriate, or indecent purposes (including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material), or in support of such activities, is prohibited. Illegal activities are any violations of federal, state, or local laws (e.g. copyright infringement, publishing defamatory information, or committing fraud).

**Regulation Approved:** January ....., 2004

- *Harassment*: Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that
  - (1) have the purpose or effect of creating and intimidating, a hostile or offensive environment;
  - (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or
  - (3) interfere with school operations.

**Inappropriate use includes any violation of the purpose and goal of the network.** Indecent activities include violations of generally accepted social standards for use of publicly owned and operated equipment.

- *Vandalism*: Vandalism is any attempt to harm or destroy an operating system, application software, or data.
- *Non-District Employee Use*: Only school district employees or any others expressly allowed to use of school district computer equipment are authorized by the school district to use said equipment.
- *Disruptive Use*: Use of school district computers shall not interfere with or disrupt other users, services, or equipment (e.g. distribution of unsolicited advertising (Spam), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (i.e. chain letters, network games, or broadcasting messages), and any unauthorized access to or destruction of school district computer equipment or other resources accessible through the district's computer network.

### Privacy

School district computer equipment includes, but is not limited to, personal computers, laptops, workstations, and related peripheral equipment and software, telephones, fax machines, and photocopiers.

Users have no right to, nor should they have any expectation of, privacy while using any computer equipment owned or leased by the school district.

To the extent that users wish that their private activities remained private, they should avoid using school district equipment for personal reasons.

**Regulation Approved:** January ....., 2004

By using school district equipment, users imply their consent to disclosing the contents of any files, documents or information maintained or passed-through said equipment. By using school district computer equipment, consent to monitoring and recording is implied, with or without cause, including, but not limited to, access to the Internet and using e-mail.

Policy of the Board of Education expressly prohibits the use of school district computer equipment for

- (1) personal reasons such as downloading, viewing, storage, copying, or transmission of sexually explicit or sexually-oriented materials;
- (2) privately purchasing, selling, advertising, or exchanging any goods or services in commerce; for advocating personal political, philosophical, or religious points of view.

#### **Respecting the Privacy of Student Information**

Personal information concerning students and their families stored or transmitted by electronic means, including information transmitted by e-mail, constitutes educational records protected by the Family Educational Rights and Privacy Act (FERPA). Employees who store or transmit such information by electronic means should be aware of their responsibility to assure that such information is accurate, relevant, or necessary for valid educational reasons, and protected from disclosure, except with parental consent or without parental consent only as permitted by the Family Educational Rights and Privacy Act.

#### **Access Under the Freedom of Information Law**

School employees and officials who use school district computer equipment to store or transmit any information should be aware that they may be creating records that are subject to public access under the Freedom of Information Law. Even though such information may never be printed or stored in any non-electronic format, and even though such information may be intended for internal use only in the development of final school district policies, decisions, or actions.

#### ***PROCEDURES FOR ADMINISTRATIVE NETWORK FILE SEARCH***

Folders of staff members are scanned as needed by the district technology coordinator. Folders may be scanned for the following reasons:

- 1) Low network drive space
- 2) Reduce backup time
- 3) Virus cleanup
- 4) User requests for assistance from tech support staff members to find certain files

**Regulation Approved:** January ....., 2004



File types searched for include but are not limited to \*.jpg; \*.gif; \*.bmp; \*.avi; \*.mpg. Those files are searched because they are usually quite large and take up a substantial amount of disk space.

Non school-owned software is found by searching for \*.exe. Sometimes other file extensions are searched when looking for something specific (e.g. a virus that will put \*.eml files in every network folder.) Every file does not get opened because of time constraints. Search procedures require looking at file size and file name. If the file is large, the file will be opened to see if it could be related to curriculum. If the file has a questionable name, the file will also be opened.

*Staff members with user accounts have their own individual folders. They have read/write/create permissions to their own folder. The building principal and/or the direct supervisor have read permissions to the folders of staff members. Staff members do not have permissions into folders of other staff members.*

In the event of low disk space, large non-curriculum files are deleted immediately. Any file that is created as the result of a virus will also be deleted immediately. Other times, if disk space is not at a critically low level, the technology support staff will distribute a message by e-mail outlining required steps.

*When a file is suspected of containing inappropriate material, a screen shot of the search window or a screen shot of the whole folder in question is captured to show where it was found and it is immediately reported to the building principal or immediate supervisor and the director of human resources.*

*Upon further instructions from the building principal or immediate supervisor, cleanup and scanning or removal of the classroom/office computer(s) that the staff member uses on a regular basis will take place immediately. If directed by administrative personnel, CD-ROMs will be burned or a tape backup created of offending items and will be given to them. The superintendent of schools and the president of the appropriate collective bargaining unit are also informed. Upon notice from administrative personnel, network login accounts will be disabled.*

### **Discipline**

The *Acceptable Use Procedures* are applicable to all users of school district computer equipment and refers to all information resources whether individually controlled, shared, stand alone, or networked. Disciplinary action, if any, for students, staff, and other users shall be consistent with the District's standard policies and practices.

**Regulation Approved:** January ....., 2004

**Developed by Staff Committee; Presented by Policy Committee**  
Entire Document Is New (Regulation)  
Presented for First Reading by Board of Education, January 7, 2004

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Page 6 of 8

Violations may constitute cause for revocation of access privileges, suspension of access to school district computers, other school disciplinary action, suspension, and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis according to the *Student Technology Code of Conduct* and Board of Education policies.

*Any collective bargaining unit member or exempt employee who is charged with inappropriate use of school district computer equipment shall be entitled to all protections normally included under the collective bargaining agreement.*

### **Care for District Computers**

Users of school district computer equipment are expected to respect the school district property and to act in a responsible manner while using the equipment. Students are to follow any instructions by the school district regarding maintenance or care of the equipment. Students may be held responsible for any damage caused by their intentional or negligent acts in caring for school district computer equipment under their control.

The school district is responsible for any routine maintenance or standard repairs to school district computer equipment. Users are expected to notify a teacher or adult supervisor of any need for service when necessary.

Staff members are not to delete or add software to school district computer equipment. Due to differing licensing terms for different software programs, it is not valid to assume that permission to copy one program applies to other programs.

When district-owned equipment is checked out, the user assumes responsibility for damage or loss while equipment is in their care. Users should make every effort to safeguard equipment from damage or loss. Any loss or damage to district-owned equipment must be reported to the district business office by the building principal or immediate supervisor immediately.

**Regulation Approved:** January ....., 2004

*Policy Handbook – Wayne Central School District – Ontario Center, New York 14520*

### GUIDELINES FOR WISE USE OF E-MAIL

\* \*Email encourages informal communication because it is easy to use. However, unlike a telephone call, email creates a permanent record that is archived and can be transmitted to others. Remember that even when you delete an email from your mailbox, it still may exist in the system for some period of time.

- Be circumspect about what you send and to whom. Do not say anything in an email that you would not want to see republished throughout the school district, in Internet email, or on the front page of the newspaper. Remember that email invites sharing; a push of the button will re-send your message worldwide, if any recipient (or hacker) decides to do so. What you say can be republished and stored by others.
- Beware of the "Reply to All" button. Is the message really appropriate for or should it really take the time of everyone on the address list? Often your message only needs to be returned to one individual.
- You can create liability for yourself and the school district. You may violate applicable laws and school district policy, for example, whether within or outside the district, if you "publish" by typing or re-sending words that defame another individual or disparage another individual or institution, if you upload or download or re-send copyrighted or pornographic material, if you use email to harass or discriminate against someone, or if you send private information or data about someone. Make sure none of your activities violate any law or policy.
- Please keep in mind that because of possible server problems or other potential delays, Internet email can sometimes take anywhere from five minutes to several days to arrive. It may not be the best means to send time-sensitive information.
- Finally, beware of sending attachments. They may arrive garbled if the recipient is using a different email system. Email attachments can introduce viruses into the school district email system, and you can introduce a virus into a recipient's system, by forwarding an infected attachment. This is especially likely if the attachment arrives from an unknown source via the Internet.

If you do not know the sender of Internet email, delete the message. While that should prevent activating a virus, it will not stop certain other infections (*e.g.*, a logic bomb). Please do not open attached files ending in "exe," "bat," or "com," as these files may be viruses or programs designed to delete data from the computer.

Regulation Approved: January ....., 2004

## GUIDELINES FOR WISE USE OF THE INTERNET

### Using the Internet Access Wisely

\* \*Be circumspect about where you go and what you do. Do not visit any site or download or share any material that might cause anyone to question your professionalism or that of the school district.

- Read the "License" or "Legal" contract terms on every site. Do not purport to bind the school district to any license or other contract. If you make an agreement on your own behalf, do not violate that agreement using the school district computer equipment or Internet account.
- Do not assume that just because something is on the Internet, you may copy it. As a general rule, assume that everything is copyrighted and do not copy it unless there is a notice on the site stating that you may do so. For example, if you see a clever cartoon, assume that you may *not* copy it. Governmental documents are an exception and you may copy them but you must confirm that it is the "government" and not a government-related entity such as the United States Postal Service.
- Be aware of the "do you want a cookie?" messages if you have configured your browser to receive such messages. If you answer yes, whatever activity in the site owner to help it will log which you are engaged or its advertisers develop a profile about you or the school district. It is possible that your browser is set to accept cookies without asking you each time. Contact the technology support staff for clarification.
- Make sure none of your activities violate any law or policy. You can create liability for yourself and the school district. For example, you may violate applicable laws or school district policy. if you
  - (1) "publish" by typing or re-sending words that defame or disparage another individual or institution,
  - (2) upload or download or re-send copyrighted or pornographic material,
  - (3) use the Internet to harass or discriminate against someone,
  - (4) provide private information or data about someone

\* \* Do not engage in any "spamming" or other activities that could clog or congest Internet networks.

Regulation Approved: January ....., 2004

Policy Handbook – Wayne Central School District – Ontario Center, New York 14520

## **Computer Network and Internet Acceptable Use Procedures For Students**

### **PURPOSE**

The Wayne Central School District provides a wide range of computer resources to its students and staff for the purpose of advancing the educational mission of the district. These resources are provided and maintained at district, and public expense and are to be used by members of the school community with respect for the public trust through which they have been provided.

### **NETWORK & COMPUTER USE PROCEDURES**

*The Acceptable Use Procedures that are outlined in this document provide details regarding the appropriate and inappropriate use of district computers. The procedures do not attempt to articulate all required or proscribed behavior by users. Successful operation of the district's computer network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using district computers.*

*As the user, you are ultimately responsible for your actions in accessing and using district computer equipment and the district's computer network. As a user of district computer equipment, you are expected to review and understand the guidelines and procedures in this document.*

#### **Scope**

The following procedures apply to students in the school district and cover all district computer equipment including any desktop or laptop computers provided to staff, the district-wide computer network, and any computer software licensed to the school district.

#### **Appropriate Use**

The school district expects everyone to exercise good judgment and use the computer equipment in a professional manner. **Use of the equipment is expected to relate to the educational process such as reading, writing, and completing research and projects as assigned by your teachers.** The district recognizes, however, that some personal use is inevitable, and permits incidental and occasional personal use that is infrequent or brief in duration so long as it does not interfere with district business, and is not otherwise prohibited by district policy or procedures.

**Regulation Approved:** January ....., 2004

**Policy Handbook – Wayne Central School District – Ontario Center, New York 14520**

### ***Use of District Software***

Software is licensed to the school district by a large number of vendors and may have specific license restrictions regarding copying or using a particular program. Only district-owned licensed software may be installed on any district computer. The unauthorized use of and/or copying of software is illegal.

#### ***Prohibited Uses***

Computer equipment of the school district may not be used for the following purposes:

- ***Commercial Use:*** Use of school district computers for personal or private gain, personal business, or commercial advantage is prohibited.
- ***Political Use:*** Use of school district computers for political purposes in violation of federal, state, or local laws is prohibited. This includes using said computers to assist or to advocate, directly or indirectly, for or against, a ballot proposition and/or the election of any person to any office. The use of school district computer equipment for the expression of personal political opinions to elected officials is also prohibited. Only those staff authorized by the superintendent of schools may express the district's position on pending legislation or other policy matters.
- ***Illegal or Indecent Use:*** Use of school district computer equipment for illegal, harassing, vandalizing, inappropriate, or indecent purposes (including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material), or in support of such activities, is prohibited. Illegal activities are any violations of federal, state, or local laws (e.g. copyright infringement, publishing defamatory information, or committing fraud).
- ***Harassment:*** Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that
  - (4) have the purpose or effect of creating and intimidating, a hostile or offensive environment;
  - (5) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or
  - (6) interfere with school operations.

**Inappropriate use includes any violation of the purpose and goal of the network.** Indecent activities include violations of generally accepted social standards for use of publicly owned and operated equipment.

**Regulation Approved:** January ....., 2004

- *Vandalism*: Vandalism is any attempt to harm or destroy an operating system, application software, or data.
- *Non-District Student Use*: Only students enrolled in the district or any others expressly allow Use of school district computer equipment authorized by the school district to use said equipment.
- *Disruptive Use*: Use of school district computers shall not interfere with or disrupt other users, services, or equipment (e.g. distribution of unsolicited advertising (Spam), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (i.e. chain letters, network games, or broadcasting messages), and any unauthorized access to or destruction of school district computer equipment or other resources accessible through the district's computer network.

### **Privacy**

School district computer equipment includes, but is not limited to, personal computers, laptops, workstations, and related peripheral equipment and software, telephones, fax machines, and photocopiers.

Users have no right to, nor should they have any expectation of, privacy while using any computer equipment owned or leased by the school district.

To the extent that users wish that their private activities remained private, they should avoid using school district equipment for personal reasons.

By using school district equipment, users imply their consent to disclosing the contents of any files, documents or information maintained or passed-through said equipment. By using school district computer equipment, consent to monitoring and recording is implied, with or without cause, including, but not limited to, access to the Internet and using e-mail.

Policy of the Board of Education expressly prohibits the use of school district computer equipment for

- (3) personal reasons such as downloading, viewing, storage, copying, or transmission of sexually explicit or sexually-oriented materials;
- (4) for privately purchasing, selling, advertising, or exchanging any goods or services in commerce; for advocating personal political, philosophical, or religious points of view.

**Regulation Approved:** January ....., 2004

**PROCEDURES FOR ADMINISTRATIVE NETWORK FILE SEARCH**

Student folders are scanned as needed by the district technology coordinator. Folders may be scanned for the following reasons:

- 5) Low network drive space
- 6) Reduce backup time
- 7) Virus cleanup
- 8) User requests for assistance from tech support staff members to find certain files

File types searched for include but are not limited to \*.jpg; \*.gif; \*.bmp; \*.avi; \*.mpg. Those files are searched because they are usually quite large and take up a substantial amount of disk space.

Non school-owned software is found by searching for \*.exe. Sometimes other file extensions are searched when looking for something specific (*e.g.* a virus that will put \*.eml files in every network folder.) Every file does not get opened because of time constraints. Search procedures require looking at file size and file name. If the file is large, the file will be opened to see if it could be related to curriculum. If the file has a questionable name, the file will also be opened.

Students in grades 6-12 have their own personal student folder on the district's computer network. Each student has read/write/create permission to his or her own folder. Building principals and teachers in their respective buildings have read permissions into the individual student folders. Students cannot get into other student folders without knowing another student's password.

In the event of low disk space, large non-curriculum files are deleted immediately. Any file that is created as the result of a virus will also be deleted immediately. Other times, if disk space is not at a critically low level, the technology support staff will distribute a message by e-mail outlining required steps.

When a file is suspected of containing inappropriate material, a screen shot of the search window or a screen shot of the whole folder in question is captured to show where it was found and it is immediately reported to the building principal. Upon further instructions from the building principal, cleanup and scanning or removal of the computer(s) that the student uses on a regular basis will take place immediately.

If directed by administrative personnel, CD-ROMS will be burned or a tape backup created of offending items and will be given to them. Upon notice from administrative personnel, network login accounts will be disabled.

**Regulation Approved:** January ....., 2004



### ***Discipline***

The *Appropriate Use Procedures* are applicable to all users of school district computer equipment and refers to all information resources whether individually controlled, shared, stand alone, or networked. Disciplinary action, if any, for students, staff, and other users shall be consistent with the District's standard policies and practices.

Violations may constitute cause for revocation of access privileges, suspension of access to school district computers, other school disciplinary action, suspension, and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis according to the *Student Technology Code of Conduct* and Board of Education policies.

### ***Care for District Computers***

Users of school district computer equipment are expected to respect the school district property and to act in a responsible manner while using the equipment. Students are to follow any instructions by the school district regarding maintenance or care of the equipment. Students may be held responsible for any damage caused by their intentional or negligent acts in caring for school district computer equipment under their control.

The school district is responsible for any routine maintenance or standard repairs to school district computer equipment. Users are expected to notify a teacher or adult supervisor of any need for service when necessary.

Students are not to delete or add software to school district computer equipment. Due to differing licensing terms for different software programs, it is not valid to assume that permission to copy one program applies to other programs.

When district-owned equipment is checked out, the user assumes responsibility for damage or loss while equipment is in their care. Users should make every effort to safeguard equipment from damage or loss. Any loss or damage to district-owned equipment must be reported to the district business office by the building principal immediately.

**Regulation Approved:** January ....., 2004

## GUIDELINES FOR WISE USE OF THE INTERNET

### Using the Internet Access Wisely

- Be circumspect about where you go and what you do. Do not visit any site or download or share any material that might cause anyone to question your professionalism or that of the school district.
- Read the "License" or "Legal" contract terms on every site. Do not purport to bind the school district to any license or other contract. If you make an agreement on your own behalf, do not violate that agreement using the school district computer equipment or Internet account.
- Do not assume that just because something is on the Internet, you may copy it. As a general rule, assume that everything is copyrighted and do not copy it unless there is a notice on the site stating that you may do so. For example, if you see a clever cartoon, assume that you may **not** copy it. Governmental documents are an exception and you may copy them but you must confirm that it is the "government" and not a government-related entity such as the United States Postal Service.
- Be aware of the "do you want a cookie?" messages if you have configured your browser to receive such messages. If you answer yes, whatever activity in the site owner to help it will log which you are engaged or its advertisers develop a profile about you or the school district. It is possible that your browser is set to accept cookies without asking you each time. Contact the technology support staff for clarification.
- Make sure none of your activities violate any law or policy. You can create liability for yourself and the school district. For example, you may violate applicable laws or school district policy. if you
  - (5) "publish" by typing or re-sending words that defame or disparage another individual or institution,
  - (6) upload or download or re-send copyrighted or pornographic material,
  - (7) use the Internet to harass or discriminate against someone,
  - (8) provide private information or data about someone
- Do not engage in any "spamming" or other activities that could clog or congest Internet networks.

**Regulation Approved:** January ....., 2004

Parents and Students: Please fill out all three sections of this application form and return to school.

APPLICATION FOR COMPUTER USE

User's Name (please print: ) \_\_\_\_\_ Grade \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Parent/Guardian

Name(s): \_\_\_\_\_

Check one:

I am a WCS D student attending \_\_\_\_\_ (name of school).

I understand that my computer privileges will be revoked if I violate any of the regulations listed below. Should I commit any such violation, I also know that school disciplinary action and/or legal action may be taken.

I understand that my computer privileges may be revoked if I:

- 1) Vandalize the equipment or computer data in any way.
- 2) Alter computer desktops, files and/or network organization.
- 3) Create documents containing inappropriate language or obscene material.
- 4) Attempt to log on as someone other than self or "student."
- 5) Demonstrate any other inappropriate computer use as deemed by the supervising adult.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

INTERNET USE

As a parent or guardian of this student, I understand that Internet access is designated for educational purposes, but I realize that it is possible that a student will read, view, and hear material on the internet that may be inappropriate. There is a filtering program, which will block students from inappropriate sites. However, this is not a perfect system and the ultimate responsibility must fall on the user. (K-5 students only view bookmarked web sites which have already been previewed by school staff.)

As a student, I understand that my Internet privileges may be revoked if

1. I do not comply with the District Computer Network and Internet Acceptable Use Policy.
2. Access to inappropriate sites is not reported immediately.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

More information regarding the terms and conditions of using computers and the Internet at Wayne Central School District is in the "Computer Network and Internet Use" document in the Student Handbook and on the District web page.

**INTERNET PUBLICATIONS**

Circle one: I give / I do not give permission for my student's original work to be published on the Wayne Central School District web site.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

INSTRUCTION

**Internet Content Filtering & Security**  
*(The Children's Internet Protection Act)*

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**Computer and Internet Use Agreement For Students in Grades K to 5**

***Traveling on the Internet is a lot like going to a big city:***

- There are many wonderful and exciting places that I can visit, like museums, art galleries, zoos, and hospitals, but there are also place that I should not visit.
- **I will never give my name, address, or telephone number to anyone because people that I do not know use the names that I meet on the Internet.**
- The school has chosen web sites that are good for me to see. They are bookmarked so that I cannot go to any inappropriate sites.
- I will back out, and tell my teacher right away, if I come across anything that is inappropriate. I should not invite other students to come to see it, but back out and tell a teacher.

**The computer and the Internet are there to help me with my learning, just like the books, assemblies, and videos that the teachers share with me at school.**

- I will not copy things to include in my papers unless I give credit to the author and/or web site.
- I will share the computer with others and be willing to give up my seat if someone else needs a turn.

**It is up to the school to decide how the computer is set up and what software programs should be used to help me learn.**

- I will not install software that I bring in from home because this could break the law.
- I will not change the way the computer is set up to run.

**Email gives me a chance to communicate with many people, but there are rules I must follow:**

- I will always use proper and appropriate language.
- I will only identify myself by first name.
- I will never use a chat room or TALK session unless an adult is with me.

***Penalty for Misuse:***

I understand that if I break any of these rules, I may lose the privilege of using the computers and/or Internet.



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## INSTRUCTION

**Internet Content Filtering & Security**  
*(The Children's Internet Protection Act)*

### ***Technology Code of Conduct for Students – Grades 6-12***

The Wayne Central School District provides a wide range of computer resources to its students and staff for the purpose of advancing the educational mission of the district. As a user of district computers, students in grades 6 to 12 are expected to review and understand the Acceptable Use Procedures distributed to them.

In addition, students must:

1. Adhere to school guidelines on displaying their Internet approval stickers/cards, notifying staff before using the Internet, and/or signing in prior to using the Internet
2. Protect their logon information from others
3. Not use passwords of other users
4. Exercise good judgment
5. Respect school district property and be responsible in the use of computer equipment
6. Not destroy, modify or abuse the hardware or software in any way
7. Not delete or add software to district computers without permission
8. Not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes
9. Not use the Internet to access or process pornographic or otherwise inappropriate material
10. Be ethical and courteous
11. Not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors

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12. Not use school district computers to interfere with or disrupt other users, services or equipment, including distribution of unsolicited advertising (Spam), propagation of viruses and distribution of large quantities of information such as chain letters, network games or broadcasting messages
13. Respect copyrights and not assume that because something is on the Internet that they can copy it.
14. Not use school district computers for commercial or political activity.
15. Not use any software or hacking tricks to circumvent the district's Internet filtering program.
16. Not waste computer network resources or time by playing games.

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BYLAWS

**BROADCAST & RECORDING OF BOARD OF EDUCATION & COMMITTEE MEETINGS**

In recognition of its responsibility to conduct its meetings and the business of the school district in public and to bring issues to the attention of the community, the Board of Education realizes that such public sessions may be broadcasted, televised or videotaped.

To prevent interruptions or delay in proceedings at such meetings, the Board of Education establishes the following guidelines for broadcasting or recording of school board meetings or school board committee meetings:

- (1) The school board president or committee chairperson shall be informed of the intent to make a videotape recording by the person intending to make such recording (e.g. news media, public access cable station, private individual)
- (2) Recording and/or broadcasting personnel and devices must be unobtrusive in manner and must not interfere with or distract from the deliberative process of the Board of Education or its committees
- (3) If any member of the Board of Education or any other person in attendance at said meeting(s) requests that the tape-recording and/or other broadcasting or televising devices be interrupted or discontinued, it is the responsibility of the presiding officer of the meeting to render a decision on said request without conflicting with the Open Meetings Law

Videotaping or recording of any kind of any school board meeting or school board committee meetings are not the official record of that school board meeting or school board committee meeting.

**Adopted: January....., 2004**