

# WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA



DATE: January 21, 2004  
TIME: 7:00 p.m.  
PLACE: District Office Board Room

- 7:00 Call to Order /Pledge of Allegiance  
7:00 High School Building Tour  
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. Educational Priorities & Budget Discussion – L. Spring/M. Havens  
2. [Building](#) Project Update – G. Atseff Att. 2  
3. Graduation Requirement – M. Havens  
4. Accountability Status Report – L. Spring  
5. Student Questions  
8:45 Items for Board Action:  
1. [Personnel](#) Action Att. 3  
2. [Consensus](#) Agenda: Att. 4  
1. Appoint Fire Inspector  
2. Approve Budget Transfers  
8:50 Policy – [SECOND](#) Reading Att. 5  
8:40 Public Comment/Board Comments  
Adjournment

Next Meeting: February 11, 2004 7:30 p.m. District Office Board Room

### ***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**

**UNOFFICIAL UNTIL APPROVED**

**DATE:** Wednesday, January 14, 2004  
**TYPE:** Regular Business Meeting

**TIME:** 7:00 p.m.  
**PLACE:** Ontario Elementary School

**PRESENT:** Trustees Brunner, Diller, Griswold, Johnson, Lyke, Robusto, Triou; District Clerk Switzer; Administrators Havens, Morrin, Shaffer, La Ruche, Siracuse, Saxby, Woodard, Atseff, Callahan, Davis

**ABSENT:** Trustees Ratcliffe & Wyse

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

**I. CALL TO ORDER:** 7:00 p.m. by Richard A. Johnson, School Board President

**Prior to start of the business meeting, trustees and school personnel conducted a tour of the building to fulfill the requirements of §1705 of the Education Law for annual building visits. Student members of the service club at Ontario Elementary School served as hosts and hostesses to welcome trustees at varied locations in the building and share highlights of their school.**

**II. EXECUTIVE SESSION** (Personnel )

Mr. Triou offered a **MOTION** to adjourn the meeting, at 7:01 p.m., for an executive session on personnel matters pertaining to specific persons. 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Wyse), Carried.

**III. RECONVENE:** 7:35 p.m.

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF AGENDA & MINUTES** (December 10, 2003)

Mr. Johnson noted that the state accountability report is postponed to the next meeting and no students are present for student comment this evening. Mrs. Brunner offered a **MOTION** to approve the agenda, as revised, and the minutes of the meeting of December 10, 2003, as presented. 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Wyse), Carried.

**A. VI. PUBLIC COMMENT** - None

**VII. BOARD MEMBER COMMENTS**

A. Mrs. Lyke reported that the **legislative committee of the Four Co. School Boards Association** will meet on Wednesday, January 21<sup>st</sup> in Flint to finalize state and federal legislative position papers and invited input from trustees.

- B. Mr. Robusto noted that he was one of several trustees who attended the induction ceremony for the ***National Junior Honor Society at the middle school*** last week. He noted that many proud parents and students were present for the event and he commended staff members who planned and presented the event.

#### VIII. BOARD PRESIDENT'S COMMENTS

- A. Mr. Johnson ***welcomed trustees and school officials*** to the first meeting since the holidays and apologized for his absence from the prior meeting.
- B. Mr. Johnson ***extended thanks to Mr. Siracuse***, principal, and the ***advisor and student members of the service club at Ontario Elementary School*** for their entertaining and enlightening tours prior to the business meeting this evening,

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

#### X. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

Mr. Havens stated that Mr. Spring is making a presentation to a parent group this evening and will present the report on the state accountability system, originally scheduled for the January 7<sup>th</sup> meeting, which was cancelled due to poor weather, at the next Board of Education meeting.

#### PROGRESS REPORT ON TEACHER RESOURCE CENTER

Mr. Havens introduced Mrs. Donna Stalker, former fifth grade teacher at Ontario Elementary School, who is the director of the district's new teacher resource center, to provide a progress report for the Board of Education.

Mrs. Stalker reviewed a PowerPoint presentation on the status of the teacher center that started when the district was awarded grant funds in the fall of 2003. The purpose of the center is to provide ongoing professional development experiences that support educational growth for teachers, models for staff and students to become life-long learners and promote the growth of a community of learners.

She noted that the teacher resource center program was started by the NYS Legislature twenty (20) years ago and has grown from forty-four (44) to 127 centers (ours) throughout the state serving teachers who work with appx. 2.5 million students. The teacher center is governed by a local policy board including teachers, who fill a majority of the seats, and administrative and community representatives. Directors of teacher centers at schools throughout the region meet on a monthly basis to exchange ideas and each new center, such as ours, is assigned a mentor from another teacher center for the first few years.

Since starting in her new role, Mrs. Stalker has met with teachers at the grade and departmental levels and with building planning teams for school improvement to review the role of the teacher center and has surveyed staff members to identify priority issues to assist them reach the district's commencement outcomes.

Mrs. Stalker added that she is also compiling data to help increase student academic achievement, purchasing materials for a professional resource library and

working with teachers in their classrooms on modeling and sharing varied teaching and learning strategies. Students in the art and occupational education departments at the high school are helping to develop a brochure about the teacher center

Mr. Triou asked how the teacher surveys were conducted. Mrs. Stalker noted that the Wayne Teachers' Association helped conduct the survey and that input was sought from the district's professional development team.

Mrs. Lyke asked if the teacher resource center might incorporate the district's mentoring program for new teachers in the future, noting advantages for both the teacher center and the mentoring program. Mrs. Stalker stated that some districts include the mentoring program in their teacher resource center.. Mr. Havens stated that such an approach has varied benefits.

Mrs. Lyke noted that such an approach would illustrate that the mentoring program was not exclusively managed by the school district.

Mr. Havens thanked Mrs. Stalker for her presentation and report.

#### **B. TIMELINE - FULL-DAY KINDERGARTEN & REVISED ATTENDANCE AREA BOUNDARIES**

Mr. Havens distributed the timeline of events to orient and inform parents and students about the shift to a full-day kindergarten program in September of 2004 for information of Board of Education members. (copy filed in clerk's agenda file, this meeting)

He reviewed the varied items, starting this month, with two public informational meetings with parents and items in the district newsletter and continuing with details on designation of classrooms, staffing matters, purchase of necessary supplies. Equipment & classroom furniture and determination of varied transportation matters through mid-summer. Dates were also noted for parents to decide on schools of attendance for older children from the area shifted from Freewill Elementary School to Ontario Primary School as part of changes in attendance area boundaries.

Mrs. Lyke asked if there is any concern about availability of additional teachers based on the changes in state certification of kindergarten teachers to the early childhood education certification area. Mr. Callahan, director of human resources, reviewed the certification changes and stated that he does not anticipate any recruiting problems.

Mr. Triou asked when the traditional spring registration and screening for eligible kindergarten children and their parents is scheduled this year. Building principals noted dates planned during the last two weeks in April with possible additional dates later in the spring for students who receive services from the Committee on Pre-School Special Education.

#### **C. DESIGNATION OF TRUSTEE MEMBERS FOR REVIEW OF LONG-TERM PLANS (CDEP)**

Mr. Havens noted that it is time for the five-year review of Comprehensive District Educational Plan (CDEP) to develop district goals and that two (2) members from the Board of Education are needed to join teachers, parents and administrators. Meetings will occur between January and June of 2004.

Mrs. Lyke and Mr. Robusto volunteered to serve as trustee members of the Comprehensive District Educational Plan update committee.

#### **D. FINANCIAL UPDATE**

Mr. Havens introduced Mr. Atseff, assistant superintendent for business, to present monthly financial reports as of December 31, 2003 for review and consideration by the Board of Education. (copies filed in clerk's agenda file, this meeting)

- (1) *Revenue Status Report:* 57% of budgeted revenues for the 2003-2004 budget year have arrived and revenue appropriations are on schedule.
- (2) *Expense Report – General Fund:* 36% of the general fund allocations for the 2003-2004 school year were spent to date and expense appropriations and unexpended balance are on schedule.
- (3) *School Lunch Fund:* A physical inventory is planned during February and a report to the Board of Education will follow. The new computerized meal purchase program is working well and many parents and staff members have chosen to place funds on deposit for meal purchases by themselves or by students, respectively.

#### **XI. 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***

##### ***TENURE RECOMMENDATIONS***

**RESOLUTION TO GRANT TENURE TO JACQUELINE SENECAL  
IN THE AREA OF FOREIGN LANGUAGE - SPANISH  
EFFECTIVE JANUARY 1, 2004**

**RESOLVED**, that, upon the recommendation of the superintendent of schools, Jacqueline Senecal, who is certified in the area of foreign language – Spanish, is hereby appointed to tenure in the foreign language – Spanish tenure area effective January 1, 2004

**RESOLUTION TO GRANT TENURE TO JULIE WELLER  
IN THE AREA OF SPECIAL EDUCATION  
EFFECTIVE JANUARY 1, 2004**

**RESOLVED**, that, upon the recommendation of the superintendent of schools, Julie Weller, who is certified in the area of Special Education, is hereby appointed to tenure in the special education tenure area effective January 1, 2004.

**RESOLUTION TO GRANT TENURE TO FRANK GOUGH  
IN THE AREA OF SCIENCE  
EFFECTIVE JANUARY 10, 2004**

**RESOLVED**, that, upon the recommendation of the superintendent of schools, Frank Gough, who is certified in the area of Science, is hereby appointed to tenure in the Science tenure area effective January 10, 2004.

##### **RESIGNATION:**

**Michele Timothy**, social studies teacher, assigned to the high school, effective January 2, 2004 *(personal reasons)*

**APPOINTMENTS:**

**Krista Jablonsky**, school counselor, assigned to the middle school, a six month temporary appointment anticipated for January 15 through June 30, 2004 at \$34,750, pro-rated *(temporary replacement for Laurie Rogers while on child rearing leave)*.

**Cheryl Raleigh**, social studies teacher, assigned to the high school, a six-month temporary appointment effective January 5 through June 30, 2004 at \$33,500 pro-rated *(temporary replacement for Michele Timothy, resigned)*.

**FOR INFORMATION**

**Tracy Collier** is temporarily re-assigned as a 1.0 FTE physical education teacher at Freewill Elementary School effective January 5 through approximately March, 2004 *(replacement for Mary Joyce Hoffman during absence for surgery)*

**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 through June 30, 2004 *(child rearing)*

**SUPPORTIVE STAFF:**

**APPOINTMENTS:**

**Gail Fritz**, 1:1 teacher aide (.60 FTE) assigned to the middle school, a six-month temporary civil service appointment effective December 16, 2003 through June 30, 2004, at \$7.65 per hour *(position required to support new student)*

**Kim Hynes**, 1:1 teacher aide (1.0 FTE) assigned to the middle school, a six-month temporary civil service appointment effective December 16, 2003 through June 30, 2004, at \$7.65 per hour *(position required to support new student)*

**Lauretta Rounds**, clerk typist (.50 FTE), assigned to the facilities office, district-wide, a permanent civil service appointment effective February 4, 2004 @ current salary *(having served a successful probationary period)*

Mrs. Brunner offered a **MOTION**, seconded by Mr. Griswold, to approve/adopt the personnel changes as recommended by the superintendent of schools. 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Wyse), Carried.

**B. CSE & CPSE PLACEMENT RECOMMENDATIONS**

Mr. Havens presented the pupil placement recommendations of the Committees on Special Education and Pre-School Special Education for review and consideration by the Board of Education.

Mrs. Brunner offered a **MOTION**, seconded by Mrs. Lyke, to adopt the following **RESOLUTIONS** for pupil placements by the CSE/CPSE, **TO WIT:**

(1) to approve the recommendation for CSE pupil placements,

**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.

(2) to approve the recommendation for CPSE pupil placements:

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

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

On the question, the **RESOLUTIONS** were adopted by a vote of 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Wyse), Carried.

### C. CONSENSUS AGENDA

- (1) Reports of the School District Treasurer (11/30/03)
- (2) Adopt Resolution for Non-Public Health Services Contract • Webster CSD • 2003-2004

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

Mr. Robusto offered a **MOTION**, seconded by Mrs. Brunner, to adopt/approve 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 November 30, 2003 (copies attached to these minutes in the minute book)
- (2) Adopt a **RESOLUTION** for a health services contract for non-public school students with the Webster CSD, **TO WIT:**

**RESOLUTION FOR HEALTH SERVICES CONTRACT  
WITH WEBSTER CENTRAL SCHOOL DISTRICT  
(Non-Public School Pupils, 2003-2004)**

**RESOLVED**, that the Board of Education of Wayne Central School District hereby approves a contract with the Board of Education of Webster Central School District for health service charges, pursuant to §912 of the State Education Law, for pupils at non-public schools in the 2003-2004 school year, and authorize the President and Clerk of the Board of Education to execute said contract, pending approval of same by the Superintendent of Schools (copy of contract filed in clerk's files)

On the question, the consensus agenda was approved/adopted by a vote of 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Wyse), Carried.

## XII. POLICY ITEMS

### *First Reading*

Policy 8271	Internet Content Filters & Security/Computer & Network Use
Regulation 8271.1	Computer Network & Internet Acceptable Use Procedures for Staff Members
Regulation 8271.2	Computer Network & Internet Acceptable Use Procedures for Students
Exhibit 8271	Application for Computer Use
Regulation 8272.1	Computer & Internet Use Agreement for Students in Grades K-5
Regulation 8272.2	Technology Code of Conduct for Students in Grades 6-12

### *Second Reading*

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

Mr. Triou, chairperson of the policy committee, presented the above noted policies, regulations and exhibits for review and consideration as first and second reading, respectively, by the Board of Education.

He noted the technology committee developed the policies, regulations and exhibits presented for first reading this evening. Mrs. Brunner noted a typographical error on page three of 8271.1R

Mr. Triou offered a **MOTION** to approve first reading of the above noted policies, regulations and exhibit. 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Wyse), Carried.

Mr. Triou presented *Policy 1550 - Broadcast & Recording of the Board of Education and Committee Meetings* for second and final reading. He presented an additional wording change in the title of the proposed policy from "Broadcast & Recording" to "Videotaping & Broadcasting" to facilitate key-word searches on the CD-ROM version of the policy handbook.

Mr. Triou offered a **MOTION** to approve second and final reading of *Policy 1550 – Videotaping and Broadcasting of Board of Education and Committee Meetings* as presented by the policy committee and reflecting the wording change in the title as presented this evening.

Mrs. Brunner asked if activities such as the win-win approach to negotiations were covered by the proposed policy. Mr. Havens stated that the win-win process is related to collective bargaining and would fall within allowable reasons to conduct executive sessions.

On question, the vote was 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Wyse), Carried.

Mr. Triou noted that the next policy committee meeting is scheduled for Thursday, January 22, 2004 at 4:00 p.m. at the district office.

## XIII. ADJOURNMENT

Mr. Triou offered a **MOTION** to adjourn the meeting at 8:17 p.m. 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Wyse), 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 21, 2004**

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School District Clerk

JES/jes:wp

Att. 2

To: Michael Havens, Superintendent of Schools  
From: Gregory Atseff, Assistant Superintendent for Business  
Date: December 22, 2003  
Re: Building Project Update - Asbestos Recommendation

The following is a listing of areas where additional asbestos was discovered in district facilities. These are new areas that were not originally identified on the contract drawings. A complete walk through of district facilities has been conducted, as per your directive. During the walk through, if an area had carpet, some of the carpet was pulled up to see what type of flooring or surface was underneath. All new found areas had samples taken and sent out to a lab to have testing done for confirmation. The following areas are being recommended to be included as part of the project:

#### High School

1. Room 1C & 3C (mastic under wood floor)

#### Ontario Elementary

1. Room 129
2. Cafeteria Store Room
3. Rest rooms & closets in Rooms 113, 114, 115, 128

#### Ontario Primary

1. Two PE equipment rooms
2. Stage storage room
3. Rest room entrance across from faculty room

#### Freewill Elementary

1. Main Office Complex
2. Area under handicap ramp
3. Coaches offices - Room 67 & 68
4. Cook Manager's Office
5. Custodian's Office
6. Library Storage - Room 57
7. Exhaust pipe on generator in boiler room (insulation material)

In the areas listed above, abatement was already scheduled. To include these additional areas should not have a major impact on the project budget. The exception to this is the main office complex in Freewill. To include this area will add cost to the Freewill portion of the project budget. However, these additional costs will be offset by cost savings, determined as part of this walk through. The cafeteria in the high school, as well as C wing and E wing, were all originally slated for abatement as part of this project. Samples were taken, with the tests revealing that these area's do not contain asbestos, so consequently no abatement is required. The square footage of these area's will more than offset the areas being added. At this time we are conservatively projecting these recommendations to be cost neutral, and ask for your support to proceed and incorporate these changes in the final contract documents prior to bidding.

The areas listed below were also found to contain asbestos. These areas are all non-student occupied spaces. At this time, it is my recommendation that these areas be dealt with at a later date. It will be much more cost effective to deal with these areas when there is some renovation taking place in these areas:

#### High School

1. District office (includes board room)

#### Middle School

1. Lower level by elevator and in part of old district office area

#### Bus Garage

1. Parts room

#### Maintenance Building

1. Rest room
2. Office area

Please let me know if you have any questions, or require any further information.

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 21, 2004

The following is submitted for your review and approval.

**INSTRUCTIONAL STAFF**

- ❖ **Tenure Recommendation:** None
- ❖ **Resignations:** None
- ❖ **Leave of Absence:** None
- ❖ **Appointments:** None
- ❖ **Informational Items:** None

**ADDENDUM TO ANNUAL APPOINTMENT OF SUBSTITUTE TEACHERS FOR 2003-04**

❖ **Appointments:**

Last Name	First Name
Bullock	Benjamin
DeGraff	Sue
Fino-Radin	Elizabeth
Gerritz	Deborah
Guidice	Heather
Housler-Rojas	Lisa
King	Jeremiah
Lubberts	Cori
Overacker	Elizabeth
Parsons	Jeremy
Stoker	Kenneth
Weller	Jennifer

## SUPPORT STAFF

❖ **Resignations:** None

❖ **Appointments:**

Barrie Krochmalech, Teacher Aide (1.0 FTE) assigned to the Thomas C. Armstrong Middle School, a six month provisional Civil Service appointment effective November 17, 2003 through May 16, 2004 at \$9.45/hr. *Replacement for Jane Miller (resignation).*

Victoria Schrader, 1:1 Teacher Aide (1.0 FTE) assigned to the Thomas C. Armstrong Middle School, a six month temporary Civil Service appointment effective December 15, 2003 through June 30, 2004, at \$7.65/hr. *Position required to support new student.*

B.

### C. ADDENDUM TO ANNUAL APPOINTMENT OF SUBSTITUTE SUPPORT STAFF FOR 2003-04

❖ Appointments:

David DePalma – Substitute School Bus Driver, effective January 8, 2004 at \$10.50/hr.

Dale Cline – Substitute School Bus Driver, effective January 8, 2004 at \$10.50/hr.

David Cooper - Substitute School Bus Driver, effective January 8, 2004 at \$10.50/hr.

WAYNE CENTRAL SCHOOL DISTRICT  
Ontario Center, New York

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TO: Board of Education  
FROM: Michael Havens  
RE: Consensus Agenda  
DATE: January 21, 2004

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

1. Appoint Annual [Fire](#) Inspector
2. Approve [Budget](#) Transfer

Consensus Agenda #1

TO: Michael Havens  
Superintendent of Schools  
FROM: Gregory J. Atseff  
Assistant Superintendent for Business  
DATE: January 21, 2004  
RE: Annual Fire Safety Report

The Wayne Central School District is required to conduct an annual fire safety inspection of all buildings owned, used, or leased by the district. The school district must file a Fire Safety Report with the New York State Department of Education. The fire inspection must be conducted between the dates of January 15 and February 29. The Fire Safety Report must be received by SED on or before March 1. A Certificate of Occupancy will be issued within thirty days of the end of the district's inspection period if the report was not filed late and if a plan for correcting violations, if any, has been filed.

Recommend that the board of education at the regular meeting to be held on January 21, 2004, approve the following:

1. Appointment of Fire Inspector

Recommend that Mr. Bruce Glaser, BOCES Health & Safety Specialist, be appointed as the Fire Inspector for the Wayne Central School District. Mr. Glaser is a certified fire inspector. The cost of the service is covered under our agreement with Wayne-Finger Lakes BOCES.

The schedule for inspections is as follows:

January 22, 2004	
Maintenance Building	8:00 - 8:10 a.m.
Middle School	8:15 - 8:35 a.m.
Bus Garage	8:40 - 8:50 a.m.
Ontario Primary	9:00 - 9:20 a.m.
Ontario Elementary	9:25 - 9:45 a.m.
JAB High School	9:50 - 10:15 a.m.
Press Box	
Concession Stand	
Freewill Elementary	10:25 - 11:00 a.m.

Recommend that the board of education appoint Mr. Donald Davis, Director of Facilities, as the building designee. He will accompany the fire inspector during the inspection of school facilities and will be involved in the development of any district plans necessary to correct violations.

- c: Ms. Lory Morrin, Wayne High School Principal
- Mr. Robert Armocida, Wayne Middle School Principal
- Mr. Robert LaRouche, Ontario Primary Principal

**Commented [WCSD1]:** Page: 15  
Be sure to change the month. It is usually the 1<sup>st</sup> day of the next month.

**Commented [WCSD2]:** Page: 15  
2. Establishment of Meeting Date  
Section 807-a of the Education Law requires that a meeting be held among the board of education, the fire inspector, and the local fire chief when any violations are noted during the annual fire safety inspection. During the meeting between the board of education and the fire officials, Part 155.4 of the Regulations of the Commissioner of Education requires that a plan for correcting all violations must be approved. A plan must be approved for each facility. Plans are not required in those instances where violations are corrected either before the meeting or prior to submission of the reports to the State Education Department. The fact that the violation has been corrected does not relieve the board of education from its obligation to convene the meeting.

Recommend that the board of education include as an agenda item for their regular meeting to be held on January 21, 2004, a discussion with fire officials for the purpose of developing plans to correct violations as noted during the fire safety inspection. If the fire safety inspection results do not reveal violations, this discussion can be cancelled.

The school district must file a Fire Safety Report for each building it owns, uses, or leases. Each report requires three (3) signatures to serve as certification that the fire safety inspection was conducted, that the information reported is an accurate description of the building and the conditions observed, that public notice of report availability has been published, and that any non-conformances noted as corrected were corrected as of the date indicated. The three required signatures are those of the fire inspector, a building designee, and the school superintendent.

Mr. Joe Siracuse, Ontario Elementary Principal  
Ms. Kim Saxby, Freewill Elementary Principal  
Mr. Donald Davis, Director of Facilities  
Mr. Fred Prince, Transportation Manager

**Consensus Agenda #2**

**TO:** Michael Havens  
Superintendent of Schools  
**FROM:** Gregory J. Atseff  
Assistant Superintendent for Business  
**DATE:** January 21, 2004  
**RE:** Budget Transfers

In accordance with Policy #5330, please present the attached list of budget transfers to the Board of Education for their approval at their meeting on January 21, 2004.

GJA/db

Attachment





**P  
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**POLICIES PRESENTED FOR FIRST READING:**

None

**POLICIES PRESENTED FOR SECOND READING:**

- [8271](#) Internet Content Filters & Security
- [8271.1 R](#) Computer Network & Internet Acceptable Use Procedures for Staff Members
- [8271.2R](#) Guidelines for Wise Use of the Internet
- [8271E](#) 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

January 21, 2004  
/les

**Presented by Policy Committee, New Numbering & Title**                      **8271 (New Number)**  
**No Change in Text, Subhead Added**    **4514 (Old Number)**  
**Presented for Second Reading by Board of Education, January 21, 2004**

**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 Revised:** January ..., 2004

**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 Computer Network and Internet Acceptable Use Procedures for Staff Members*

.....  
*Signature of Staff Member*

.....  
*Date*

**Policy Handbook • Wayne Central School District**

## **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.

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### ***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).

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- *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.

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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

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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.

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**Developed by Staff Committee; Presented by Policy Committee**  
Entire Document Is New (Regulation)  
Presented for Second Reading by Board of Education, January 21, 2004

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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.

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*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.

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## 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.

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## **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.

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### ***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.

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- *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.

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***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

**EXHIBIT**

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

**APPLICATION FOR COMPUTER USE PRIVILEGES**

User's Name (Please Print): .....Grade .....

Home Address:.....  
.....

Home Phone:.....Parent/Guardian Name(s):.....

**I am a student attending Wayne Central School District and enrolled in....**  
.....  
**(name of the school that you attend)**

*As a student, 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 myself or "student."
- 5) Demonstrate any other inappropriate computer use as deemed by the supervising adult

*Should I commit any such violation,  
I also know that school disciplinary action and/or legal action may be taken.*

User's Signature:.....Date:.....  
.....

Parent/Guardian's Signature:.....  
Date:.....

**STUDENT ACCESS TO AND USE OF THE INTERNET**

**As a parent or guardian of this student, I understand that Internet access is designated for educational purposes. I also realize that it is possible that a student will read, view and hear material on the Internet that may be inappropriate and that the school district applies a filtering program to block access to inappropriate sites by students. I further realize that this is not a perfect system and the ultimate responsibility must fall on the user. (NOTE: Students in Grades K - 5 may only view bookmarked web sites which are previewed by school staff members.)**

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

- 1) do not comply with the *Computer Network and Internet Acceptable Use Procedures for Students*

2) do not immediately report access to inappropriate sites

User's Signature:.....

Date:.....

Parent/Guardian's

Signature:..... Date:.....

More information regarding the terms and conditions of using computer equipment and the Internet at Wayne Central School District is available in the "Computer Network and Internet Use" document in the student handbook and on the web page maintained by the school district.

**PUBLICATION OF STUDENT WORK ON THE INTERNET**

Permission for my student's original work to be published on the web site maintained by the Wayne Central School District is (circle one) **Given** **Not Given**

Parent/ Guardian's Signature: ..... Date:

.....

Exhibit Approved: January ....., 2004

INSTRUCTION

**Internet Content Filtering & Security**

*(The Children's Internet Protection Act)*

**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.



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

## 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.

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

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