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Dear Parent or Guardian,

The Westhill Central School District offers your child limited access to the District's Computer System (also referred to as the "DCS"), which includes devices, internet access, software applications, databases, libraries, and computer services from all over the world through the local network and internet. With this educational opportunity also comes responsibility. While our District staff recognize the potential of such electronic services to support the curriculum and to promote student learning, it is important that there is an emphasis on proper and ethical use of these resources.

The Board of Education has adopted policies related to the proper use of the Westhill Central School District's Computer System. These policies outline appropriate student behavior with regard to computer usage and Internet access. In addition, the District maintains an expectation that students will be responsible for their behaviors and communications while using the DCS, in accordance with attached "Internet Use Guidelines". Students who *intentionally* misuse the DCS will be subject to limitations on their privileges of access to the DCS and may be suspended from school and/or subjected to other disciplinary consequences in accordance with the District's Code of Conduct and other applicable District policies and school rules established within each building.

The Westhill Central School District has taken great care in providing security and a filtering system to keep students from accessing inappropriate and undesirable websites. The District will take all reasonable steps to block access to such material, however, even with constant supervision in all computer areas, it is not possible to absolutely prevent such access.

Please review the attached Internet Use Guidelines with your child.

Sincerely,

Katie Harmon
Director of Educational Technology
Westhill Central School District

Westhill Central School District - Internet Use Guidelines

1. Users are expected to use the District technology resources in a legal, responsible, ethical, and polite manner.
2. Students are to use the District's Computer System ("DCS"), including but not limited to Internet access, for educational purposes only. Internet use is a privilege, not a right. Student misuse of the DCS, (including misuse of the Internet), is a form of misconduct that students should expect will result in limitations on their access to the DCS generally, and Internet in particular, as well as other disciplinary consequences. Users understand that failure to comply with this Code of Conduct could result in disciplinary action.
3. Users will keep their login information and passwords confidential. Users will not share their login information or passwords.
4. Users will not attempt to open files or follow links from unknown or untrusted persons.
5. Students are encouraged to evaluate the information obtained through the Internet with regard to accuracy and quality. Students are to document all Internet sources when used for research.
6. Students are to adhere to proper use of any copyrighted material in accordance with the guidelines for fair educational use. Do not cut, copy, or plagiarize internet content or work of others.
7. Users will not share or post videos, pictures, or copies of either student-generated or teacher work on social media, gaming networks, or elsewhere online.
8. During class time students must have permission from the classroom teacher in order to access the Internet.
9. Students are not to access sites that are clearly inappropriate or unlawful, or that are questionable in nature (e.g., that are pornographic, threatening, gratuitously violent, and/or obscene). While the District does provide filtering software, the District cannot guarantee that all potentially objectionable sites are restricted.
10. Students are to report accidental entry into an inappropriate site immediately to the teacher, librarian, or staff member on duty.
11. Students are not to access non-school/personal internet accounts from school for e-mail purposes or other purposes unless a teacher has set up an e-mail situation as part of the curriculum.
12. Students are not allowed to access chat rooms unless a teacher has set up a chat room situation as part of the curriculum in accordance with District policy.
13. Students are not to use the District's Computer System to share their own or others' confidential information, including name, address, telephone number, or any other personally identifiable information (PII).
14. Students are not to download software to any computer's hard drive.
15. Students are not to use their School email account to sign up for websites/online accounts unless directed by the teacher.
16. Students are responsible for the appropriate use of the DCS. Vandalism is a serious offense and includes damage to computer equipment, software, or files.
17. Students may not use the Internet or technical devices in school for any of the following activities:
 - Commercial activities, including solicitation
 - Revealing material protected by trade secret
 - Political or special interest lobbying
 - Playing games
 - Proselytization (converting others to your beliefs)
 - Cyberbullying (i.e., harassment or bullying that occurs through any form of electronic communication)

18. While participating in remote instruction via online classes users will:
 - not share links for technologies used by School, including links to online classes,
 - not record or take screenshots of any portions of online classes,
 - not share any portions of an online class,
 - interact appropriately with teachers and classmates during online classes,
 - not show anything inappropriate in view of the camera during online classes,
 - be dressed appropriately for all synchronous lessons, the Westhill Student Dress Code shall apply to all virtual learning environments,
 - work from a place conducive to learning (desk, table) and free from distractions including music, television, or other distracting elements in the background,
 - understand and agree that online classes may be recorded and shared to other students and parents of students attending that online class.
19. In addition to these specific Internet Use Guidelines, students and their parents are expected to familiarize themselves with Westhill District Policy #7315, pertaining to *Student Use of Computerized Information Resources (Acceptable Use Policy)*, and students are required to comply with all applicable provisions of this Policy. A copy of this Policy is enclosed for your review.
20. Users will follow all School security policies when using school technologies either outside or inside of the school buildings and will inform their building principal immediately if they have any safety or security concerns when using School technologies.
21. The School District and its officers, employees' agents and representatives disclaim responsibility and liability associated with inappropriate use of the DCS, copyright violations, or inaccuracy of information found on the District's Computer System.