



PORTSMOUTH SCHOOL DEPARTMENT

INFORMATION TECHNOLOGY

SUSAN M. BIRRELL, DIRECTOR
INFORMATION TECHNOLOGY

June 9, 2010

Dear Students and Parents/Guardians,

The Portsmouth School Department has greatly expanded its use of computers and the Internet over the past few years. This has allowed teachers to enhance and extend curricula in ways not even envisioned a few years ago. The technologies available today oftentimes allow teachers to present subject matter and challenge students in ways not possible with other media. Along with the advantages of using technology also comes the need to educate students about responsibility and safety when using computers and the Internet. Please know the entire administration and staff of the school department is committed to ensuring our students use computers and Internet access for only educationally sound and productive learning activities.

**"THE PURPOSE OF
THE PORTSMOUTH
SCHOOLS IS TO
EDUCATE ALL
STUDENTS BY
CHALLENGING
THEM TO BECOME
THINKING,
RESPONSIBLE,
CONTRIBUTING
CITIZENS WHO
CONTINUE TO
LEARN
THROUGHOUT
THEIR LIVES."**

In order to comply fully with the federal Children's Internet Protection Act, the school department uses various filtering and monitoring devices and techniques. However, no system is 100% foolproof and we cannot guarantee the appropriateness of all materials that can be accessed on the Internet. Students who do not adhere to the district's rules may locate inappropriate material. A copy of the School Board's Responsible Use Policy is attached for your review. Although teachers will review the information in this policy with students, we expect parents will spend a few minutes reviewing it with your son or daughter, as many of the rules apply to home computer usage as well.

Before we can allow a student to use a computer with Internet access we must have a signed Responsible Use Contract/Agreement on file. There are two different formats. One format is for students in grades K through 5 and is to be signed by just the parent or guardian. The second format is for students in grades 6-12 and must be signed by both the student and the parent/guardian unless the student is 18 or older. You should find the appropriate agreement attached to this letter. The reverse side of the contract has a separate form to indicate if the parent/guardian gives permission for the school department to use samples of the student's schoolwork and/or picture on our website.

In summary – there are two (2) forms for you to complete:

1. Responsible Use Contract/Agreement (appropriate format attached)
2. Permission To Publish Form (on reverse side of the contract/agreement)

Please return these to school as soon as possible, as we cannot allow a student to use a computer with Internet access until a signed form is on file. You should keep the 4 page policy for future reference. If you have any questions or comments, please contact your school's computer teacher, principal or the network administrator.

Best wishes for a productive school year!

Susan Birrell

Susan Birrell, Technology Director

AN EQUAL OPPORTUNITY EMPLOYER

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(JICL) Responsible Computer, Network and Internet Use

Overview

The Portsmouth School Department provides its students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access is the responsibility of students, teachers, staff and the public to exercise appropriate personal responsibility in their use of these resources. The School Department policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information & communication tools. The School Department also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The School Department maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

Digital Citizen

The Portsmouth School Department uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- Respects One's Self. Users will select online names that are appropriate and will consider the information and images that are posted online.
- Respects Others. Users will refrain from using technologies to bully, tease or harass other people.
- Protects One's Self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respects Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protects Intellectual Property. Users will request to use the software and media others produce.

Expectations

Responsible use of the School Department's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system in accordance with School Department policy. Users should not expect that files stored on servers or disks will be private. Users also should understand that school servers regularly record Internet activity in log files that are available to the public under RSA 91-A: Access to Public Records and Meetings.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

- Use of electronic devices should be consistent with the School Department's educational objectives, mission and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

- Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district-managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

Policy Violations

The school reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The School Department may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network. Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act,

Approved by the Portsmouth School Board August 24, 2010

Legal References:

Pub. L. No. 106-554, Children's Internet Protection Act (www.ifea.net/cipa.html)

PORTSMOUTH, NH SCHOOL DEPARTMENT

Grade K-5 Student Responsible Use Agreement

Dear Parent and/or Guardian,

As part of the school department's continuing effort to provide all students with high quality, up-to-date educational resources, we now have Internet access on many of the computers in all Portsmouth Schools, including our elementary schools.

Please know the entire administration and staff of the school department is committed to ensuring our students use computers and Internet access for only educationally sound and productive learning activities. During school activities teachers and other staff will guide students toward appropriate materials. Furthermore, it is the policy of the Portsmouth School Department that students will be actively monitored by an adult staff member or volunteer whenever they use a school computer with Internet access.

The School Board has adopted an updated Responsible Use Policy to comply fully with the federal Children's Internet Protection Act. A copy of that policy is included with this agreement.

Your son/daughter's teacher or your school's computer teacher will review the information in the Responsible Use Policy in age-appropriate language before allowing him/her to use the Internet on a school computer. We also request that you review the policy with your child to reinforce the importance of Internet safety for all children. **One rule that we consistently emphasize is that students should never give out personal information (home address, phone #, etc.) about themselves or others when using the Internet.** Please reinforce this rule with your son/daughter.

Please complete the blanks below to indicate you grant permission for your son/daughter to use the Internet on school computers and that you have reviewed the Responsible Use Policy with your child. Please return this form to school as soon as possible so there will be no delays in your child's computer use.

Thank you for your help and cooperation.

Print: _____
(Print Student's Name)

Signed: _____
(Parent/Guardian Signature)

Date: _____

School: Dondero, Little Harbour, New Franklin
(Circle One)

Grade: _____
(during 2010-2011)

NOTE: This agreement will be in effect for as long as the student attends the school indicated above, and may be revoked at any time by the parent/guardian by contacting the school principal or the Computer Department at 436-7100, extension 2903.

Please also see the PERMISSION TO PUBLISH FORM on the reverse side of this page.

PORTSMOUTH, NH SCHOOL DEPARTMENT

PERMISSION TO PUBLISH A PICTURE OF A STUDENT OR SAMPLE OF STUDENTS' SCHOOL WORK

Dear Parent or Guardian,

As you may be aware, the Portsmouth School Department hosts a Webpage at:

www.cityofportsmouth.com/school/

Occasionally we wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student or group of students or a sample of a student's work.

If a student's picture or work is used:

- He/she is only identified by first name
• Personal information such as phone number, address, etc. will not be published
• Documents will not include information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in an activity

Before posting pictures of students or samples of student work we require that the parent(s)/guardian(s) sign the permission form below.

CONSENT AND RELEASE

I grant the Portsmouth School Department permission to post pictures of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on the school department's website. I understand these pictures may distinctly identify him or her. I further release the City of Portsmouth, and the Portsmouth School Department and its employees, officials and agents from liability of any claims, including without limitation, claims for libel, defamation, invasion of privacy and right of publicity, and infringement of proprietary rights, arising out of or relating to the exercise of rights granted under this CONSENT AND RELEASE.

Please check the below blanks to indicate which permission(s) you grant and then sign and date as indicated.

_____ The Portsmouth School Department has permission to post samples of my son/daughter's schoolwork on its website.

_____ The Portsmouth School Department has permission to post a picture of my son/daughter on its website.

Print Name of Student and Year of Graduation Print Name of Parent (s) or Guardian(s)

Signature of Parent(s) or Guardian(s)

Date

School attending during 2010-2011

NOTE: This agreement will be in effect for as long as the student attends the school indicated above, and may be revoked at any time by the parent/guardian by contacting the school principal or the Computer Department at 436-7100 EXT. 2903.