

ACCESS TO ELECTRONIC TELECOMMUNICATIONS

- I. Access to electronic telecommunication is available to students and staff at the Otsego Northern Catskill Board of Cooperative Educational Services (BOCES). Access is through a variety of providers and includes E-Mail, telephone, FAX, television, radio, Distance Learning, Internet and other on-line computer services, as well as electronic interlibrary loan. The goal is providing these services to students and staff is to promote educational excellence by facilitating resource sharing, innovation and communication.
- II. Electronic telecommunications is a general term referring to many systems of communications that are handled through electric devices. The Internet, for example, is an "electronic highway" providing communications with millions of people all over the planet. Distance Learning, as currently configured, provides audio and video interactivity for students in up to four locations.
- III. In the past, access to instructional materials was limited because instructors and supervisors could subject materials to reasonable selection criteria. Through electronic telecommunications, material becomes available that may not be of an educational value in the context of the school setting. Available precautions are taken by the Otsego Northern Catskill BOCES to restrict access to controversial materials, as defined in regulation 4526-R. In addition, the appropriate utilization of electronic telecommunications relies on the proper conduit of the student and staff in adhering to guidelines. The guidelines are provided so that student and staff are aware of their responsibilities in appropriately utilizing electronic telecommunications.
- IV. The use of electronic telecommunications is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines, the staff may request the District Superintendent to deny or revoke the privilege of an individual to utilize specific modes of electronic telecommunications at the Otsego Northern Catskill BOCES.
- V. Communication on electronic telecommunication is subject to a need for responsible behavior and is governed, in addition to this policy, by the district's Student Discipline Policy, Code of Ethics, and Copyright Law.
- VI. The Otsego Northern Catskill BOCES will enter into agreements with regional networks and providers of connections to electronic telecommunications, and adhere to government regulations on the use of electronic telecommunications. Students and staff are expected to adhere to the stipulations of these agreements and regulations.
- VII. The Board authorizes the District Superintendent to prepare appropriate Procedures with guidelines for implementing this policy.

ACCESS TO ELECTRONIC TELECOMMUNICATIONS REGULATIONS

- I. The purpose of Acceptable Use Procedures for electronic telecommunications is to provide guidelines to students and staff of the Otsego Northern Catskill BOCES.
- II. The purpose for providing access to electronic telecommunications is to support research and education in and among academic institutions, business, government, other organizations, and individuals by providing access to unique resources and opportunity for collaborative work.
- III. The Otsego Northern Catskill BOCES makes no warranties of any kind, whether expressed or implied, for the service it is providing in making electronic telecommunications available to students and staff. The Otsego Northern Catskill BOCES will not be responsible for any damages suffered by individuals. This includes loss of data resulting from delays, non-delivery, mis-delivery, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via electronic telecommunications is at the risk of the user. The Otsego Northern Catskill BOCES specifically denies any responsibility for the accuracy or quality of information obtained through its provision of electronic telecommunications.
- IV. The following guidelines will govern the privilege to utilize electronic telecommunications. Any violation will jeopardize that individual's privilege and may result in other consequences.
 1. Vandalism is not permitted. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks that are connected via electronic telecommunications. This includes but is not limited to, the uploading or creation of computer viruses.
 2. Accounts for utilization of electronic telecommunications are established and paid for by ONC BOCES. Permission to utilize these accounts is given to specific individuals. Individuals may utilize only those accounts for which they have been authorized.
 3. Electronic telecommunications may not be used for any illegal activity, including violation of copyright or other contracts.
 4. Electronic telecommunications may not be used for financial or commercial gain.
 5. Electronic telecommunications will not be used to gain unauthorized access to resources or entities.
 6. Users of electronic telecommunications will abide by the generally accepted rules of etiquette:
 - A. Be polite and respectful of others
 - B. Use appropriate language and gestures
 - C. Respect the privacy and intellectual property of others.
 - D. Be responsible by identifying yourself in messages, transmissions, or broadcasts; do not reveal personal home address, telephone number, or any more.
 - E. Use electronic telecommunications with consideration and respect so others can use services.
 - F. Understand that electronic telecommunications are not guaranteed to be private. People who operate systems have access to messages and transmissions over certain media such as E- Mail, Internet, Distance Learning and electronic interlibrary loan.
 - G. Electronic telecommunications may be monitored and records may be maintained of communications
 7. Specifically forbidden is the transmission or receiving of communications, in any format, which are pornographic, profane, obscene, depicting explicit sexual scenes, violent or which contain other material or media with limited educational value according to local community standards.
 8. Users of certain types of electronic telecommunications such as the Internet and other online services will be required to sign a contract agreement and applications in order to establish authorization for use of that service.

**ACCESS TO ELECTRONIC TELECOMMUNICATIONS CONTRACT
AGREEMENT AND APPLICATION EXHIBIT**

After reading the Policy and Regulation for Access to Electronic Telecommunications, please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian is also required for students who are minors. Please return the contract agreement to the person who gave it to you.

Contract for Student and Staff

I have read the Policy and Regulation for Access to Electronic Telecommunications. I understand and will abide by the terms, conditions and guidelines. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should commit any violation, may access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action.

User Name _____
(Please print or type)

User Signature _____ Date _____

Agreement of Parent or Guardian

(If the applicant is under the Age of 18, a parent or guardian must also read and sign this Agreement)

As the parent or guardian of this student, I have read the terms, conditions and guidelines in the Policy and Regulation on Access to Electronic telecommunications. I understand that this is designed for educational purposes and the Otsego Northern Catskill BOCES has taken available precautions to eliminate controversial materials and I will not hold them responsible for material acquired on the network. Further, I accept full responsibility for supervision if and when my child's time is not in a school setting, I hereby give my permission to issue an account for my child and clarify that the information contained on this form is correct.

Name of Parent/Guardian: _____
(Please print or type)

Signature of Parent/Guardian: _____ Date _____

4526-E.2

APPLICATION FOR ACCESS TO ELECTRONIC TELECOMMUNATIONS

I wish to apply for an account to utilize:
 E-Mail
 Internet access to world wide web
 Electronic Interlibrary Loan
 Other Service: _____