

Intranet/Internet Acceptable Use

(continued)

Windham School District Intranet/Internet Acceptable Use Policy Form

Please Note: If the student is under the age of 18, both the parent or guardian and student must sign this form.

Student Authorization:

I certify that I have read and that I understand the Windham School District Intranet/Internet Acceptable Use Policy. I agree to abide by all the terms and conditions stated in this policy. I understand that if I violate any terms or conditions set in this policy, my Intranet/Internet access privilege may be revoked and that I will be subject to disciplinary action. I also understand that violation of this policy may subject me to criminal and/or civil liability. I agree to report any misuses of the District's computer network or Intranet/Internet services to the District's network administrator. I will use the District's computer network, Intranet/Internet services entirely at my own risk and I hereby release the District, and agree to indemnify the District and hold the District, and its agents, officers and employees harmless, from any claims arising from my use of the District's computer network and Intranet/Internet services.

Student Name: (please print) _____

Student Signature: _____
(Required for students in Grade 4 and higher)

Date: _____

Parent/Guardian Authorization:

As parent /guardian of the above named student, I have read and discussed the Windham School District Intranet /Internet Acceptable Use Policy with my child. I understand that this access is designed for educational purposes. I understand that some materials accessed on the Intranet/Internet may be illegal, defamatory, inaccurate, or potentially offensive, and although the Windham School District has taken precautions to filter these materials, such exposure may still occur. I understand that if my child should commit any violation, his/her access privileges may be revoked and school disciplinary action will be taken. I accept all financial and legal liabilities that may result from my child's unacceptable use of the Intranet/Internet. In addition, I accept full responsibility for the supervision of my child, if and when he/she uses the Internet outside of a school setting. I understand that my child's use of the District's computer network and Intranet/Internet services is entirely at his/her own risk and I hereby release the District, and agree to indemnify and hold the District, its agents, officers and employees, harmless, from any claims arising from or related to my child's use or unacceptable use of the Intranet/Internet. Finally, I hereby give my permission to the Windham School District to allow my child access to the Windham School District's Intranet/Internet computer network.

Parent/Guardian Name (please print) : _____

Signature: _____
(Required)

Date: _____

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(continued)

School Personnel Form

I have read the Windham School District Intranet/Internet Acceptable Use Policy and agree to abide by all the terms and conditions stated in this policy. I understand that if I violate any terms or conditions set in this policy, my Intranet/Internet access may be revoked and that I will be subject to disciplinary action according to Windham School District Policy.

I agree to promote this policy regarding the acceptable use and proper network etiquette of Intranet/Internet with students.

Name (please print): _____

Signature: _____

Date: _____

E-MAIL RETENTION

The School District is obligated to respect and, in many cases, to protect confidential data. There are, however, technical and legal limitations on the District's ability to protect confidentiality. For legal purposes, electronic communication (e-mail) is no different than a paper document. In limited circumstances the District may be legally compelled to disclose information relating to business or personal use of e-mail to community members under the Right-to-Know Law, to governmental authorities or, in the context of litigation, to other third parties. E-mail may also contain information that should be retained in the official records of the School District.

Any e-mail message that would be saved if it had been transmitted in paper form should be printed and retained in school records in accordance with the Local Records Retention Schedule. If a printed e-mail message that should be retained is not otherwise described in the Local Records Retention Schedule, it should be retained for one calendar year. An e-mail recipient's decision on whether to print and retain e-mail should be made within 60 days of receipt of an e-mail message. All e-mail messages should be deleted from the system by the e-mail user (after those messages that should be retained have been printed in hard copy) within 60 days after receipt of an e-mail message.

Staff members with questions regarding the retention of particular e-mail messages should obtain an opinion from their supervisor.

I. Examples of e-mail messages that may be deleted without printing a hard copy are:

- A. Messages that address routine administrative, curricular and co-curricular matters, announcements of meetings, schedules of events, etc.
- B. Messages that take the place of informal discussion and which if they were printed would not be retained in school records.
- C. Messages that transmit generic information and are not specific to a student's educational program.
- D. Messages that address personal matters unrelated to the School District.

II. Examples of e-mail messages that should be printed and retained are:

- A. Messages that address significant aspects of a specific student's educational program including, but not limited to, health, discipline, special education program, interaction with DCYF and communication with parents relating to specific aspects of the student's interaction with the school district.
- B. Messages that address and/or provide information used in making policy decisions, concerning curricular or co-curricular activities, personnel actions or that relate to the business transactions of the School District.
- C. Messages that address activities of significant interest in the community relating to the School District.