

Family Educational Rights and Privacy Act (FERPA)

The Federal Family Educational Rights and Privacy Act (FERPA) require that an annual notice be sent home to parents (and students 18 and older). This notice, in our school calendar, posted on our website, will meet this requirement.

Parents and emancipated students have the right to inspect and review their child's (or their own) educational record and seek changes to records they believe are inaccurate or misleading.

The procedures for exercising the right to inspect and review records and requesting a change to records are as follows:

The parent or emancipated student may make a verbal or written request to the school principal and expect a response in 48 hours. If changes are requested, a review or determination will be made within 14 calendar days.

The district won't release personally identifiable information in educational records without students' or parents' consent, except for exceptions provided by law.

Parents or students can file a complaint if they believe the district has not kept information confidential.

The school will disclose educational records to school officials, such as teachers, administrators and Board members, without parental consent. There must be a legitimate educational interest for giving them the records (such as to monitor a student's academic or social progress).

Directory information such as a student's name and address, diploma and awards received, and a student's height and weight, if on an athletic team, will be considered available to appropriate sources. If a parent does not want such information disclosed, they should inform the district Superintendent in writing by September 12.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects the use and disclosure of an individual's protected health information. Protected health information is defined under the HIPAA Privacy Rule as individually identifiable health information that relates to the past, present or future physical or mental health or condition of an individual that either identifies or potentially identifies an individual. Education records as defined under FERPA are excluded from the Privacy Rule.

Protected health information of students not covered by FERPA may be covered by the HIPAA Privacy Rule.

Privacy Rights of Parents and Students Directory Information

Unless objections to any specific items listed below are submitted in writing by parents or legal guardians, or by those students themselves who are over the age of 18 years, the school district herewith gives notice of intention to provide, release, or publish in school or student newspapers, magazines, yearbooks or other publications, daily or weekly newspapers, athletic programs, musical or

Continue Privacy Rights of Parents and Students Directory Information

theatrical programs, and news releases any or all of the following information pertaining to students as may be appropriate under the circumstances: name of students, participation in recognized school activities, extracurricular activities and sports programs, academic honors, achievements, awards, scholarships, photographs and similar information.

Due to the worldwide accessibility of the Sachem website, we require specific authorization by a parent/guardian prior to the posting of any photographs on the Sachem web page.

At the beginning of each school year, a copy of the computer network Acceptable Use Policy and Web Page Picture Authorization will be posted online and may be sent home at the parents' request. This must be returned to the student's teacher indicating whether the student's parent/guardian has granted permission for the district to post the student's photograph on the Sachem website.

Under 20USC Section 1232g, Family Educational Rights and Privacy Act, parents who do not desire release of any of the above information must make a specific request in writing to the Superintendent of Schools by September 28. Failure to make such a request shall be deemed consent to release, provide or publish the directory information during the 2014-2015 school year.



Sachem Central School District

Lake Ronkonkoma, New York 11779

Internet Acceptable Use

Dear Parent/Guardian:

To ensure that our students become proficient in the information and communication technologies essential for success in a 21st century learning environment, the Sachem School District provides a variety of resources in support of our instructional and administrative programs. Therefore, it is incumbent upon all members of the school community to use technology responsibly, ethically and be respectful for the work of others.

Internet access is made available in the Sachem School District for the purposes of educational communication and research, and for administrative organizational purposes. Communications via the Sachem Central School District resources are often public in nature and general school rules for behavior and communications apply.

It is expected that users will at all times comply with district standards and will act in a responsible and legal manner, in accordance with district standards, as well as with state and federal laws. A disclaimer referring to this Acceptable Use is included and must be agreed to by users, upon at each logon to the Sachem Central School District computer network.

The complete policy related to Acceptable Use for the 2015-2016 school year is included on the Sachem homepage at www.sachem.edu and will be linked to individual school webpages. All parents/guardians and students are encouraged to view the complete policy online.

Sachem Central School District

Lake Ronkonkoma, New York 11779

Dear Parent/Guardian:

During the 2015-2016 school year, the opportunity may arise for your child's image/photograph or work to be included in a classroom or school project that could be used in one of the following ways:

- Posted on the school or district web pages
- Appear in videos made during a student presentation of their project, or in broadcasts or videos demonstrating multimedia in general
- Used in a printed publication such as a newspaper or magazine
- As a demonstration or example in an educational workshop/class/conference
- Submitted as contest entries
- Recorded to appear in a school-related programs or news broadcast to be used by a local television station or school/county project

Posted student work may be accompanied by a first name only to be used as identification, but any posted student images **WILL NOT** include your child's name, without additional express written permission. Under no circumstances will an address or phone number for any student be included in any such posting.

While the Sachem Central School District values the merits associated with the use of the district web pages, associated websites and media outlets, we are also cognizant of the fact that this content is accessible through the Internet on a worldwide basis. We also understand that there are individuals in this world who misuse information that is available through the Internet. While we do not suggest that any of the information that is on the Sachem web pages has been misused, or will be misused, it is important that the appropriate adult/parent/guardian grant permission for the our use of pictures of students on our web pages.

WEB PAGE PICTURES

I ☐ do ☐ do not authorize the Sachem School District to use any pictures of my child

_____, grade _____, on the Sachem web pages

and associated websites in the 2015-2016 school year.

(Parent or guardian signature)

(Date)

**PLEASE RETURN TO YOUR CHILD'S HOMEROOM TEACHER.
PLEASE USE ONE FORM FOR EACH CHILD.**



Sachem School District
Information and Communication Technology
Acceptable Use Policy

To ensure that our students become proficient in the information and communication technologies essential for success in a 21st century learning environment, the Sachem School District provides a variety of resources in support of our instructional and administrative programs. Students and staff may also, at times, use their own personal information and communication technologies for educational purposes. Therefore, it is incumbent upon all members of the school community to use technology responsibly, ethically and respectfully for the work of others.

Internet Use and Computer Access

Internet access is made available in the Sachem School District for the purposes of educational communication and research, and for administrative organizational purposes. Communications via the Sachem Central School District resources are often public in nature and general school rules for behavior and communications apply. It is expected that users will at all times comply with district standards and will act in responsible and legal manner, in accordance with district standards, as well as with state and federal laws. Professional development opportunities to enhance the internet skills of district personnel are provided and this policy related to Acceptable Use will be included in each school's Covey Agenda Book.. A disclaimer referring to this Acceptable Use Policy is included and must be agreed to upon at each logon to the Sachem Central School District computer network.

General Principals:

1. The Sachem Central School District provides access to internet for all students and also includes access to email for all employees and district trustees. The use of the Sachem Central School District network or computing resources must comply with the rules appropriate to that network.
2. Access to the internet is provided for educational purposes, including but not limited to learning activities, professional and career development, communication between teachers, administrators and parents and the enabling of data and information distribution throughout the district.

3. The use of the internet and network resources is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Sachem Central School District administrators will deem what is inappropriate use and their decision is final. The school administrators may close an account at any time as required.

4. As with other curricular offerings and tools, access to the internet is enabled for all students to provide access to facets of the district's digital curriculum, informational resources, and online communication, such as virtual field trips and secure class blogs. Any parent or guardian wishing to opt their child out of classroom use of the Internet must send their request in writing to the Office of Instructional Technology.

5. The online public display of photographs, videos or other images of any identifiable individual, other than a historical or public figure, will not be made without a signed release. The attached release for all students must be signed by their parent or lawful guardian.

Responsibilities

A. Filtering

1. Internet filtering and Internet Safety lessons in the district's curriculum are provided in accordance with the Children's Internet Protection Act, and ongoing professional development is provided for teachers and staff that emphasizes internet safety, resources, and appropriate use.

2. All online activity is monitored and maintained within the district internet filtering solution.

3. Any accessible site that violates this policy must be reported to the Administrative Assistant for Instructional Technology so they may be blocked.

4. Students of the Sachem Central School District will read and adhere to this and all district policies, learn and apply appropriate internet safety practices, and report any violations of internet safety to a teacher.

5. Parents of all Sachem Central School District students are strongly advised to read this policy in its entirety, work with your child(ren) to insure they understand internet safety and appropriate internet behavior, follow up with the district regarding any regulations you do not understand and monitor and be aware of your child(ren)'s activities on the internet.

B. Network Security

1. Security on any computer is a high priority, especially when the system involves many users. Any user who knowingly allows another to use the account assigned to them will immediately lose their access privileges and may be subject to further legal action.

2. Attempts to fraudulently log in on any network systems as a system administrator or another user will result in immediate termination of user privileges and may be subject to further legal action.
3. If users can identify a security problem on any of the network systems, they must notify a school administrator, School Communication Aide or the district Administrative Assist for Instructional Technology as soon as possible.
4. Any security matters must not be demonstrated to other users.
5. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

C. Illegal Activity

1. Transmission of any material in violation of any United States federal, state or local statutes, law, or policy is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or materials protected by trade secret.
2. Commercial activities by for-profit institutions are generally not acceptable. Use of product advertisement or political lobbying is prohibited.
3. Any action which interferes with the intended use of the system, violates another person's right to privacy, to include the following: reposting personal communications without an author's consent, giving out names, addresses, phone numbers or passwords of others or trespassing in another person's account is also prohibited.
4. Attempting to gain unauthorized access to the system or network resources, downloading, storing or printing files or messages that are profane, obscene or contain inappropriate language, transmitting or causing to be transmitted, any communication that could be construed as harassment or disparagement of others, especially that which is based upon race, national origin, sex, age, disability or religious or political views is also inappropriate.
5. Using the network for financial or commercial gain, wasting resources by failing to monitor personal files, illegally installing copyrighted software on district computers, are also forbidden.

D. E-mail

1. Electronic mail is not guaranteed to be private. System administrators reserve the right to access e-mail to investigate complaints, or address legal requirements as required by law.
2. Messages which are found to be in violation of acceptable use or illegal will be reported to appropriate personnel.

E. Vandalism

1. Any attempt to vandalize hardware, software or online resources will result in cancellation of privileges.
2. Vandalism includes, but is not limited to any form of electronic mischief, the uploading or creation of computer viruses, spyware, adware, other variants of malware, attempts to tamper with any programs, files, network configurations or application files, and is defined as any intentional attempt to harm or destroy data or equipment of another user, Internet or any of the agencies providing Internet access.

F. Privacy

1. Internet privacy, by definition concerns the provision, storing and use of personal information through and on the internet. This information is segmented into Personally Identifying Information, known as PII, and Non-Personally Identifying Information. PII information may include information such as age or physical address.

In a technological world, privacy threats for an individual's personal information continue to grow. From advertisements, various online accounts and increased social media, varying methods devised to intrude and report information permeate the internet.

2. While all users are vulnerable to these threats, young individuals are more susceptible to the fact that electronic information can and may be tracked. It is important that individuals realize that they play a role in protecting their own privacy, and must be informed about the risks involved while surfing the Internet and browsing.

To protect yourself and your personal information, the following are some important safety rules:

- a. Do not reveal the personal information about yourself or others
- b. Do not open files or communications from websites or people you do not trust.
- c. Do not respond to any messages, correspondence or online activities that are of a threatening or harassing nature. Report any such items directly to a teacher, parent/guardian or building/district administration
- d. Do not share your logon information with anyone but a parent/guardian, and do not use someone else's logon information

G. Etiquette

All users are expected to adhere to the generally accepted rules of online etiquette. These expectations, related to in-district and out-of-district access to online curricular resources, include but are not limited to the following:

1. Be polite
2. Do not get abusive in your messages to others.
3. Use appropriate language.
4. Illegal activities are strictly forbidden.
5. All communications and information accessible via the network should be assumed to be private property.

CONSEQUENCES FOR INAPPROPRIATE USE:

1. Upon review by district administration and the Administrative Assistant for Instructional Technology, access privileges may be terminated for any violation of this policy.
2. Violations of this policy may be referred to the Superintendent of Schools for which consequences may include suspension, expulsion, or termination.
3. Violations deemed to be misdemeanor or felony offenses will be prosecuted to the fullest extent of the law.
4. All policies of the Sachem Central School District continue to be in effect in addition to any and all specific consequences stated within this document.

Services

Sachem School District makes no warranties of any kind, whether expressed or implied for the service it is providing. Sachem School District will not be responsible for any damages you suffer. This includes loss of data or service interruptions caused by its own negligence or your errors or omissions. Sachem School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.