



Western New York Maritime Charter School

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29 October 2008

From: Commandant

Subj: SCHOOL INFORMATION TECHNOLOGY, NETWORK AND INTERNET ACCESS

1. Purpose. To provide policy regarding computer, network and internet utilization at Western New York Maritime Charter School (WNYMCS).

2. Background. WNYMCS provides computers for staff and student use as necessary tools for school operations and education. Network-based programs are used for student data management and administration. Internet access is available for research and as an adjunct for lesson enhancement. Equipment failure, software corruption and inappropriate use of internet resources negatively impacts day-to-day operations in the school. A uniform school policy is necessary to minimize risk of impairment of our information technology capability.

3. Policy.

a. Computers issued to staff and available for student use in designated labs are the property of WNYMCS. Personal software may not be loaded on school computers without permission of the Commandant. Permitted software may only be loaded by the designated Information Technology (IT) Representative.

b. Students may not use with or attach any electronic device to school computers.

c. Staff and students may not connect personal computers to the school network without permission of the Commandant.

d. Students may not use staff computers.

e. Students may not access the internet without direct staff supervision. Social networking sites are never authorized; these sites include, but are not limited to MySpace, Facebook, etc. Teachers are responsible and accountable for internet sites accessed by students while under their supervision.

f. File sharing (uploading or downloading of video or audio files) is never authorized for students. Downloading of files for classroom use may only be done with permission of the Commandant.

g. Staff may only use internet access for personal use (personal email; news, sports and shopping sites) during planning periods, before or after normal school hours. Staff may not access the internet for personal use while supervising students.

h. Technical difficulties with school provided IT equipment or the network should be reported to the school IT representative and/or the school network administrator.

A handwritten signature in cursive script that reads "Lawrence W. Astyk".

Lawrence W. Astyk
LtCol, USMC/Retired