

Welcome to the Moriah Central School District

Home of the Vikings

New students are registered at the Elementary (Pre-K – 6) or High School Office (7-12) located at 39 Viking Lane. Parents should obtain and complete a registration packet prior to scheduling an appointment with the building principal. The parent/legal guardian must be present at the time of registration.

PARENTS MUST PROVIDE THE FOLLOWING TO COMPLETE REGISTRATION

Proof of Residency

As required by New York State Law, all new students must provide the proper documentation to establish residency. Three proofs of district residency from this list are required:

- Auto Insurance Policy
- Current Utility Bill
- Driver's License
- House Purchase/Closing Documentation
- Income Tax Filing
- Rental/Lease Agreement
- Voter Registration Information

Birth Certificate

An original birth certificate with a raised seal or a valid passport

Proof of Immunization

Must be signed or stamped by a State licensed health care provider.
May be faxed to (518) 546-7895 directly from the physician's office.

School Records

Most current report card, standardized testing results and contact information, including phone and fax numbers, for the last school attended.
Most current Individualized Education Program (IEP) if applicable.

Special Circumstances

Please provide appropriate documents, if applicable, detailing legal guardianship situations, name changes, and/or custody agreements.

Registration is a two-step process. After registering, the parent and students, at the Elementary and Jr./Sr. HS levels, will be contacted by the school representative where the child will attend. It is at this time that the student's teacher is assigned or a schedule is developed. The parents and students enrolling will be contacted by the appropriate school personnel to confirm all information. The Transportation Department will notify all parents of busing schedules.

- ♦ Moriah Jr./Sr. HS (518) 546-3301 ext. 601
- ♦ Moriah Elementary School (518) 546-3301 ext. 701
- ♦ District Fax Number (518) 546-7895

Moriah Central School District – Registration Form

School: Moriah Elementary Moriah Jr./Sr. HS
 Grade: _____ ID#: _____ Bus #: _____
 Teacher Name: _____ Teacher #: _____ Homeroom #: _____

STUDENT'S LAST NAME FIRST NAME MIDDLE INITIAL SEX

HOME PHONE # GRADE DATE OF BIRTH BIRTH PLACE

LANGUAGE SPOKEN AT HOME PARENT'S E-MAIL ADDRESS

PHYSICAL STREET ADDRESS

ETHNIC CODE

Asian or Pacific Islander Black (not of Hispanic Origin)
 White (not of Hispanic Origin)
 Hispanic
 American Indian or Alaskan Native

CITY, STATE, ZIP

MAILING ADDRESS (IF DIFFERENT)

CITY, STATE, ZIP

STUDENT LIVING WITH

- | | | |
|--|---|--|
| <input type="checkbox"/> Both Biological Parents | <input type="checkbox"/> Biological Mother Only | <input type="checkbox"/> Biological Father Only |
| <input type="checkbox"/> Mother/Stepfather * | <input type="checkbox"/> Father/Stepmother * | <input type="checkbox"/> Agency (Proof of court placement) |
| <input type="checkbox"/> Self (Proof of emancipated status required) | | <input type="checkbox"/> Spouse |
| <input type="checkbox"/> Other (Explain): _____ | | |

*Please indicate stepparent name: _____

PARENT/GUARDIAN INFORMATION

<p>_____ Father's Name</p> <p>_____ Address (if different than student)</p> <p>_____ Phone (if different from student) Cell Phone #: _____</p> <p>_____ Father's Place of Employment/Phone #:</p>	<p>_____ Mother's Name</p> <p>_____ Address (if different than student)</p> <p>_____ Phone (if different from student) Cell Phone #: _____</p> <p>_____ Mother's Place of Employment/Phone #:</p>
<p>If applicable, the most recent court document appoints _____ as the custodial parent.</p>	
<p>_____ Legal Guardian (if different from above)</p> <p>_____ Guardian's Employer</p>	<p>_____ Guardian's Home Phone</p> <p>_____ Guardian's Work Phone</p>

EMERGENCY CONTACT: Responsible parties other than a parent or guardian who will transport your child should the need arise, i.e. sent home for illness, discipline reasons, etc.

Name	Address	Home Phone	Work Phone
Name	Address	Home Phone	Work Phone
Name	Address	Home Phone	Work Phone

BROTHERS AND SISTERS (Please check the box to indicate the sibling lives at home)

Name	School Attending	Date of Birth	Sex	Grade	<input type="checkbox"/>
Name	School Attending	Date of Birth	Sex	Grade	<input type="checkbox"/>
Name	School Attending	Date of Birth	Sex	Grade	<input type="checkbox"/>

Does your child have an IEP (Individual Education Plan)? Yes No

Has your child participated in any of the following programs?
Remedial (AIS, Title 1, PCEN) Reading Math

Please check any special program that your child has been assigned to:

- Consultant Services
 Resource Room
 Occupational Therapy
 Special Classes
 Speech Therapy
 Physical Therapy
 Counseling
 Bilingual Education
 Other: _____

HAS YOUR CHILD EVER ATTENDED MORIAH CENTRAL SCHOOL? Yes No

Last date of school attendance _____ Please list all previous schools attended including preschool:

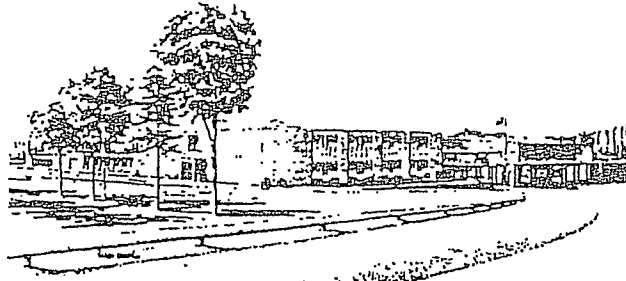
SCHOOL NAME	YEAR	GRADE	CITY	STATE	ZIP	FAX #
SCHOOL NAME	YEAR	GRADE	CITY	STATE	ZIP	FAX #
SCHOOL NAME	YEAR	GRADE	CITY	STATE	ZIP	FAX #

By signing this form, I acknowledge the responsibility of providing the district with accurate and updated information.

PARENT SIGNATURE/DATE

PARENT SIGNATURE/DATE

BOARD OF EDUCATION
THOMAS LANGEY, *President*
PETER GILBO, *Vice-President*
TIMOTHY BREEYEAR
TERRIE DECKER
CHARLES FRENCH
ERICA KAZLO
JODY OLCOTT
ROSE RICE
JAMES STAHL



ADMINISTRATIVE
WILLIAM J. LARROW, *Superintendent*
VALERIE STAHL, *Elementary Principal*
KATHY CARR, *Secondary Principal*
THOMAS ANDERSON, *Dean of Students*
CARRIE LANGEY, *Director of Special Services*
JEFFREY SAUNDERS, *Business Manager*
VALERIE MILDON, *District Treasurer*
ROBERT HYATT, *Superintendent of Buildings, Grounds and Transportation*

Moriah Central School District

39 VIKING LANE PORT HENRY, NEW YORK 12974 (518) 546-3301 FAX: 546-7895

RELEASE FOR SCHOOL RECORDS

STUDENT NAME: _____ DOB: ___/___/___

CURRENT GRADE: _____

I hereby authorize _____ to release to

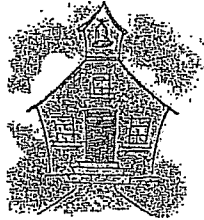
Moriah Central School:

- Current grades from the last marking period to withdrawal date
 - Copy of current schedule
 - Copy of most recent report card
- Student Transcript or Permanent Record Card
 - All Standardized Testing Data
 - Psychological Testing
 - Current IEP
 - Health Records

Parent Signature

Please fax to: Guidance – (518) 546-7895

ATTENDANCE IS A KEY FACTOR IN ACADEMIC SUCCESS



MORIAH CENTRAL
SCHOOL
39 Viking Lane
Port Henry, NY 12974
(518) 546-3301

Please check one box and provide necessary information

_____ I own my own home in the Town of Moriah CSD

My address is:

_____ I do not own my own home, I rent/lease from:

Name of person renting from

Contact Phone Number

Address of rental property

Signature: _____

Date: _____

Office Use Only: Place different types of residency proofs here. _____

**MORIAH CENTRAL SCHOOL
HEALTH CERTIFICATE / APPRAISAL FORM**

Name: _____ Date of Birth: _____
 School: _____ Gender: M F Grade: _____

IMMUNIZATIONS / HEALTH HISTORY

Immunization record attached
 No immunizations given today
 Immunizations given since last Health Appraisal:

Sickle Cell Screen: Positive Negative Not done Date: _____
 PPD: Positive Negative Not done Date: _____
 Elevated Lead: Yes No Not done Date: _____
 Dental Referral Yes No Not done Date: _____

Significant Medical/Surgical History: See attached _____

Allergies: LIFE THREATENING Food: _____ Insect: _____ Other: _____
 Seasonal Medication: _____

PHYSICAL EXAM

Height: _____ Weight: _____ Blood Pressure: _____ Date of Exam: _____

Body Mass Index: _____ Weight Status Category (BMI Percentile): <input type="checkbox"/> less than 5 th <input type="checkbox"/> 5 th through 49 th <input type="checkbox"/> 50 th through 84 th <input type="checkbox"/> 85 th through 94 th <input type="checkbox"/> 95 th through 98 th <input type="checkbox"/> 99 th and higher	Vision - without glasses/contact lenses	R	L	Referral
	Vision - with glasses/contact lenses	R	L	
	Vision - Near Point	R	L	
	Hearing <input type="checkbox"/> Pass 20 db sc both ears or:	R	L	

EXAM ENTIRELY NORMAL Tanner: I. II. III. IV. V. Scoliosis: Negative Positive: _____

Specify any abnormality (use reverse of form if needed): _____

MEDICATIONS

Medications (list all): None Additional medications listed on reverse of form

Name: _____ Dosage/Time: _____
 Name: _____ Dosage/Time: _____

If AM dose is missed at home: _____

I assess this student to be self-directed Yes No Student may self carry and self administer medication Yes No
 Note: Nurse will also assess self-direction for the school setting. Please advise parent to send in additional medication in the event that emergency sheltering is necessary at school or if the morning medication has not been given.

PHYSICAL EDUCATION / SPORTS / PLAYGROUND / WORK QUALIFICATION / CSE CONSIDERATION

Free from contagions & physically qualified for all physical education, sports, playground, work & school activities OR only as checked:
 ___ Limited contact: cheerlead, gymnastics, ski, volleyball, cross-country, handball, fence, baseball, floor hockey, softball.
 ___ Non-contact: badminton, bowl, golf, swim, table tennis, tennis, archery, riflery, weight train, crew, dance, track, run, walk, rope jump.

Specify medical accommodations needed for school: _____ None

Known or suspected disability: _____ Please monitor

Restrictions: _____ Please monitor

Protective equipment required: Athletic Cup Sport goggles/impact resistant eyewear Other: _____

OPTIONAL INFORMATION, if known

Specify current diseases: Asthma Diabetes: Type 1 Type 2 Hyperlipidemia Hypertension
 Other: _____

Provider's Signature: _____ Phone: _____ (Stamp below)

Provider's Name/Address: _____ Fax: _____

Parent Signature: _____ Date: _____

MORIAH CENTRAL SCHOOL
39 VIKING LANE
PORT HENRY, NY 12974
(518) 546-3301

Dear Parent/Guardian:

According to provisions of the Federal No Child Left Behind Act passed in January 2002, the Moriah Central School District is required to provide the names, address and telephone numbers of high school students to military recruiters.

Parents/Guardians and Students may request that this information not be released to military recruiters.

If you do not want this information released, please sign this letter and return it to the Guidance Office. This will remain in place throughout the four years of high school unless the school is notified in writing to the contrary.

By signing and submitting this letter, I am requesting the Moriah Central School District not provide the name, address and telephone number of the student identified below to military recruiters.

If you have any questions please feel free to contact me at extension 704.

Sincerely,

Alison Burch

Student Name: _____

Parent/Student Signature: _____

Date: _____

ENROLLMENT FORM - RESIDENCY QUESTIONNAIRE

Name of LEA: _____

Name of School: _____

Name of Student: _____
Last First Middle

Gender: Male Date of Birth: ____/____/____ Grade: ____ ID#: ____
 Female Month Day Year (preschool-12) (optional)

Address: _____ Phone: _____

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

Where is the student currently living? (Please check one box.)

- In a shelter
- With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as "doubled-up")
- In a hotel/motel
- In a car, park, bus, train, or campsite
- Other temporary living situation (Please describe): _____

- In permanent housing

Print name of Parent, Guardian, or Student (for unaccompanied homeless youth)

Signature of Parent, Guardian, or Student (for unaccompanied homeless youth)

Date

NOTE TO SCHOOLS/LEAS: If the student is **NOT** living in permanent housing, please ensure that a Designation Form is completed.

INSTRUCTIONS FOR COMPLETING THE ENROLLMENT FORM – RESIDENCY QUESTIONNAIRE

Purpose of the Enrollment Form - Residency Questionnaire

All LEAs are required to identify students experiencing homelessness. Additionally, all LEAs that receive Title I funds must ask enrolling students about their housing status. SED encourages all LEAs regardless of whether they receive Title I funds to do the same. To collect this information, LEAs may:

1. Use the Model Enrollment Form - Residency Questionnaire attached here,
2. Update/modify the Model Enrollment Form - Residency Questionnaire to address the needs of the LEA, or
3. Incorporate the housing status question from the Model Enrollment Form - Residency Questionnaire into the LEA's Enrollment Form or other documents already used by the LEA during the enrollment process.

If an LEA elects the third option and incorporates the housing status question into the LEA's Enrollment Form, the LEA should take steps to ensure that a student's housing status does not become a part of the student's permanent record, because of the sensitive nature of this information. Please see the section titled "Confidentiality" (below) for information about how and when housing information may be shared within the LEA.

Who should fill out the Enrollment Form - Residency Questionnaire?

A Enrollment Form - Residency Questionnaire should be filled out for all students enrolling in school and for all students who have a change of address in grades preschool-12. Preschool includes any LEA program for 3-5 year olds, such as pre-k, Head Start, or Even Start. The Form - Questionnaire should be completed by the student's parent, person in parental relation, or in the case of an unaccompanied youth, by the student directly.

Confidentiality

Student housing information should be kept confidential to the maximum extent possible. This information should only be shared with LEA/school staff members who need information about housing status to ensure that the student's educational needs are met. To this end, LEAs may share a student's completed **Enrollment Form - Residency Questionnaire** with LEA personnel such as:

1. the LEA liaison,
2. the registrar,
3. the student's teachers, and/or guidance counselor, and
4. the LEA staff member responsible for reporting data to SED

However, this information should only be shared with the above staff members to the extent that it will enable them to better meet the educational needs of the student in question and to fulfill reporting requirements mandated by SED.

Other than the above uses, housing information **should be kept confidential** and generally **should not be shared** with other LEA/school personnel due to its sensitive nature and the stigma attached to being labeled homeless. LEAs are also encouraged to seek out ways of preventing Enrollment Form - Residency Questionnaires and housing information from becoming a part of a student's permanent record.

Discussing the Enrollment Form - Residency Questionnaire with Students and Families

In reviewing the Enrollment Form - Residency Questionnaire with parents, persons in parental relation, and unaccompanied youth, LEAs should emphasize that the purpose of gathering the information is to ensure that students in temporary housing arrangements are provided with the rights and services to which they are entitled under the McKinney-Vento Act. These rights and services include:

1. The right to stay in the same school the student had been attending before losing his/her housing or the last school attended (both known as the school of origin),
2. The right to immediate enrollment for students who decide to transfer schools, even if the student does not have all of the documents normally for enrollment,
3. Transportation services if the student continues to attend the school of origin,
4. Categorical eligibility for Title I services if offered in the LEA,
5. Categorical eligibility for free meals if offered in the LEA, and
6. Access to services provided with McKinney-Vento funds if available in the LEA.

The LEA should also ensure that the parent, person in parental relation, unaccompanied youth is aware that the student's housing status will be kept confidential and will only be shared with those LEA staff responsible for providing services to the student and those responsible for keeping track of how many students are identified as living in temporary housing in the LEA.

LEAs are advised to explain to parents that if a parent claims that her/his child is living in temporary housing, and the LEA wishes to conduct an investigation to verify this information, the LEA may conduct a home visit. However LEAs **cannot contact a landlord or building superintendent** to verify a student's housing status. Contacting a landlord or building superintendent may be a violation of FERPA, a federal law, and may put the family at risk of losing its housing. If the student is living in a doubled up situation, it may also lead to loss of housing for the primary tenants.

If the Parent, Person in Parental Relation, or Unaccompanied Youth Declines to Fill Out the Enrollment Form - Residency Questionnaire

If the parent, person in parental relation, or unaccompanied youth declines to complete the Enrollment Form - Residency Questionnaire, the LEA should note on the form that the parent, person in parental relation, or unaccompanied youth declined to provide the information requested.

Completing the Form

If a parent, person in parental relation, or unaccompanied youth enrolling in school indicates that a student is living in one of the five temporary housing arrangements, the school may not require proof to verify where the student is living before enrolling the student. The five temporary housing arrangements are listed below:

1. In a shelter,
2. With another family or other person (sometimes referred to as "doubled-up"),
3. In a hotel/motel,
4. In a car, park, bus, train, or campsite, or
5. Other temporary living situation.

After the student is enrolled and attending classes, the school or LEA is permitted to verify the student's housing arrangements. However, the student must first be enrolled in school. Again, LEAs **cannot not contact a landlord or building superintendent** to verify a student's housing status. (See above for more information.)

Definitions of Temporary Housing Arrangements

"With another family or other person" (also referred to as "doubled-up")

LEAs should be aware that students who are sharing the housing of others are eligible for services under the McKinney-Vento Act and State law, if sharing housing is due to loss of housing, economic hardship, or a similar reason.

"Other temporary living situation"

In addition to the four examples of temporary housing, students who lack a "fixed, adequate, and regular" nighttime residence are also covered as homeless under the McKinney-Vento Act and State law. This may include unaccompanied youth who have fled their homes or were forced to leave their homes and who do not otherwise meet the definition of "doubled-up."

"In permanent housing"

Permanent housing means that the student's living arrangements are "fixed, regular, and adequate."

Next Steps for LEAs with Students Living in Temporary Housing Arrangements

If the parent, person in parental relation, or unaccompanied youth indicates that a student is living in temporary housing, the LEA must complete a Designation Form. If the LEA believes additional information is needed before reaching a final decision on the student's eligibility under McKinney-Vento, enrollment should not be delayed and a Designation Form should still be filled out. For more information about determining eligibility see the National Center on Homeless Education's Determining Eligibility Brief, available at: www.serve.org/nche/downloads/briefs/det_elig.pdf

If a student who is identified as homeless was last permanently housed in a different school district, the district of attendance/local district will be eligible for tuition reimbursement from SED for the cost of educating the student. School districts should complete a STAC-202 form if eligible for tuition reimbursement. For more information about STAC-202 forms contact the STAC Office at 518-474-7116 or NYS-TEACHS at 800-388-2014.

COMPUTER, NETWORK, EMAIL AND INTERNET ACCESS – ACCEPTABLE USE POLICY (AUP)

The Moriah Central School District offers computer and Internet access for student and employee use. This policy contains information regarding the appropriate use of these items. The information contained within applies equally to students, faculty, and staff unless where specifically noted.

A. Educational Purposes

1. The district computer network has been established for educational purposes. The term “educational purpose” includes classroom activities, career development, and limited high-quality self-discovery activities.
2. Some examples of non-educational uses which are not permitted are: chatting and Instant Messaging, online gaming, audio and video streaming unrelated to course work, and downloading non-instructional software.
3. The district computer network has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material users access or post through the system. Users are expected to follow the rules set forth in student/faculty/staff handbooks and the law in the use of the district computer network.
4. Users may not use the district computer network for commercial purposes. This means that users may not offer, provide, or purchase products or services through the district computer network.
5. Users may not use the district computer network for political lobbying. However, users may use the system to communicate with elected representatives and to express opinions on political issues.

B. Internet and E-mail Access

1. Online services will be made available to students, faculty, and staff as resources permit.
2. All users will have access to Internet World Wide Web information resources through their classroom, library, school computer lab or office provided with their acceptance of this AUP.
3. All faculty, staff, and students may obtain a district e-mail account with their acceptance of this AUP for the purpose of intra and inter school communication as well as for other professional communication.
4. Faculty may create a class or club web page on the district computer network. Students may also create such pages under the supervision of a faculty member or club advisor. All material placed on such web pages must adhere to this AUP and other district policies.

C. Unacceptable Uses

The following uses of the district computer network are considered unacceptable:

1. Personal Safety
 - a. Students will not post personal contact information about oneself or others. Additionally, personal information will not be posted about students by faculty or staff members without the appropriate permissions being secured. Personal contact information includes addresses, telephone numbers, school addresses, work addresses, etc.
 - b. Students will not agree to meet in person with someone they met online.

- c. Students will promptly disclose to teachers or other school employees any message received that is inappropriate or makes them feel uncomfortable.
2. Illegal Activities
- a. Users will not attempt to gain unauthorized access to the district computer network or to any other computer system through the district computer network or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
 - b. Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. Users will not use the district computer network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of others, etc.
3. System Security
- a. A database of those who have signed the AUB is available in the Library Media Center and in the Technology Coordinator's room if ever a question arises regarding authorized use.
 - b. Users are responsible for their individual accounts and must take all reasonable precautions to prevent others from being able to use their accounts. Under no circumstances should users provide their password to another person.
 - c. Passwords must be changed on a regular basis to insure the integrity and security of the district computer network.
 - d. If users are away from their computer for any length of time, it is requested that they log off to prevent unwanted access to information available through the user's account
 - e. Users must immediately notify the Technology Coordinator if they identify a possible security problem. Users must not go looking for problems, because this may be construed as an illegal attempt to gain access.
 - f. Users must avoid the spread of computer viruses by following the district virus protection procedures when opening file attachments.
4. Inappropriate Language
- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
 - b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. Users will not post information that could cause damage or a danger of disruption.
 - d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. Users will not harass other people. Harassment is persistently acting in manner that distresses or annoys another person. If users are told by another person to stop sending them messages, they must stop.
 - f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy
 - a. Users will not re-post, forward, or otherwise distribute or make public any message that was sent to them privately without permission of the person who sent the message.
 - b. Users will not post private information about other people
6. Respecting Resource Limits
 - a. Students will use the system only for educational and career development activities and limited.
 - b. Users will not download or send large file attachments (greater than 5 megabytes) unless it is absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used, and immediately remove the file from the school's computer to their own storage device.
 - c. If users have a school e-mail account, they will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quotas.
 - d. Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
 - e. Users will only subscribe to high quality electronic forums that are relevant to their education or career development.
7. Plagiarism and Copyright Infringement
 - a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
 - b. Users will respect the rights of copyright owners. Copyright infringement occurs when people inappropriately reproduce any work that is protected by a copyright (text, sound, images and other media). If work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright owner. Copyright law can be very confusing. If users have questions they should ask a teacher or library media specialist.
 - c. Users will only install software on district computers when they have a legitimate user license to do so. Copying software to machines when there is not an appropriate license for that software is not only illegal, but it also puts the district at risk.
8. Inappropriate Access to Material
 - a. Users will not use the online computer system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose is to conduct research, and both the student's teacher and parent have approved in writing.
 - b. If users mistakenly access inappropriate information, they must immediately tell their teacher or another district employee. This will protect them against a claim that they have intentionally violated this policy.

D. User Rights

1. Free Speech

Users' rights to free speech applies also to communication on the Internet. The district computer network is considered a limited forum, similar to a school newspaper, and therefore the district may restrict user speech for valid educational reasons. The district will not restrict user speech on the basis of a disagreement with the opinions users express.

2. Search and Seizure

- a. Users should expect only limited privacy in the contents of their personal files on the district computer system. The situation is similar to the rights users have in the privacy of their lockers, desks, or file cabinets.
- b. Routing maintenance and monitoring of the district computer network may lead to discovery that users have violated this policy, the student/faculty/staff handbook, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that a user has violated this policy, the faculty handbook, or the law. The investigation will be reasonable and related to the suspected violation.

3. Due Process

- a. In the event that a user violates the provisions of this policy, their network privileges may be revoked by the district at the discretion of a building administrator or the Superintendent of Schools.
- b. The district will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the district computer network.
- c. In the event that there is a claim that users have violated this policy or the student/faculty/staff handbook in their use of the district computer network, they will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the building administrator.
- d. If the violation also involves a violation of other provisions of the student/faculty/staff handbook, it will be handled in a manner described in that handbook. Additional restrictions may be placed on that user's use of the Internet account.

E. Limitation of Liability

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility

When you are using the district computer network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. In order to comply with the Children's Internet Protection

Act, the district has installed filtering and monitoring software. It is important that user realize this and recognize their responsibility to act appropriately while using the district computer network.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong – and that person is you. Your use of the Internet can be a mirror that will show what kind of person you are.

MORIAH CENTRAL SCHOOL DISTRICT

Moriah Central School District Acceptable Use Policy for Student E-mail

It is the policy of the Moriah Central School District that student e-mail will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of e-mail privileges for the user.

Users of the student e-mail system are responsible for their use of the e-mail. The use of the e-mail must be in support of education and research and must be consistent with academic actions of the Moriah Central School District and will be under the supervision of school faculty and administration at the school. Use of the e-mail for any illegal or commercial activities is prohibited.

A responsible e-mail user will:

- Use language that is considered appropriate.
- Be polite.
- Send information that other users will NOT find offensive.
- NEVER reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
- Report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the office.
- NOT forward chain letters or jokes.
- NOT identify their home telephone numbers, or home addresses in any email correspondence.
-

A responsible e-mail user must be aware that:

- Use of the e-mail is a PRIVILEGE, not a RIGHT.
- E-mail is not guaranteed to be private.
- Violation of this policy will result in the possible loss of e-mail privileges.
- Persons issued an account are responsible for its use at all times.
- Students will be removed from the system after graduation or leaving the school district.
- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Account user names and passwords may be provided to parents if needed so those parents can monitor the account and communicate with teachers. Use of the district's email system is a privilege.
- Use of the email system will align with the school's code of conduct and the code will be used for discipline purposes. Communication through the district's email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- Electronic mail sent or received by this system is not confidential. Although the Board of Education does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- If necessary, the Board of Education, at its discretion, may close the accounts at any time. Any updates or changes to this electronic mail agreement by the Board of Education or administration will be in effect

COMPUTER, NETWORK, EMAIL & INTERNET ACCESS

Student Account Agreement

Student Name _____

Grade _____

School _____

I have read the district's Computer, Network, Email & Internet Access Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules, additional restrictions may also be placed on my account including termination of the account.

Student Signature _____ Date _____

Parent Section

I have read the district's Computer, Network, Email & Internet Access Acceptable Use Policy. I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from use of, or inability to use, the district's system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or service.

I will provide instructions regarding any restrictions against accessing material that are in addition to the restrictions set for the in the district's Computer, Network, Email & Internet Access Acceptable Use Policy. I will emphasize the importance of following the rules for personal safety.

I give permission to issue an account and certify that the information contained in this form is correct.

Parent Signature _____ Date _____

Parent Name _____

Home Address _____ Phone _____

This agreement remains in effect until you exit

Moriah Central School District