



LEVITTOWN PUBLIC SCHOOLS

Levittown Memorial Education Center

Abbey Lane

Levittown, New York 11756



Success For Every Student

Network and E-mail Guidelines

The objective of the Levittown School District computer network is to promote educational excellence in a technology-based environment where students are challenged to think powerfully, act effectively, and become successful members of the community. We strive to improve and develop talents in all students.

- The use of the computer network is a privilege given to employees to be used for professional and educational purposes only. Acceptable uses of the network are activities that support teaching and learning.
- Computer ethics should be modeled at all times; the school network is to be used in a responsible way in accordance with our Acceptable Use Policy.
- Be aware that using material from the network may be a copyright infringement.
- The school district reserves the right to control and inspect all electronic documents and electronic mail. Electronic files are not confidential and are subject to search at any time without notice.
- There is no guarantee, unless "authenticated" mail systems are in use, that electronic mail received was in fact sent by the alleged sender. It is against this policy for senders to disguise their identity.
- Be aware that electronic mail that is forwarded may also be modified. Authentication technology is not in use at Levittown Public Schools. In case of doubt, receivers of electronic mail messages should check with the sender to validate authorship or authenticity.
- The school district cannot monitor in-coming electronic mail, and therefore, cannot protect users from receiving electronic mail you may find offensive. We strongly

recommend you to use the same personal and professional courtesies and considerations in electronic mail as you would in other forms of professional communication.

- The school district cannot provide data integrity for your electronic mail. The technology department is not responsible to recover and restore corrupted mail. The mail system should not be used as a file system for record keeping.

- Electronic mail may not be used for unlawful activities, commercial purposes, and personal financial gain. Email should not be used for purposes that could reasonably be expected to cause excessive strain on our computer facilities. This includes, but is not limited to, chain letters, Spam, the widespread distribution of unsolicited email or letter bombs.

- Electronic mail services, when provided, is a privilege that may be wholly or partially restricted by the School District without prior notice and without the consent of the email user when there is substantiated reason to believe that violations of policy have taken place.

I have read and agree to follow the Levittown Public School Network Guidelines and the Levittown Public Schools Internet Code of Conduct.

Please sign and return to the computer teaching assistant in your building. Failure to do so will result in your e-mail account being deactivated.

Print Name _____

Signature: _____

Date: _____

School: _____

Grade/Subject: _____

E-mail Account: _____