

Instruction

Curriculum Design/Development

An effective instructional program requires ongoing modifications in the curriculum and courses of study.

It is the policy of the Board of Education that no course of study shall be eliminated, or new courses added, without approval of the Board, nor shall any significant alteration or reduction of a course of study be made without such approval, except with approval of the Superintendent and Principals, and then only for cases of inadequate enrollment.

New programs and courses of study shall not be acted upon by the Board until the meeting following their presentation by the administration to assure that Board members may have an opportunity to review the proposed program.

(cf. 6121 Nondiscrimination: Instructional Program)

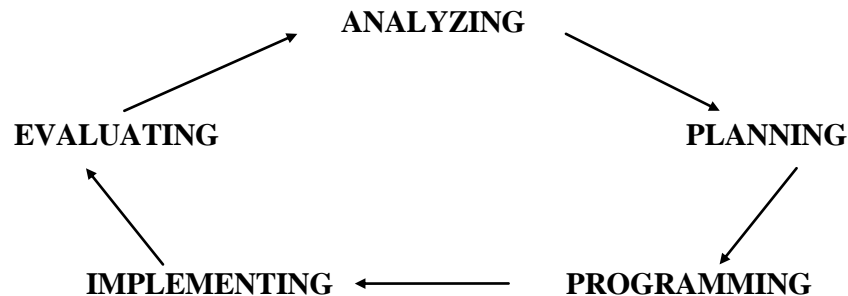
(cf. 6140 Curriculum)

Legal Reference: Connecticut General Statutes
 10-16b Prescribed courses of study.
 10-16c et seq. re family life education.
 10-17 English language to be medium of instruction.
 10-17 et seq. re Bilingual instruction.
 10-18 Courses in United States history, government and duties and responsibilities of citizenship.
 10-18a Contents of textbooks and other general instructional materials.
 10-18b et seq. re Firearms safety programs.
 10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught. Training of personnel. Evaluation of programs by alcohol and drug abuse commission and department of education.
 10-19a et seq. re Substance abuse prevention team.
 10-24 Course in motor vehicle operation and highway safety.
 10-21 et seq. re Vocational education and cooperation with business

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
 East Hampton, Connecticut

CURRICULUM CYCLE



ANALYZING

- form committees
- diagnose needs
- review existing curriculum
- study current literature

PLANNING

- develop on-going timeline
- develop philosophy
- develop global goals/objectives
- obtain initial curriculum approval

PROGRAMMING

- develop grade level learning experiences
- develop appropriate evaluation strategies for students
- preview materials
- outline in-service needs
- collate resources
- develop/update curriculum guides
- pilot proposed curriculum concepts/materials

IMPLEMENTING

- provide in-service
- monitor/pilot program
- modify and revise curriculum

EVALUATION

- develop appropriate student assessment
- obtain data on program from students, staff, community
- monitor concerns
- maintain/revise curriculum

Instruction

Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

Migrant Education Program for Parent(s)/Guardian(s) Involvement

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Legal Reference: No Child Left Behind Act of 2001, §1301 et seq., 20 U.S.C. §6391 et seq., 34 C.F.R. §200.40 - 200.45.

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Programs for Migrant Students - Family Interview Form

To be completed by Building Principal or designee: (please print)

Child 1 Name	Birth Date	Grade	School
Child 2 Name	Birth Date	Grade	School
Child 3 Name	Birth Date	Grade	School

Name of Parent/Guardian	Language(s)
Telephone Number or other contact information	Today's Date

Needs Assessment

Please check response

1. Do any of your children have health problems that interfere with their ability to learn? Explain: Yes No _____

2. In what areas might your child(ren) need additional help in school?

	Reading	Math	Language	Other (specify)
Child 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Child 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Child 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

3. Are your child(rens)' immunizations up to date? Yes No Don't know

4. Do you have immunization records? Yes No Don't know

5. Have you established a source of primary healthcare? Yes No Don't know

If not, would you be interested in information on primary healthcare? Yes No Don't know

Resources and Referrals

Please circle/check response

1. Would you be interested in information on:

- | | | | |
|---------------------|------------------------------|-----------------------------|-----------------------------------|
| Head Start | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| District Preschool | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| Parents as Teachers | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| GED/ESL Classes | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |

2. Would you be interested in information on:

- | | | |
|-----------------------------|------------------------------|-----------------------------|
| Public/County Health Dept. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Division of Family Services | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. May we share your name and address with these agencies?

- Yes No

4. When is the best time to reach you at home?

- AM PM

Days of the week:

- Monday Tuesday Wednesday Thursday Friday

Name of Person Completing Form

Name of Person Being Interviewed and
His/Her Relationship to Family/Children

Instruction

Computer Literacy

The Board recognizes its responsibility to ensure that district staff and students have access to up-to-date technological materials and equipment. As used in this policy, "technology" refers principally to electronic materials and equipment, including computers, telecommunications, lasers and robotics.

The following reflect the district's goals for students regarding instructional technology:

1. To foster an atmosphere of enthusiasm and curiosity regarding new technology and its applications;
2. To heighten each student's familiarity and/or working knowledge of current technological materials/equipment;
3. To provide all students equal access to district technological materials/equipment and to instruction in their implementation;
4. To ensure that the various technologies are utilized in a variety of applications, and are not restricted to one subject area or one location in the schools;
5. To promote district educational goals through the use of such technology(ies).

In order to achieve the above-stated goals, the Board shall seek the advice of representatives from groups utilizing technology in pursuit of district goals (i.e., Board members, administrators, teachers, support staff, parents and students). In addition, the Board directs the Superintendent to equip district schools with appropriate and up-to-date hardware/software, to schedule "hands-on" in-service activities for district staff and to implement suggestions from the above representatives and the instructional materials planning committee, within budgetary constraints.

Instruction

Computers: Acceptable Use of the Internet

The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, the government, and numerous organizations. The Board of Education believes that the Internet is a valuable tool that should be used in schools to educate and inform students, much like books, magazines, video, CD-ROM and other informational sources. The Board endorses student use of the Internet for learning and research which enhances information available through other mediums. This includes participation in distance learning activities, asking questions of and consulting experts, communicating with other students and individuals, and locating material to meet the educational needs of the students of the East Hampton Public Schools.

While the Internet can provide students with a vast array of educational and informational resources, it can also be a window through which students could access information which is neither pertinent to nor appropriate for an educational setting. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. It is important to give students assistance and guidance in accessing information which is beneficial to their education and equally important to recognize that total monitoring of students' access to the Internet would be impossible. Therefore, individual users of the East Hampton Public School Network are responsible for their use of the network and are expected to use it responsibly.

To ensure appropriate usage, the administration will establish guidelines for student exploration and use of electronic information resources. Such guidelines shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of the network, and conditions of usage. The guidelines shall strive to preserve students' rights to examine and use information to meet the educational goals and objectives of the District. In addition, the District shall take steps, such as using filtering programs to block access to objectionable material, access controls and supervision by staff to monitor and/or restrict access to the electronic informational resources.

In recognition of the potential for improper use of the Internet in the educational setting, the Board requires that students who use the Internet comply with the following policies, as well as comply with any guidelines for use promulgated by the administration:

1. The use of the Internet is a privilege. As the owner of both the hardware and software that is available, the East Hampton Public Schools may withhold this privilege. Failure to adhere to the established guidelines may result in the loss of Internet access, disciplinary action and/or referral to legal authorities.
2. Use of the Internet must be in support of education and research consistent with the educational goals and objective of the East Hampton Public Schools.

Instruction

Computers: Acceptable Use of the Internet (continued)

3. E-mail may be used for educational or administrative purposes. Electronic mail is not private. Those who operate the system have access to all mail which may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.
4. Users must not reveal personal information about themselves or others, including, but not limited to, the following: home address, telephone numbers, password, social security number or credit card number.
5. Users will comply with all state, federal and local laws, including copyright laws and laws prohibiting harassment by computer.
6. Users must not interfere with others' work or with the performance of the computers, both hardware and software. Prohibited actions include, but are not limited to, the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, downloading programs, and/or any attempt to harm or destroy data of another user.
7. Users may not establish any official representation of the school or school district (i.e., Internet home page) without obtaining prior approval of school administration.
8. Each user will abide by the generally accepted rules of etiquette and applicable school policies, which include, but are not limited to, the following:
 - Use appropriate language. Do not write or send abusive messages or those which contain vulgarities.
 - Chain letters and pyramid schemes (chain letters with money) are illegal.
 - Bulk posing to individuals or groups to overload the system (i.e., "spamming") is prohibited

To ensure that only authorized students who understand the bounds of permitted use will have access to the Internet, East Hampton Public Schools must obtain the written permission of a student's parent or legal guardian before the student may access the Internet.

Legal Reference: Connecticut General Statutes
53a-182b. Harassment in the first degree: Class D felony. (as amended by PA 95-143)
20 U.S.C. Section 6777, No Child Left Behind Act

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

_____,
month/day/year

Dear Parents/Guardians:

New technologies are shifting the ways that information may be accessed, communicated, and transferred. These changes may also alter instruction and student learning. The East Hampton Public School System offers students access to the electronic information highway and computer service networks such as electronic mail and the Internet in accordance with Board Policy 6141.321 (attached).

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents, and guardians of minors are responsible for setting and conveying standards that students should follow when using media and information sources.

The Board of Education supports and respects each family's right to decide whether or not to allow their child(ren) to access the Internet. Please take the time to sit down with your child(ren) to read and discuss the *Rules and Codes of Ethics for School Computer Users*. Then, sign and return the statement(s) provided as soon as possible.

Rules and Codes of Ethics for School Computer Users

Internet access is provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use. Decisions are final. The system administrators may deny, revoke, or suspend specific user access at any time.

Individual users are responsible for their use of the network. District guidelines are as follows:

- Student users, before accessing the Internet, must always get permission and follow instructions.
- Student users must sign in each time they use the network.
- Student users must be supervised when accessing the Internet.
- Student users will use computer resources for educational purposes and in compliance with instructional activities.

The use of the computer and the Internet must be in support of education and research and must be consistent with the academic expectations of the East Hampton Public School System. Transmission of any material in violation of U.S. or State regulations including copyrighted, threatening, or obscene material is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

The user is also expected to abide by the following rules of etiquette:

- Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Transmission of obscene material is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal your or other students' personal addresses or telephone numbers.
- Do not communicate any credit card numbers, bank account numbers, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
- Do not use the network in such a way that would disrupt the use of the network by others.
- Any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in the suspension of privileges.

Very truly yours,

Superintendent of Schools

NOTE: Violation of any of the above-mentioned rules and regulations will result in a loss of access and may result in other disciplinary or legal actions.

**EAST HAMPTON PUBLIC SCHOOL COMPUTER AND INTERNET USER
AGREEMENT
AND
PARENT PERMISSION FORM**

After reading the *Rules and Codes of Ethics for School Computer Users*, please complete this form to indicate that you agree with the terms and conditions outlined. The signatures of both student and parent/guardian are mandatory before access may be granted to the Internet. This document, which incorporates the rules and codes, reflect the entire agreement and understanding of all parties.

As a user of the East Hampton Public School District computer network, I have read and hereby agree to comply with the outlined rules and codes of ethics

Student Signature: _____ Date: _____

Student Name: _____
(Please print)

Student's School: _____

Grade: _____

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as electronic mail and the Internet. I have read and agree to the rules and code of ethics. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless the East Hampton Public Schools and employees of the school district for any misuse of access to the computer services networks that my child commits. I understand that once signed this agreement is legally binding on me.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____
(Please print)

Street Address: _____

Home Telephone: _____ Work Telephone: _____

Complete and return to your child's school.

SAMPLE LETTER TO PARENTS

Dear Parent:

The East Hampton District strongly believes in the educational value of electronic services and recognizes their potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication. Our district will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service.

This educational opportunity also demands personal responsibility. It is important that you and your child read the enclosed Acceptable Use Policy and discuss it together. When you child is given an account and password to use on the computer, it is extremely important that the rules be followed. Failure to follow the rules will result in the loss of the privilege to use this educational tool.

Please stress to your child the importance of using only his or her own account and password, and the importance of keeping it a secret from other students.

Although we have established acceptable use policies, please be aware that there may be unacceptable material or communications that your child can access. We cannot control material available on other computer systems.

After you have read and discussed the rules and responsibilities with your child and if you agree to allow your child to have an account, please sign the Acceptable Users Contract and return it to school.

Sincerely:

The East Hampton Public Schools

Internet Network Access Agreement

Name: _____ School: _____

Home Address: _____

Sponsoring Teacher: _____

I accept responsibility to abide by the Internet Network Access policies of The East Hampton Public Schools as stated in this agreement. I agree:

- * to use the Internet Network in support of education and research, consistent with the educational objectives of the East Hampton Public Schools.
- * to use the Internet Network only with the permission of the responsible teacher.
- * to be considerate of other users on the network and use appropriate language for school situations as indicated by the school codes of conduct.
- * to not knowingly degrade or disrupt Internet network services or equipment, as such activity is considered a crime under state and federal law; this includes, but is not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- * to immediately report any problems or breaches of these responsibilities to the responsible teacher.
- * to not divulge personal information over the Internet

I understand that any conduct that is in conflict with these responsibilities is unethical and will result in termination of network access and possible disciplinary action.

Student Signature: _____ Date: _____

As a parent/guardian of this student, I have read the responsibilities for Internet Network Access.

- I understand that Internet access is designed for educational purposes and that the East Hampton Public Schools have taken all available precautions to eliminate access to controversial material.
- I understand that any conduct, by the above named student, that is in conflict with these responsibilities is unethical and such behavior will result in the termination of access and possible disciplinary action as indicated by the school codes of conduct.
- I have reviewed these responsibilities with my child and I hereby give permission to the East Hampton School District to provide Internet network access.

Parent/Guardian Signature: _____ Date: _____

Instruction

Computers: Web Sites/Pages

The creation of the East Hampton Public School's web page provides a means of two way communication for the purposes of sharing information with the school district and the world about school curriculum and instruction, school authorized activities, and other information relating to the District's schools and mission. Instructional resources for staff and students may also be provided.

Publishing privileges are provided to students and staff through the webmaster authorized by the Superintendent or his/her designee. The Board establishes the following guidelines and responsibilities pertaining to the web site publishing.

Content Standards

Subject Matter — All subject matter on School District Web pages and their links must relate to curriculum and instruction, school-authorized activities, or information about the District or its mission. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Students, staff, or other individuals may not use the district's web pages to provide access to their personal pages on other servers or online services.

Pre-Approval — Prior to submission to the Superintendent or his/her designee, all building level material must have pre-approval of the appropriate building principal. All district level material must have pre-approval of the appropriate district administrator.

Quality — All work must be free of any spelling or grammatical errors. Documents may not contain objectionable material or point directly to objectionable material. Objectionable material is determined on a case by case basis by the Superintendent or his/her designee. The judgment of the classroom teachers, instructional technology teachers and, ultimately, the Principal or Superintendent or his/her designee.

Student Safeguards — Documents shall include only the first name of the student. Documents shall not include a student's home phone number or address or the names of other family members or friends.

Published E-mail addresses shall be restricted to those of staff members.

Identifying pictures of student will not be posted on any District sponsored web pages.

Student work shall not be published without permission of the student and parent or guardian.

Instruction

Computers: Web Sites/Pages (continued)

Technical Standards

The Board, in the interest of maintaining a consistent identity, professional appearance and ease of use and maintenance established the following technical standards for all District web pages.

Each web page must have an authorized school district sponsor.

Each web page added to the district web site must contain certain common elements:

- At the bottom of the page, there must be the date of the last update of the page and the name or initials of the person(s) responsible for the page or the update.
- At the bottom of the page, there must be a link that returns the user to appropriate points in the district pages. This would normally be a return to the district home page.
- Standard formatting is used; Browser friendly HTML editors or word processor programs that save files as HTML may be used.
- Backgrounds, graphics and color combinations must coordinate with the District format.

The authorized sponsor who is responsible for the final web page will edit, test the document for accurate links, and ensure that the page meets the content standards listed above. In addition, the sponsor will assume responsibility for updating the information as needed.

Pages may not contain links to other pages that are not yet completed. If further pages are anticipated but not yet developed, the text that will provide the link should be included but may not be made “hot” until the further page is actually in place.

Directory structure will be determined by the webmaster. Staff members approved for access will be given access passwords by the webmaster.

Revision of Guidelines

These guidelines will be evaluated and updated as needed in response to the changing nature of technology and its applications in the School District. Questions regarding this information may be directed to the Superintendent or his/her designee.

(cf. 1110 Communications with the Public)

(cf. 5125 Student Records)

(cf. 6161.1 Guidelines for Evaluation/Selection of Instructional Materials)

Instruction

Computers: Web Sites/Pages (continued)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et.seq.

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Instruction

Computers: Web Sites/Pages

Web Page Development Guidelines

The District needs to educate all students as they prepare for a productive life in a changing world. The use of the Internet and associated technology is playing an increasing role in student education.

Adherence to these guidelines will insure proper use of the District's network capabilities and proper conduct of the user. The construction and ongoing maintenance of a home page/web site that represents the District is to be viewed as a public information vehicle subject to the following guidelines which require efficient, ethical and legal utilization of networks resources.

Webmaster

Defined: A webmaster is the person who is responsible for the content and publication of their school or district site World Wide Web homepage upon final approval of the school principal or district department supervisor. There may be more than one homepage per school but these will be linked from the school's main homepage.

Responsibilities:

- Screen all material before publication.
- Check all links for accuracy and appropriateness.
- Receive all links for accuracy of all material to be posted.
- Upload material to the district web server.
- Insure that the district webmaster has the name of the current school webmaster.
- Purging home page information of outdated pages or those no longer in use.

Caution: Keep an updated copy of all school web pages on the webmaster computer. See District webmaster responsibilities below.

District Webmaster

The district webmaster will maintain the district web server. Update procedures and rights will be provided by the webmaster.

To keep the district web server free of outdated or unused files, the district webmaster will periodically purge all files, requiring each school webmaster to reload their new or updated files. Adequate advance notice will be provided to insure that backup files are present and updated.

Instruction

Computers: Web Sites/Pages (continued)

Sponsoring Teacher or Administrator

Defined: Any teacher or administrator willing to be responsible for proofing student material prior to submission to the webmaster for publication on the school's World Wide Web homepage.

Responsibilities:

- Instruct students on proper use and guidelines before development of student page begins.
- Insure that student work has educational value.
- Screen student material to insure that it adheres to the district goals, guidelines and policies. (Refer to guidelines below.)

Student or District Employee

Defined: Student; Any student currently enrolled in the District.

District Employee; any person currently employed by the District.

Web Page Publishing Guidelines

Each school web page shall contain a disclaimer statement similar to the following:

- "We have made every reasonable attempt to insure that our web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the Acceptable Use Policy."
- Material to be published must not display, access, or link to sites deemed offensive by the District's Acceptable Use Policy. All published material must have educational value and/or support the District's guidelines, goals and policies.
- The only material to be published on the District web server must come from the designated school or department site webmaster. All personnel defined in this document must have on file the signed signature page found below. This signature page will reside with the school or district department administrator.

Instruction

Computers: Web Sites/Pages (continued)

Web Page Publishing Guidelines (continued)

- The web is a very dynamic resource. It is strongly recommended that links to pre-existing sites be checked regularly to insure that their links are not going to inappropriate sites.
- Student work should not be published on a web site unless both the student and the parent(s) or guardian(s) have signed the signature page found below. An exception would be if the work is part of an existing publication such as a newspaper or school newsletter.
- At no time should a student's personal e-mail address or phone number appear on a school or district web page. All e-mail should be directed to the school or site web master.
- Please pay particular attention to the copyright information found below.

The Principal or District Supervisor should designate an additional staff member in each school or department (if it is not the webmaster) to regularly "visit" their web site to check for appropriateness and the legal issues which may arise when a school or district department engages in global publishing.

Copyright Issues

The Internet has grown to a world wide computer network with many different type of users with many different purposes for their presence. Copyright issues are often brushed aside or completely ignored. As an educational institution we should be aware of the necessity of conforming to all laws, regardless of how they may be perceived on the Internet. The guidelines stated herein are for our own protection and for teaching by example those principles we wish to instill within our students.

The copyright law and the courts have provided exceptions to the rules that govern the behavior of teachers, students, and schools. In general terms, teachers, students and schools are allowed to make "fair use" of materials for instructional purposes. "Fair use" has been interpreted to include those limited uses which are not likely to deprive a publisher or an author from income.

"Fair use" of Internet resources by teachers, students, schools or district personnel should parallel the use of printed resources. Teachers and students might make limited use of some text and graphics within their own classrooms. They should not "publish" those same materials across other classrooms within the building by posting on a local area network (LAN) or across other classrooms in other building on a wide area network (WAN) or the World Wide Web.

Instruction

Computers: Web Sites/Pages (continued)

Copyright Issues (continued)

Teachers and students might make rather liberal use of information, text and graphics so long as their resulting works remain within the classroom setting. The moment the works move out of the classroom, they may fall under a "public performance" clause of the copyright law which imposes much greater restrictions and fees.

If purchased clip art collections are used, read carefully the language outlining web rights. Most contain some form of agreement printed on a seal which is broken upon opening. Most of these agreements require you to print a credit line on any document which you are publishing which includes one or more graphics from the collection. The best advice is to read and follow the stipulations within the agreement.

Teachers, students, nor district personnel may safely make use of other's materials (graphics, text, etc.) when they publish on the Web unless they have requested and received formal permission to do so. This would include downloading or "whacking" another web site's material down to their school server. This should only be done after obtaining written permission from the author of the desired site.

To avoid problems with what to use or not use, the following statement should be our guide. *Unless there is a clear statement that art, photos and text are "public domain" and available for free use one should assume that they are copyrighted.* This material should not be used for republication on a local area network, a wide area network or a Web site unless permission is granted from the owner.

Privacy Issues

In addition to copyright issues, careful thought and attention must be given to privacy issues. These include the following:

- Student directory information may not be published if parents have requested that it be withheld.
- Photographs of students or staff shall be used only with permission from the parents or staff workers.
- Students' last names shall not be used on web sites.

Instruction

Computers: Web Sites/Pages

Suggested Content

School web sites could include the following types of content:

Welcome	Curriculum	School Projects
Special Emphasis Programs	Principal's Message	School Map
School Handbook	Superintendent's Message	Parent's Conference
Calendars	Lunch Menu	Educational Resources for Parents
Student Projects	Office News	Parents
School Clubs/Activities	Program Philosophy	Links to other educational sites

Only the web sites/pages created under the auspices of this administrative regulation will be offered representatives of the East Hampton Public School District.

Instruction

Internet Acceptable Use: Filtering

The Board of Education provides computers, computer systems, software, electronic access privileges, and networks for students and staff to carry out the mission of the Board in an environment which ensures access to up-to-date information, management, and communication services. Responsible use of these systems and networks is expected of all students and staff.

The computers, computer systems, software, electronic access privileges, and networks are the property of the Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management by students and staff. The equipment, infrastructure, and software are not to be used for personal gain by any student or staff member.

Filtering should only be viewed as one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Filtering should be used in conjunction with:

- Educating students to be "Net-smart;"
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using "Acceptable Use Agreements;"
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

The placement of filters on District computers/computer systems is viewed as an exercise of the Board's ability to determine educational suitability of all material used in the schools.

Filters will be utilized with District schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a pre-selected list of approved sites.

The Superintendent of Schools is directed to establish guidelines and procedures for responsible use of computers, computer systems, software, electronic access privileges, and networks provided by the Board of Education.

(cf. 6141.321 - Acceptable Use of the Internet)

(cf. 6141.322 - Web Sites/Pages)

Instruction

Internet Acceptable Use: Filtering (continued)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Public Law 106-554 Fiscal 2001 Appropriations Law containing the "Children's Internet Protection Act"

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Reno v. ACLU, 521 U.S. 844 (1997)

Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)

Board of Education v. Pico, 457 U.S. 868 (1988)

Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)

Policy adopted: June 26, 2006 EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Instruction

Internet Acceptable Use: Filtering

Preface

When minors are using the Internet, access to visual depictions that are obscene, child pornography or harmful to minors must be blocked or filtered. When adults are using the Internet, only material which is obscene or child pornography must be filtered or blocked.

Definitions

1. **Obscene** is to be determined by the following test:
 - Whether the average person, applying contemporary community standards, would find the work, taken as a whole, appeals to the prurient interest;
 - Whether the work depicts sexual conduct in a patently offensive way; and
 - Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.
2. **Child Pornography**, as defined in 18 U.S.C. 2256 means any visual depiction, including any photograph, film, video, picture, computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
 - the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
 - such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
 - such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
 - such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
3. Material **“Harmful to Minors”** is any picture, graphic image file or other visual depiction that:
 - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - depicts, describes, or represents, in a patently offensive way with respect to what is suitable to minors, an actual or simulated sexual act or sexual conduct, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

Instruction

Internet Acceptable Use: Filtering

Criteria for Filtering of Objectionable Sites

Anything that falls under at least one of the categories below shall be blocked/filtered. This list will be updated/modified as required.

Nudity/Pornography

- Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)
- Provocative semi-nudity (e.g., lingerie models)
- Sites which contain pornography or links to pornographic sites
- **Exceptions:** Classical nudity (e.g., Michelangelo), swimsuit models

Sexuality

- Sites which contain material of a mature level (elementary/middle school levels)
- Images or descriptions of sexual aids
- Descriptions of sexual acts or techniques
- Sites which contain inappropriate personal ads

Violence

- Sites which promote violence
- Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
- Graphic autopsy or crime-scene images

Crime

- Information of performing criminal acts (e.g., drug or bomb making, computer “hacking”)
- Illegal file archives (e.g., software piracy)

Drug Use

- Sites which promote the use of illegal drugs
- Material advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking-game rules)
- **Exceptions:** Material with valid educational use (e.g., drug-use statistics)

Tastelessness

- Images or descriptions of excretory acts (e.g., vomiting, urinating)
- Graphic medical images outside of a medical context
- **Exception:** Graphic medical images within a medical context

Instruction

Internet Acceptable Use: Filtering

Criteria for Filtering of Objectionable Sites (continued)

Language/Profanity

- Passages/Words too coarse to be softened by the word filter
- Profanity within images/sounds/multimedia files
- Adult humor (e.g., sexually or racially tinged)

NOTE: The focus is on American English, but profanity in other languages or dialects is blocked if brought to our attention.

Discrimination/Intolerance

- Material advocating discrimination (e.g., racial or religious intolerance)
- Sites which promote intolerance, hate, or discrimination

Interactive Mail/Chat

- Sites which contain or allow inappropriate e-mail correspondence
- Sites which contain or allow inappropriate chat areas

Inappropriate Banner Acts

- Advertisements containing inappropriate images

Gambling

- Sites which allow or promote online gambling

Weapons

- Sites which promote illegal weapons
- Sites which promote the use of illegal weapons

Other Inappropriate Material

- * Body modification: tattooing, branding, cutting, etc.

Judgment Calls

- Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Instruction

Internet Acceptable Use: Filtering

Procedures For Suggesting Site Be Blocked or Unblocked

If District staff members observe a site which they believe to contain inappropriate material according to the criteria provided here, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

Disabling Blocking/Filtering Devices

The technology protection measures used to block or filter a site may/may not be disabled during use by an adult to enable access to bona fide research or other lawful purpose. (*NOTE: CIPA does not require schools or libraries to afford adults unfiltered Internet access.*)

There are no exceptions to the requirement that Internet access be blocked/filtered at all times for minors. If material has been wrongly blocked, it must be unblocked by the company providing the software, after a request has been made by the school or library.

Instruction

Posting of Student Work/Photographs

The District has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. Therefore, the Board established these guidelines to fulfill this obligation.

The purposes of these guidelines are to:

1. inform school staff of the possible dangers of allowing students to publish identifying information on the Internet;
2. recognize that there are potential advantages of allowing students to publish identifying information on the Internet; and
3. provide to schools a recommended set of guidelines governing how student identifying information should be allowed in publishing on the Internet.

Guidelines:

- Only first names be used in published student work.
- Pictures that are a part of student publishing should not include identifying information.
- Under no circumstances should a student's home address or phone number be included.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.
- In special circumstances with parent-signed release, identifying information can be added.
- Directory information will not be posted on the web for students who have requested, in writing, that such information not be released.

It is recognized by the Board that there may be circumstances where it might be appropriate for high school students to provide identifying information along with work published on the Internet. An example of such an appropriate circumstance might be college entrance or

In making this determination, the high school student and the supervisory staff member must weigh the potential for risk against the perceived advantage of posting this identifying information. Parental approval, in addition to that of school staff, is required where there is uncertainty regarding the posting of identifying information for high school students.

Students shall retain all rights to work they create using the District's electronic communication system.

Instruction

Posting of Student Work/Photographs (continued)

(cf. 1110 - Communication with the Public)

(cf. 5125 - Student Records)

(cf. 6141.321 - Internet Use)

(cf. 6141.322 - District/School/Staff/Student Web Sites and Web Pages)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Instruction

Electronic Resources

The East Hampton Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the East Hampton District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and to take ownership of their lives.

The Board directs the Superintendent or his/her designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

(cf. 6162.6 – Copyrights)

(cf. 4118.4/4218.4 – E-Mail (Electronic Monitoring) (staff))

(cf. 4118.5/4218.5 – Staff Acceptable Computer Network Use)

(cf. 5125 – Student Records)

(cf. 5131.911 – Bullying)

(cf. 5131.913 – Cyberbullying)

(cf. 6141 – Curriculum Design/Development/Revision)

(cf. 6141.32 – Computer Literacy)

(cf. 6141.321 – Student Acceptable Use of the Internet)

(cf. 6141.322 – Websites/Pages)

(cf. 6141.323 – Internet Safety Policy/Filtering)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Instruction

Electronic Resources

Legal Reference: Connecticut General Statutes (continued)
53a-182b Harassment in the first degree: Class D felony. (as amended by PA 95-143)
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).
18 USC § 25 10-2522 Electronic Communication Privacy Act
20 U.S.C. Section 6777, No Child Left Behind Act
20 U.S.C. 254 Children's Internet Protection Act of 2000
47 U.S.C. Children's Online Protection Act of 1998
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).
Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et.seq.

Policy adopted: May 26, 2009

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Instruction

Electronic Resources

K-12 Network Acceptable Use Guidelines/Internet Safety Requirements

These procedures are written to support the Electronic Resources Policy of the Board of Education and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and with civility in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

Network

The District network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The District reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the District.

Acceptable network use by District students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;
- Connection of staff personal laptops to the District network after checking with (insert title of position, i.e., technology director, IT director, assistant superintendent) to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all guidelines in this document.

Instruction

Electronic Resources

K-12 Network Acceptable Use Guidelines/Internet Safety Requirements

Network (continued)

Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from the (insert title of position);
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed.

The District will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The District will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the District's computer network or the Internet.

Internet Safety

Personal Information and Inappropriate Content:

- Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.

Instruction

Electronic Resources

K-12 Network Acceptable Use Guidelines/Internet Safety Requirements

Internet Safety

Personal Information and Inappropriate Content: (continued)

- No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the District's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to District browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the District will be considered SPAM and blocked from entering district e-mail boxes;
- The District will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to District computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Instruction

Electronic Resources

K-12 Network Acceptable Use Guidelines/Internet Safety Requirements (continued)

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Network Security and Privacy

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

- Change passwords according to District policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your user account password, keep it in a secure location;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen, or log off, if leaving the computer.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

Instruction

Electronic Resources

K-12 Network Acceptable Use Guidelines/Internet Safety Requirements (continued)

No Expectation of Privacy

The District provides the network system, e-mail and Internet access as a tool for education and research in support of the District's mission. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the District's network. The District reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of Connecticut.

Disciplinary Action

All users of the District's electronic resources are required to comply with the District's policy and procedures [and agree to abide by the provisions set forth in the District's user agreement].

Violation of any of the conditions of use explained in the (District's user agreement), Electronic Resources Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

(cf. 6162.6 – Copyrights)

(cf. 4118.4/4218.4 – E-Mail (Electronic Monitoring) (staff))

(cf. 4118.5/4218.5 – Staff Acceptable Computer Network Use)

(cf. 5125 – Student Records)

(cf. 5131.911 – Bullying)

(cf. 5131.913 – Cyberbullying)

(cf. 6141 – Curriculum Design/Development/Revision)

(cf. 6141.32 – Computer Literacy)

(cf. 6141.321 – Student Acceptable Use of the Internet)

(cf. 6141.322 – Websites/Pages)

(cf. 6141.323 – Internet Safety Policy/Filtering)

Instruction

Electronic Resources

K-12 Network Acceptable Use Guidelines/Internet Safety Requirements (continued)

Legal Reference: Connecticut General Statutes

- 1-19(b)(11) Access to public records. Exempt records.
- 10-15b Access of parent or guardians to student's records.
- 10-209 Records not to be public.
- 11-8a Retention, destruction and transfer of documents.
- 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
- 46b-56 (e) Access to Records of Minors.
- 53a-182b. Harassment in the first degree: Class D felony. (as amended by PA 95-143)
- Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).
- 20 U.S.C. Section 6777, No Child Left Behind Act.
- 20 U.S.C. 254 Children's Internet Protection Act of 2000.
- 47 U.S.C. Children's Online Protection Act of 1998.
- Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g).
- Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
- Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et.seq.

Regulation approved:

June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Instruction

Independent Study

A progressive school program should provide students with an opportunity to become independent of school and teacher in order to carry on their own learning enterprises successfully after their formal schooling is ended.

Independent study is a plan of instruction which deliberately aims to guide learners in their own independent work. It is a separate phase of instruction tailor-made for the individual student and guided by the teacher in order to build on the student's abilities as an independent learner. Under independent study, the teacher's role shifts from a director of learning to a resource for the learner.

An independent study may not be used to fulfill graduation requirements except in those exceptional cases which must be approved by the Principal and the Director of Curriculum and Administrative Services or the Superintendent or his/her designee.

Independent study may take any of several patterns:

1. A substitute for organized instruction,
2. Honors work,
3. A culminating activity,
4. Corresponding study,
5. Programmed instruction,
6. A supplement to group instruction,
7. Individualized instruction.

Independent study benefits students by enabling the school systems:

1. To broaden and strengthen curriculum content thereby overcoming the usual limitations of the regular school program;
2. To provide students an opportunity to make decisions and (to select from a series of options) about their activities in school;
3. To place students in a more active role in the learning process;
4. To provide learning experiences tailored to the interests, talents, and needs of individual students.
5. To enable students to develop confidence in their ability to learn, to think imaginatively, and to explore ideas;
6. To develop in students the ability to comprehend, apply, analyze, and synthesize information;
7. To provide students an opportunity to develop responsibility through developing and following a plan of study;
8. To foster in students a continuing interest in learning.

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Instruction

Advanced College Placement

The Board of Education encourages students to advance academically at a pace appropriate for them. Therefore, it shall permit advanced placement in college, either on a full or part-time basis, for high school juniors or seniors who are exceptionally able and motivated academically.

The administration shall develop, and the Board of Education shall approve, criteria and regulations pertaining to students who may be accorded advanced placement privileges.

When such individual programs meet with the approval of the school administration, and have been formally approved by the Board, the student may be released from high school attendance on a full or part-time basis, and shall be awarded a high school diploma after evidence is received that s/he has met, through college work, all necessary academic requirements for graduation.

Instruction

Advanced College Placement

Any high school student whose admission to a college-level course is recommended by his/her Counselor may enroll in the course. If students wish to receive high school credit for the course, they must request permission from the Principal, through the Counselor, to apply the course toward high school graduation requirements prior to enrollment.