

# HCOE Internet Access Memo

April 14, 1995

MEMORANDUM TO: District Superintendents and Business Managers

FROM: Barney Finlay, Director of Business Services

SUBJECT: PUBLIC SCHOOL ACCESS TO INTERNET

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The HCOE will, in the near future, be providing your school site(s) with access to the rich resources of the Internet. In the attached packet, you will find the following:

## 1. School District/HCOE Agreement to Provide Internet Access Services

This agreement formalizes the providing of Internet services to the district by the HCOE. It is the umbrella agreement under which services are provided. Once signed, HCOE Information Network Services' staff will schedule an orientation session for district and/or school site staff. Districts will then get Internet access and can begin applying for E-mail accounts.

In order to recover a portion of the annual costs associated with the Internet connection, each school site will be billed a \$100 annual fee. Because sites will be connected at various times during the year, the first school year, or portion of, will be free.

## 2. Application for Educational Use Individual Internet E-Mail Account

This application describes the "rules" governing Internet use. It is being offered to all public school employees that your district permits to sign up.

In order to control and manage the individual accounts, we are establishing an annual fee of \$12.00 billed to the districts, of which we'll place \$6.00 in an account in curriculum staff development to support school use of technology.

## 3. Application for Educational Use Classroom Internet E-Mail Account

Again, this application describes the "rules." It is designed to allow the classroom teacher to designate one additional E-mail account for the classroom. In this way, the teacher can have a separate account for classroom-to-classroom communication in addition to their own individual account.

Such accounts are free if linked to a subscribing teacher and thus, will be terminated when the teacher's account is terminated. If not linked to a teacher, the account will be subject to the \$12.00 annual fee.

## 4. Sample Parent/Guardian Letter and Student Use Agreement

This agreement contains a sample cover letter to the parent/guardian of pupils that will use the Internet. It is to be signed by the parent/guardian, pupil, sponsoring teacher and the site principal. This is intended to alert the various participants to the potential dangers of unauthorized use, and that pupils, despite appropriate safeguards, may gain access to inappropriate information. This agreement is retained by the district and not returned to HCOE.

While the HCOE is pleased to offer this valuable resource, we know its effective use must be controlled by district staff, especially as it relates to student use.

It is important for users to understand and abide by the "rules" and that parents understand the potential issues related to misuse or inappropriate use.

If you have any questions, please feel free to contact me at 445-7030 or Gabor Sziladi at 445-7028.

LB:BF:slb