

Milford E. Barnes Jr. School
335 S. Franklin Street
Wilkes-Barre, PA 18702

October 30, 2003

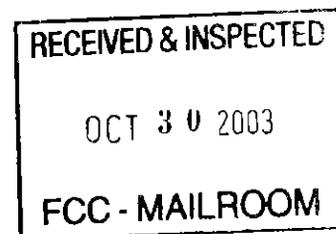
Federal Communications Commission
Office of the Secretary
445 - 12th Street, SW
Washington, PA 20554

CC Docket No. 02-6

Request for Review

Contact Information:

Elaine Pataki
335 S. Franklin Street, Wilkes-Barre, PA 18702
(570) 825-6427 ext 344
Fax: (570) 301-3330
Email. epataki@fcc-csc.org



SLD Action we are appealing:

Administrator's Decision on Appeal - Funding Year 2003-2004
Billed Entity Number: 219392
Funding Request Number: 935675
471 Application Number: 347543
Funding Year: 07/01/2003 - 06/30/2004
Applicant Name: Milford E. Barnes Jr. School
Funding Amount of \$11,469.60 denied because Technology Plan required

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Rebuttal to Appeal Decision Explanation:

- The original decision to deny this funding request was based upon the explanation that the FRN references services for which a Technology Plan is required. We did provide proof that we had a certified Technology Plan in place before the start of the funding request year and that this Technology Plan was certified by an SLD approved certifier whose name was obtained from the Schools and Libraries website.
- SLD states in its denial explanation that during PIA review, SLD requested that I provide a copy of our approved technology plan, and that I submitted a fax on 01/28/2003 of a Certification of Technology Plan Approval dated 04/24/2002. This is not entirely accurate. In my appeal letter to the SLD, I clearly stated we did have a 3 Year Technology Plan which was certified by the CELT Corporation, an approved Technology Plan Certifier listed on SLD website and submitted to a Mr. Al Arauz of Schools and Libraries via Fax on 03/21/2003. I included a copy of this certification letter with my appeal.
- The copy of my approved Technology Plan referenced in the Appeal denial letter which was faxed on 1/28/2003 was **NOT** the Technology Plan that I referenced in my Letter of Appeal to the SLD. The Technology Plan that I referenced was a 3 Year plan, certified on 3/03/2003 by the CELT Corporation, **an SLD certified Technology Plan Approver obtained from the SLD website**. This plan covers funding years 2003/2004, 2004/2005 and 2005/2006.
- In January of 2003, I was contacted by Mr. Arauz of the Schools and Libraries Division who was reviewing my application for funding. At that time I explained to him that we were in the process of certification for our 3 Year Technology Plan for funding years 2003/2004 through 2005/2006. Only at his absolute insistence and with great reluctance on my part did I fax him the interim 1 Year Technology Plan from a previous year. This was an approval letter from the Etech-Planner Project Manager for the Pennsylvania Department of Education. I explained to Mr. Arauz at that time that what he was insisting I fax him was **NOT** the Technology Plan for the year for which I was requesting funding. I also explained to him that we were still in the development and certification process for the Tech Plan needed to cover the funding request he was reviewing.
- When I received my certification letter from The CELT Corporation, I immediately faxed it to Mr. Arauz. This is the fax dated 3/21/2003 which I referenced in my appeal, **not** the fax dated 1/28/2003 which the SLD references in their Denial Letter.
- I am enclosing the Technology Plan certification letter from the CELT Corporation dated March 3, 2003 as well as copies of my fax cover letters.

to Mr. Arauz regarding our 2003 Technology Plan submission and approval. I am also enclosing a printout of the Universal Service Administration Schools and Libraries webpage listing the Certified Technology Plan Approvers for private schools in PA. As you can plainly see, the second listing is for the CELT Corporation who certified our Technology Plan for this funding request year. I am also including a full copy of our certified Technology Plan for Funding years 2003/2004 through 2005/2006.



March 3, 2003

199 Forest Street
Marlborough, MA 01752

Elune Pataki
IT Director
Milford E. Barnes Jr. School
335 S. Franklin Street
Wilkes-Barre, PA 18702

Dear Ms. Pataki,

CELt Corporation (CELt) is certified by the Schools and Libraries Corporation to review and approve technology plans for participation in the Schools and Libraries Universal Service program.

Milford E. Barnes Jr. School, 335 S. Franklin Street, Wilkes-Barre, Pennsylvania, has submitted a technology plan to CELt that has met the standards and criteria outlined in the following checklist:

1. The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services;
2. The plan has a professional development strategy to ensure that staff know how to use these new technologies to improve education or library services;
3. The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services;
4. The plan provides for a sufficient budget to acquire and maintain the hardware, software, and professional development, and other services that will be needed to implement the strategy; and
5. The plan includes an evaluation process that enables the school to monitor the progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

This successful plan aligns these five criteria with the mission and overall educational objectives of the Milford E. Barnes Jr. School. There are clear connections between the proposed information technology system design and the educational reform desired, professional development proposed, and support services required to have true impact on learning. We congratulate the Milford E. Barnes Jr. School staff on their successful planning effort.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Milley".

Robert Milley
VP, Research and Planning

Tel 508-624-4474
Fax 508-624-6565
www.celtcorp.com

Milford E Barnes Jr. School
335 S Franklin St
Wilkes-Barre, PA 18702

**Milford E Barnes Jr
School**

Fax

To:	Al Arauz	From:	Elaine Pataki
Fax:	973-599-6523	Pages:	1
Phone:	973-428-7356	Date:	2/19/2003
Re:	3 Year Technology Plan	CC:	

Urgent For Review Please Comment Please Reply Please Recycle

● **Comments:**

As per our phone conversation today, we are in the process of writing our 3 year technology plan for FY2003/2004, FY 2004/2005 and FY 2005/2006. We are planning to submit it next week to the CELT Corporation for approval. This company was listed on the Schools and Libraries website as an accepted approver for tech plans. Since we are a small private school and not part of a public school district, this was our only alternative.

As soon as we receive our approval letter from the CELT Corporation, I will forward it to you. Please let me know if you need any additional information. Thank you for your assistance with our grant application.

335 S. Franklin Street
Wilkes-Barre, PA 18702
(570) 825-6425
Fax (570) 829-3337

**Milford E Barnes Jr.
School**

Fax

To: Al Arauz From: Elaine Pataki
Fax: 973-599-6523 Pages: 3
Phone: 973-428-7356 Date: 03/21/2003
Re: Technology Plan Certification CC:
 Urgent For Review Please Comment Please Reply Please Recycle

• Comments:

Attached is a copy of our certification letter for our school technology plan for 2003 thru 2006. Please let me know if you need any additional documentation. Our Entity # is 219392.

Regards,
Elaine

Graphics C/B



The Universal Service Administrative Company

Overview

SL Main > Reference Area > Technology Plan Approvers Search Results

About the SLD

Applications

Certified Technology Plan Approvers Results

Process Flowchart

Time table/Deadlines

State: PA, Entity Type: IND/PRIV

Grant Providers

Conference Calls

Provider Manual

Invoicing

Disbursements

Tools

Commitments Search

Data Requests

Form 471 Application Status

Billable Entity Search

SPIT Search

FRN Extensions

Forms

Applicants PIN Request System

Apply Online

Applicant Forms

Provider Forms



- Apply Online
- Reference Area
- Appeals
- Eligible Services List
- Changes & Corrections
- Suspensions & Debarments
- Waste, Fraud, & Abuse Task Force

SEARCH TIP

go

Search Tips

- Contact Us
- Whistleblower Hotline - Report Waste, Fraud, & Abuse

- Get Help
- Site Map
- Site Tour
- Website Policy

1. Advancement for Delaware Valley Independent Schools

Primary Contact

Name: Barbara Kraus-Blackney
 Title: Executive Director
 Address: 701 W. Montgomery Avenue
 Bryn Mawr, PA 19010
 Phone: (610) 527-0130
 Fax: (610) 527-4332
 E-Mail: info@adviv.org

Alternate Contact

Name: Peggy DiSciascio
 Title: Administrative Assistant
 Address:
 Phone: (610) 527-0130
 Fax:
 E-Mail:

Notes: Please be advised you should only contact this organization if you are a member school.

2. Center for Educational Leadership and Technology - CELT Corporation

Primary Contact

Name: Robert R. Milley
 Title: Consultant
 Address: 199 Forest Street
 Marlborough, MA 01752
 Phone: (508) 624-4877, Ext:1201
 Fax: (508) 624-6565
 E-Mail: rmilley@celtcorp.com

Alternate Contact

Name: Aida Martinez
 Title: Project Coordinator
 Address: 199 Forest Street
 Marlborough MA 01752
 Phone: (508) 624-4877, Ext:1201

**Milford E. Barnes Jr. School
Technology Plan**

July 1, 2003 – June 30, 2006

**Milford E. Barnes Jr. School
Technology Plan**

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Milford E. Barnes Jr. School Technology Plan

Milford E. Barnes Jr. School Mission Statement:

The Milford E. Barnes Jr. School values education as the process of change. Based upon individual and group needs, we provide comprehensive services to enhance academic, social and behavioral skills to facilitate the students successful return to public school with the least possible special assistance. Self-reliance and a sense of competence are outcomes we strive for by using our capacity to provide equitable teaching and learning opportunities for the children, adolescents and families we serve.

Overview:

Milford E. Barnes Jr. School is a small private school providing special education for grades K through 12 to children and adolescents with serious emotional challenges. It is blended with a Partial Hospitalization Program and allows children and adolescents who need intensive treatment to have the opportunity to participate in an educational component. Children's Service Center of Wyoming Valley is a community organization that provides and promotes quality services with care and compassion to enhance the *emotional* well-being and mental health of children, adolescents and families. The Milford E. Barnes Jr. School is an essential component enabling these individuals to receive appropriate education in a therapeutic environment.

Our school has special education teachers who make it possible for the children to have a learning environment that is so essential to their development. The curriculum extends from Kindergarten through 12th grade. The educational component works closely with the treatment programs, giving the children a therapeutic milieu for learning.

Our treatment programs are licensed by the Pennsylvania Department of Public Welfare and the educational component is licensed by the Pennsylvania Department of Education. It has been an effective model for many years.

The technology plan for our school was developed with the special needs of our students in mind. We view technology as a tool with which our teachers and students can achieve a goal more efficiently and more effectively. When facing a challenge, one should select the best tool with which to solve the problem; therefore, a specific technology should be chosen because it can be used to meet a clear instructional, educational or communication goal

Milford E. Barnes Jr. School Technology Plan

I. Technology Goals:

We at Milford E. Barnes Jr. School see educational technology, not as an additional curriculum in itself, but as a tool to enrich, enhance and expand the learning experience in which students are encouraged to be self-directed and interactive learners. Technology can support students in their learning by providing access to resources not otherwise available to them. Using the Internet for virtual field trips to museums, other countries, or points of historic importance can enhance student appreciation for these places. Using the Web to access research information from other libraries, search engines and databases can significantly expand the amount of information available to our students and may allow them to pursue their studies more efficiently and perhaps spark an interest in an area they may not have even considered before.

Technology can be used to expand the learning opportunities of our students. Distance learning and video conferencing broadcasts can provide specialized instruction that would otherwise not be accessible to our students during the school day. It can also provide our teachers with resources they would not previously have had available to them. Staff development can be enhanced through the use of on-line courseware, interactive video conferencing, and other strategies and can be focused around competencies that have linked performance measures.

The implementation of a school computer system network and Internet access in conjunction with computer hardware and software upgrades will facilitate the following:

- Curriculum enhancement
- Student-centered learning
- Networking and communication
- Provide access to distance learning and virtual field trips
- Reach greater variety of learning styles
- Enhance reinforcement and motivational process
- Access to information
- Students applications
- Equitable access to education and use of technology
- Increased access to production tools
- Help students develop an awareness of the strengths and limitations of technology
- Offer each student (with parental approval) e-mail capability to approved contacts
- Develop a school website to connect students, teachers, parents, administrators and the community. Here we can post a school calendar,

Milford E. Barnes Jr. School Technology Plan

daily announcements, contact information and a searchable faculty and staff directory

- Develop a technology class for students to create content and manage a web page for students
- Provide diverse opportunities for learning
- Use technology in administrative tasks
- Improve educational and clinical staff efficiency
- Provide additional technical support and training for staff and students
- Expand clinical curriculum, including use of assessment tools

Our ultimate goal is to integrate technology into our instructional program and to enhance our communication, both internally and outside our facilities.

II. Technology Plan Contributors:

The Children's Service Center's Information Technology Director is responsible for the development of the Milford E. Barnes Jr. School's Technology Plan. The School Media Specialist, along with the IT Director, will implement and maintain the Plan. The Milford E. Barnes Jr. School's Clinical Service Director as well as Children's Service Center's Chief Financial Officer, Vice President of Operations and Vice President of Clinical Services have also helped to create this technology plan and will remain actively involved in school technology usage and planning. Teachers will also actively participate in the creation of curriculums that integrate computer technology with learning in the classroom.

We at Milford E. Barnes Jr. School are committed to developing access to technology for all of our students. Our staff's involvement in the planning, implementation and review process should help to give our students access to new technologies. By participating in the E-Rate Grant Program, our school will be able to provide our students access to technology in our classrooms they might not otherwise have had.

**Milford E. Barnes Jr. School
Technology Plan**

III. Professional Development:

Recognizing the need for staff training in the use of new technologies, Milford E. Barnes Jr. School has instituted a "Lunch and Learn" series for staff development. We offer a broad scope of topics ranging from basic computer instruction to using Microsoft Word, Excel and Access, PowerPoint, Publisher and Lotus Notes, as well as other training in the use of specific software currently in use at our facility. As requests are received, additional topics are added. This can be expanded as we add network capabilities and Internet access to our school. In addition to our in-house efforts, our local Intermediate Unit has offered to provide training to our staff in the use of distance learning and video conferencing technologies and integrating them into their classrooms. As our use of technology in the classroom expands, we will look to other outside sources for staff development and training, such as our local colleges and universities.

Staff Classroom Technology Goals:

- Application software training for students in the use of Word, PowerPoint, Publisher and Excel
- Increase student exposure to computers in the classroom
- Use of software for publishing a school newsletter
- Students will use the Internet where appropriate to do research for lesson completion
- Teachers will use technology and age appropriate software to enhance learning in academic subjects and to enhance and reinforce social skills

Staff Development Training Objective:

- Operate a computer effectively
- Develop classroom curriculums which integrate technology
- Use the Internet as a resource for creating lesson plans
- Communicate with parents, the student's home school and teachers via e-mail
- Use multimedia and video conferencing to enhance classroom instruction
- Computer and Internet college courses

**Milford E. Barnes Jr. School
Technology Plan**

IV. Technology Assessment:

As part of our recently completed building renovation project, all classrooms, library, computer lab and staff offices have been cabled with 10/100 Ethernet fiber and two Cisco 2924-24 port switches have been installed to give LAN connection capability. With the help of E-Rate funding, we have installed 4-ISDN lines for video conferencing and Internet access, and a Compaq Proliant DHCP/DNS Server. This will be used to host the Surf Control software for content filtering and site blocking mandated under the Child Internet Protection Act. With the help of our Intermediate Unit, we have also acquired an HP Network Printer and a Sony Digital camera for use in our school.

With this infrastructure in place, we are beginning to address the hardware and software needs of our school. A recent technology survey has shown that most of the computers being used in our classrooms are antiquated and very limited in capability. With the aid of a local company, we are planning to replace these computers with newer models and will have at least 2 computers running Windows XP and a printer in each of our classrooms and our library. We will also set up a computer lab with 10 PC's to be used by our teachers, staff and students. As more resources become available, we will install additional computers in each of our classrooms.

In the last two years, we have begun to purchase age and grade appropriate software and now have a small library of topics available to each of our classrooms. We have also purchased and installed Surf Control software on our server to comply with the Child Internet Protection Act.

V. Technologies to be Acquired:

Under a recently established partnership with our Intermediate Unit and with a grant request submitted to the E-Rate Program, we are in the process of acquiring video conferencing equipment for our school. This will allow us to participate in a variety of distance learning courses and electronic field trips they currently have available.

School technology acquisitions and upgrades will require the following capital purchases to meet our technology goals and objectives. Items with "capital" in parentheses need to be added to Children's Service Center's capital budget. Items

**Milford E. Barnes Jr. School
Technology Plan**

followed by "E-Rate" in parentheses are covered under an E-Rate grant. Direct school-related telecommunications costs (phone/data lines) are discounted by 90%. All E-Rate approved items listed below will require a 10% capital or operating budget outlay.

1st Year Acquisitions

- Polycom Viewstation 512 (E-rate)
- ISDN Quad NT (E-rate)
- Video Document Camera (Capital)
- Display Stand (Capital)
- 8 multimedia capable desktop computers with speakers and Windows XP software (Capital)
- Educational software (Capital)
- Staff training in the use of video conferencing equipment and services (Capital)

2nd Year Acquisitions

- Tape Backup Unit and UPS for Server (E-rate)
- Email service for students and teachers (E-rate)
- Web publishing and storage services (Capital)
- 15 additional multimedia capable desktop computers with speakers and Windows XP software (Capital)
- 2 Scanners (Capital)
- Educational software (Capital)

3rd Year Acquisitions

- 3 Digital Cameras for classrooms (E-rate)
- 2 Scanners (Capital)
- 8 additional multimedia capable desktop computers with speakers (Capital)
- Educational software (Capital)
- Closed Circuit TV for each classroom (Capital)

**Milford E. Barnes Jr. School
Technology Plan**

VI. Projected Budget:

Over the last two years we have been able to make significant strides to bring technology to Milford E. Barnes Jr. School. Network infrastructure has been put in place as well as a Server and Internet accessibility. To continue to build on our technology plan, our goals for the next three years will address the following shortcomings:

- To provide video conferencing capabilities to enhance learning opportunities
- To secure additional educational and therapeutic software
- To upgrade current hardware in our classrooms, library and computer lab
- To enhance technology training of teachers

FY 2003/2004 Outlay

- Document Camera: \$3250.00
- Display Stand: \$750.00
- Desktop Computers: \$8000.00
- Software: \$2000.00
- Staff training: \$1500.00

Total Capital Outlay: \$15,500.00

FY 2004/2005 Outlay

- Web Publishing: \$229.00
- Desktop Computers: \$15,000.00
- Software: \$5000.00
- Scanners: \$800.00

Total Capital Outlay: \$21,029.00

FY 2005/2006 Outlay

- Desktop Computers: \$8000.00
- Scanners: \$800.00
- Software: \$3000.00
- Web Publishing: \$229.00
- Closed Circuit TV's: \$5000.00
- Staff training: \$4000.00

Total Capital Outlay: \$21,029.00

Milford E. Barnes Jr. School Technology Plan

To meet the requirements of our technology plan, Children's Service Center and Milford E. Barnes Jr. School will continue to seek and secure funding through a variety of outside resources including, but not limited to, State and Federal Funding, Private Foundation Grants and Corporate Contributions.

VII. Evaluation Process:

The technology department of Children's Service Center of Wyoming Valley, the parent company of the Milford E. Barnes Jr. School, will monitor the use of the computer lab and classroom computers by both students and teachers. This information will be used in planning for future upgrades and to analyze redistribution of equipment to receive maximum benefit from our limited resources. They will monitor the use of printers and other peripherals and use this information for planning future purchases.

Teachers will modify course curriculum to reflect the integration of technology into their programs. They will annually fill out a survey describing how technology has been integrated into their programs. This information will be used to plan for additional hardware and software purchases.

Progress toward the goals will be measured through the following evaluation processes. Students' progress will be monitored via:

- Teacher observation in the classroom,
- Tests of skills and understanding of the curriculum topics through computerized tests that can give immediate feedback and reinforcement to the student with special needs
- Individualizing tests according to the functional level of each child both academically and emotionally
- Written reports using the computer for cueing and reinforcement
- Group class discussions,
- Completing drills related to computer usage skill development
- Completing projects involving searches and specific skills related to the computer

The following will be used to monitor teacher compliance:

- Holding field trips where their skills can be utilized in real world experience
- Monitoring the use each child makes of the computer when given time to explore their developing interests

**Milford E. Barnes Jr. School
Technology Plan**

- Encouraging the students to put together class presentations through use of power point technology
- Defining and monitoring the number of opportunities the teachers have exercised regarding virtual field trips and distance learning programs
- Collaborating with the home schools regarding test scores on particular projects.

Performance opportunities will be reviewed by the teachers for mid-course corrections in response to new developments and opportunities as they arise. Teacher performance will be part of the bi- annual supervisory review process completed between the teachers and the lead supervisor of the program.

In addition, all teachers will have access to the Performance Improvement Committee for more in depth analysis of needs or opportunities for improvement.

Milford E Barnes Jr. School

Acceptable Use Policy & Parent Permission Letter

Internet and Electronic Mail Permission Form

We are pleased to offer students of the Milford E Barnes Jr. School access to the Children's Service Center of Wyoming Valley network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the **SCHOOL MEDIA SPECIALIST**. Students 18 and over may sign their own forms.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives and to provide site blocking and content filtering software on our network, students may find ways to access other materials despite our best efforts. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Milford E. Barnes Jr. School supports and respects each family's right to decide whether or not to apply for access.

Children's Service Center of Wyoming Valley Internet and E-Mail Rules

1. Acceptable Use

- a) The purpose of the Internet is to facilitate communications in support of education and research, by providing access to unique resources and an opportunity for collaborative 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. All Internet users must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the Milford E. Barnes School and Children's Service Center of Wyoming Valley. Individual users of the school

computer network are responsible for their behavior and communications over this network. It is presumed that users will comply with school standards and will honor the agreements they have signed.

- b) Transmission of any material in violation of any United States or State regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret.
- c) Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. Privilege

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these rules and conditions, may result in cancellation of the privilege. Children's Service Center of Wyoming Valley, under this agreement, is delegated the authority to determine appropriate use and may deny, evoke, suspend or close any user account at any time based upon its determination of inappropriate use by an account holder or user.

3. Monitoring

Network storage areas may be treated like school lockers. Network Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school computers would always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for guidance that they exercise with information sources such as television, radio, movies, telephones and other potentially offensive media.

4. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.
- c) Do not reveal your personal address or phone number or those of other students or faculty.

- d) Note that email is not guaranteed to be private. People who operate the system do have access to all email. Messages relating to or in support of illegal activities will be reported to the authorities and may result in the loss of user privileges.
- e) Do not use the network in such a way that you would disrupt the use of the network by other users.

5. No Warranties

The Milford E. Barnes Jr. School and Children's Service Center of Wyoming Valley make no warranties of any kind, whether express or implied, for the service it is providing. It will not be responsible for any loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at the user's own risk. The Milford E. Barnes Jr. School and Children's Service Center of Wyoming Valley specifically deny any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

6. Security

- a) Security on any computer system is a high priority, especially when the system has many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system.
- b) If you feel you can identify a security problem on the Internet, you must notify a System Administrator. Do not demonstrate the problem to other users.
- c) Do not use another individual's account without express written permission of the account holder.
- d) Attempts to log on to the Internet as a system administrator may result in cancellation of user privileges.
- e) Milford E. Barnes Jr. School or Children's Service Center of Wyoming Valley may deny any user identified as a security risk for having a history of problems with other computer systems to Internet.

7. Vandalism and Harassment

- a) Vandalism and harassment will result in cancellation of user privileges.
- b) Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, Internet, or any other networks that are connected to the Internet backbone. This includes, but is not limited to, uploading or creating computer viruses.

- c) Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted email.

8. Procedures for Use

- a) Student users must always get permission from their teachers before using the network or accessing any specific file or application. FOLLOW WRITTEN AND ORAL CLASSROOM INSTRUCTIONS.
- b) Student users must sign-in legibly on the appropriate log or register in the classroom each time they use the network.
- c) All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste or take supplies such as paper, printer ribbons, diskettes or cd's that are provided by the School.

9. Encounter of Controversial Material

Users may encounter material, which is controversial, and which users, parents, teachers or administrators may consider inappropriate or offensive. While Milford E. Barnes Jr. School and Children's Service Center of Wyoming Valley will provide both site blocking and content filtering software on the network, on a global network it is impossible to totally control the content of all data and an industrious user may sometimes discover controversial material. It is the users' responsibility not to initiate access to such material and to inform a system administrator when such content is encountered so that appropriate measures can be taken to prohibit any further access to the site in question.

Penalties for Improper Use

- 1. Any user violating these rules, applicable state and federal laws or posted classroom and school rules are subject to loss of network privileges as well as other disciplinary or legal action.

User Agreement and Parent Permission Form

USER: As a user of the Milford E Barnes Jr. School computer network, I hereby agree to comply with the previously stated rules -- communicating over the network in a reliable manner while honoring all relevant laws and restrictions.

Student Signature _____ Date _____

PARENT OR GUARDIAN: As the parent or legal guardian of the minor student signing above, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I also recognize that, while Milford E. Barnes Jr. School and Children's Service Center of Wyoming Valley do provide site blocking and content filtering software on their network, it is impossible to totally restrict access to controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account to my child and certify that the information contained on this form is correct.

Parent Signature _____ Date _____

Parent Name (Print) _____

Name of Student _____

Address _____

Home Telephone Number _____