

## **SCHOOL DISTRICT ACCEPTABLE USE of DISTRICT TECHNOLOGY STUDENT**

Students of the Public Schools will select from a variety of information sources including the Internet to support and extend individual learning experiences. Access and use of the district's Internet by students will allow them to access local, state, national, and international electronic information sources, and to collaborate with their peers as well as experts to solve curriculum-related problems. This document is designed to inform students and parents/guardians of the benefits of access to the Internet by students, and will also describe to parents/guardians the potential for misuse by students that may result from access to the district-wide network and Internet.

Access to the Internet through the use of district equipment is a privilege and not a right. Inappropriate use, including violation of the rules contained in this document may result in cancellation of the privilege of the district equipment and access to the Internet. All district students, personnel, outside providers, and vendors are required to sign and follow the acceptable use of network technology as outlined below:

- The district's local and wide area networks are intended only for educational purposes and for the business and administrative functions directly in support of the school district's operation.
- Personal use of network resources, including the Internet and email, is prohibited.
- Network services and access to these services shall only be used by authorized persons. Where password-protected accounts are used, network users are personally responsible for all activity that occurs within their account.
- All users are expected to maintain privacy and confidentiality of district network accounts and passwords. Users are prohibited from sharing network accounts and passwords.
- Users are advised that computer systems are district property and may be inspected or monitored at any time consistent with district policies and federal laws.
- As required by the Children's Internet Protection Act (CIPA), the district will monitor students' online activities. Such monitoring may lead to discovery that the user has violated or may be violating the district's Internet Acceptable Use Policy (6142.10), the student disciplinary code, other adopted district policies and/or applicable laws. The district also reserves the right to monitor the online activities of other users (e.g., non-students).
- Students are prohibited from connecting to the district network with any personally owned electronic property unless a waiver for personal electronic property has been signed and approved by the administration. In addition, students must sign the Acceptable Use Contract.
- Users of the district network and computers and other hardware are expected to use the equipment with diligence and care. Any vandalism or malicious damage to district-owned equipment may result in the loss of network access, restricted use of district equipment, and restitution for the damaged equipment.

### Definitions

For the purposes of this document, the following definitions shall apply:

- A. "Cyber-bullying:" using the communication capacities of computers, the Internet and/or other digital communication devices (district-owned or privately-owned) to bully others by:
  - Sending or posting cruel messages or images;
  - Threatening others;
  - Excluding or attempting to exclude others from activities or organizations;
  - Starting or passing on rumors about others or the school system;
  - Harassing or intimidating others;
  - Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
  - Sending or posting harmful, untrue or cruel statements about a person to others;
  - Pretending to be someone else and sending or posting material that is derogatory or places a person in potential danger;
  - Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or,
  - Engaging in tricks to solicit embarrassing information that is then made public.

- B. "Social networking websites:" those websites, located on the Internet that are used primarily for communicating news and information between staff members, students, the administration, the public and/or others. Such websites may include, but not be limited to, Twitter®, Facebook®, LinkedIn® or other similar such sites.
- Communicating with the Public – 1100
  - Copyrighted Materials – 3543.11
  - Plagiarism – 5114.7
  - Paging Devices, Cell Phones & Other Electronic Devices – 5129.7
  - Conduct & Discipline - 5131
  - Harassment, Intimidation & Bullying – 5131.9
  - Acceptable Use of Internet – 6142.10
  - Creating & Publishing Websites – 6142.11
  - Email Policy – 6142.14
  - Internet Safety – 6142.15
  - Anti-Big Brother Act - Student Use of District-Owned Electronic Devices – 6142.16
  - Copyright Policy – 6160.1
- C. "District-owned equipment:" computers (desktop or laptop), tablets, cellphones, etc. owned, leased, or borrowed by the Board of Education, and used for the purpose of improving the educational program provided to the students of the district.
- D. "Privately-owned equipment:" computers (desktop or laptop), tablets, cell phones, etc. of any type or manufacture purchased and/or owned by the students and/or their parents/guardians.
- E. "Sexting:" taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images or photographs, by electronic data transfer or other means.

General Regulations The district's local and wide area networks are intended only for educational purposes and for the business and administrative functions directly in support of the school district's operation. Additionally, the personal use of network resources, including the Internet and email, is prohibited.

Network services and access to these services shall only be used by authorized persons. Where password-protected accounts are used, network users are personally responsible for all activity that occurs within their account.

All students are prohibited from connecting to the district network with any personally owned electronic property unless a waiver for personal electronic property has been signed and approved by the administration.

Users of the district network and computers and other hardware are expected to use the equipment with diligence and care. Any vandalism or malicious damaging of the equipment may result in the loss of network access, restricted use of district equipment, and restitution for the damaged equipment.

Users will:

- Not post personal contact information about themselves or other people (Personal contact information includes address, telephone, school address, work address, etc.)
- Promptly disclose to the teacher or other school employee any message a student receives that is inappropriate or makes the student feel uncomfortable
- Not use district resources to correspond with individuals online unless directed to do so by a district staff member
- Not use district resources or personal resources while in school to send or receive sexually explicit messages
- Not transmit material that is threatening to the safety of another person and/or could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, disability, religion or political beliefs
- Not vandalize district technology including hardware and software. Vandalism is defined as any malicious or intentional attempt to harm or destroy data of another user, the destruction of computer equipment or other property, or the theft or defacing of computer equipment. This also includes the intentional uploading or creation of computer viruses when using the Internet. Vandalism will result in cancellation of privileges and possible disciplinary or legal action.
- Not transmit or view obscene or pornographic material, hate messages, and/or any unlawful material

- Not override or attempt to override any firewalls established on the network or encourage others to do so
- Not access or attempt to access any prohibited sites, Twitter®, Facebook®, LinkedIn® or other similar such restricted websites unless instructed by a staff for educational purposes.
- Not use the network system for soliciting or distributing information with the intent to harass, intimidate, or bully which can be described as Cyber-Bullying
- Not post chain letters or engage in "spamming" (that is sending an annoying or unnecessary message to multiple recipients)
- Not use abusive, profane, obscene, harassing, racist or other inappropriate language
- Not post information that, if acted upon, could cause damage or disruption in the normal operation of the school
- Not engage in personal attacks, including prejudicial or discriminatory attacks
- Not harass another person, harassment is persistently acting in a manner that distresses or annoys another person
- Not knowingly or recklessly post false or defamatory information about a person or organization
- **Not take, post, or publish pictures or videos in classrooms, locker rooms, hallways, or other areas of the school of teachers or other students without the knowledge and consent of district staff and written approval from the parents of all students involved.**
- Not access blogs, wikis, social network sites, and newsgroups unless it is a teacher-created resource that is used for instructional purposes
- Not use district resources to access personal e-mail
- Not use district resources to search the Internet for non-educational purposes
- Not plagiarize works that they find on the Internet.
- Not install illegal installations of copyrighted software. The district will adhere strictly to all software copyright and licensing laws
- Not download or burn copyrighted material using district resources

#### Security

- Attempts to log into any network system as any other user may result in cancellation of user privileges.
- Attempts to login as a system administrator may result in the cancellation of user privileges.
- Use of another individual's password-protected account is prohibited.
- Trespassing, deleting, or changing another other students' folders, work, or files is prohibited and may result in cancellation of network access and privileges.
- Users shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.

#### Electronic Messages & Postings

Email is defined as point-to-point messages, posting to newsgroups and any electronic messaging involving computers or computer networks.

- Email is provided for the purpose of exchanging information consistent with the mission of the district.
- While engaged in activities on the district network users are prohibited from transmitting e-mail to others that includes material that is vulgar, rude, obscene, pornographic, inflammatory, threatening, harassing, disrespectful, or which uses sexually explicit language.
- Users are prohibited from posting chain letters or sending spam messages to users on the network or while using network resources.
- E-mail is subject to the New Jersey records law to the same extent as it would be on paper communication.
- Users will practice appropriate Internet etiquette when using electronic communication resources such as school email, blogs, and wikispaces.

#### User Responsibilities:

- Your district email account is for your use only and no one else should be using your personal account.
- Users may be held liable for deleting computer data that is subject to legal prosecution.

### Posting Information and/or Photos of Students

No personal information about any student or photos of any student shall be posted on the Internet or in an Email message or Text message without the express written permission of the student, his/her parents/guardians and/or the administration.

Consent for the School District to post photographs of students on social media sites such as, but not limited to Twitter®, Facebook®, LinkedIn®, Youtube®, Instagram® or other similar such social media sites as well as newspapers or magazines may be given by parents/guardians signing the Parent/Guardian Acceptable Use Contract below.

### Consequences of Violation

In the event there is an allegation that a student has violated the District Acceptable Use Policy, he/she may be subject to disciplinary action as outlined in the respective Student Handbook. Users and/or their parents or guardians may be held financially responsible for losses, costs, or damages to any school computer or system.

Penalties will be administered based on the severity and frequency of the offense. The district will assign penalties after consultation with the faculty involved and the principal. Penalties will be decided by grade level of the student.

It is every student's responsibility to cooperate in any investigation of a complaint or alleged violation of the policies by providing any information he/she possesses concerning the matters being investigated. It is against district policy to attempt to alter, delete or destroy documents, files, etc. that are the subject of investigation.

Violators or any student connected with the violation of the contents of this document, may be subject to one or more of the following sanctions:

- Suspension/Revocation of Internet access
- Suspension/Revocation of network privileges
- Suspension/Revocation of computer access
- School suspension/expulsion
- Payment of fees and charges accrued as a result of damage or loss to the property
- Restriction from participating in school activities
- Legal action and prosecution by the authorities

The Public School System has the right to restrict or terminate any user's network and Internet access at any time for any reason. Further, the Public School System has the right to monitor network activity in any form following Board policies as well local, state and/or federal laws deemed necessary to maintain the integrity of the network.

***Students in grades 3-8 please read and initial each bullet point below.***

I, \_\_\_\_\_, understand that to help with my education, I may be loaned electronic equipment and allowed access to the district network and the internet by using that equipment or with approval of the administration, my own electronic devices. This is a benefit given to me and not one that is guaranteed. I understand that this privilege can be taken away from me at any time for breaking or encouraging others to break any of the Acceptable Use Policy Rules. I agree to read, follow, encourage others to follow, and report any violations of the rules. I also agree to cooperate with the administration in any investigation of any violation of these rules.

\_\_\_\_\_ I will not give my user ID's or passwords to anyone nor use anyone else's ID or password and understand that I am personally responsible for any activity in my account.

\_\_\_\_\_ I will immediately report any unauthorized access to my account or if any other person has gained knowledge of my confidential ID or password.

\_\_\_\_\_ I agree to use district equipment with care and will not harm or attempt to harm any equipment or delete or destroy data of others.

\_\_\_\_\_ I will not introduce any computer virus, or threaten the safety of others in any way.

\_\_\_\_\_ I understand that as required by the Children's Internet Protection Act (CIPA) all of my internet activities will be monitored by the administration.

\_\_\_\_\_ I will not post personal contact information about myself or others, such as home addresses, personal e-mail or social media account details, school or work location or address.

\_\_\_\_\_ I will report any message received in any form that is inappropriate or makes me feel uncomfortable in any way.

\_\_\_\_\_ I agree not to send any message in any form that is inappropriate or could make the recipient feel uncomfortable in any way. This includes, but is not limited to, posting false or defamatory information about any person or organization, harassing or annoying others, engaging in personal attacks, using abusive, profane, obscene, racist or religious language, images or symbols.

***\_\_\_\_\_ I will not post pictures or videos of any part of the school, teachers, or any other students without the knowledge and consent of the administration and written approval from the parents whose images appear in the pictures or videos.***

\_\_\_\_\_ I will not plagiarize any works or parts of work created by others found on the Internet.

\_\_\_\_\_ I will not install or download software, apps, or extensions.

**Public Schools**  
**Student Acceptable Use Contract**

I have read the rules for using any technology resources, including the Internet, in the Public Schools. I understand and will follow these rules. I understand that if I violate these rules I will not have the privilege of using the technology and additional disciplinary action may be taken. I also understand that if I do not sign and return this contract, I will be ineligible to use district electronic equipment or the district's Internet service.

Student Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Grade Level / Homeroom Teacher \_\_\_\_\_

**Parent/Guardian Acceptable Use Contract**

As the parent/guardian of this student, I have read the terms and conditions of the rules for technology use for students of Public Schools. I understand that this access to technology resources is a privilege and is designed for educational purposes only. I understand that the district has taken available precautions to prevent student access to objectionable materials. However, I also recognize that it is impossible for School District and administrators to restrict access to all objectionable materials. I will not hold the district or its employees responsible for materials acquired on the network/Internet, and I hereby release the district and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district technology facilities and equipment. I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to allow my child access to the School District's technology resources and certify that the information contained in this form is correct. I also understand that if I do not sign and return this contract, my child will be ineligible to use district electronic equipment or the district's Internet service.

Student Name (please print) \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**Parent/Guardian Acceptable Use Contract for Posting Pictures of Students on Social Media Sites**

My/our signature(s) below, indicates my/our permission for the School District and/or its personnel to post photos of my/or child/children as well as documents created by him/her/them on such social media sites such as, but not limited to, Twitter®, Facebook®, LinkedIn®, Youtube®, Instagram® as well as newspapers or magazines.

"Additionally I give permission for the New Jersey Department of Education (DOE) to display photos/images/videos of this child on the DOE website [www.state.nj.us/education](http://www.state.nj.us/education) and on social media (including, but not limited to, Facebook, Twitter, and Instagram)."

Student Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

