

Student's Name: \_\_\_\_\_



Wood-Ridge School District  
Computer Network and Internet Access  
Conditions, Rules and Acceptable Use Policy

The mission of the Wood-Ridge Public Schools Technology Program is to produce lifelong learners who are equipped with the skills and competencies necessary to succeed in the information-based global economy of the 21st century. The District has deployed a wide-area network that will allow staff and students access to a multitude of administrative and instructional resources from both local and remote repositories of electronically stored information. Internet access will be available in all classrooms, computer labs and learning areas.

The Internet is an electronic communications network, which provides vast, diverse and unique resources, and is used by educators, business, the government, the military, and organizations. With the growing wealth of information now available online, the Internet has become an effective and exciting tool in the classroom for research, communications and networking. As a learning resource, the Internet is similar to books, magazines, video, CD-ROMs and other information sources. Staff and students will be allowed access to Internet resources with the understanding that some material, which can be accessed on the Internet, is inaccurate; additionally, some resources contain material that is deemed contrary to prevailing community standards and is inappropriate for classroom use. The access to such resources will not be permitted.

The Wood-Ridge School District will provide a computer interface to Internet services that students should use in accessing instructional and reference material on the Internet. However, with access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. This interface will be designed so that objectionable materials are not easily available; however, the Internet is designed in such a manner that all materials contained within it are accessible using various search and retrieval tools. Students and parents must understand that inappropriate materials could be encountered during valid student's research to achieve instructional objectives. At school, students' access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity. However, the school district cannot prevent the possibility that some users may access materials that is not consistent with the educational mission, goals, and policies of the school district, since Internet access may be obtained outside of the school setting.

Parents and students are required to read this agreement carefully. Signatures of the student and a parent or guardian make the document a legally binding contract. Student's initials are required at each section. In consideration of the Wood-Ridge School District providing to the student access to a computer interface to Internet services, both parent and student hereby agree as follows:

The following practices using District wide-area networks and its related equipment shall be prohibited:

- I. Personal Safety
  - a. Students will not post personal contact information about themselves or other people. Personal contact information includes home address, telephone, school address, work address, etc.
  - b. Students will not agree to meet with someone they have met online without their parent's/guardian's approval. Parents/guardians should accompany students to any such meeting.
  - c. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

I HAVE READ AND ACCEPT THIS PROVISION. STUDENT'S INITIALS \_\_\_\_\_

- II. Illegal Activities
  - a. Students will not attempt to gain unauthorized access to the school network or to any other computer system through school workstations.

- b. Students will not attempt to go beyond their authorized level of access. This includes attempting to log in through another person's account or accessing another person's files.
- c. Students will not make deliberate attempts to disrupt the computer system or corrupt or destroy any computer hardware or software.
- d. Students will not use the computer system to engage in any other illegal acts including, but not limited to, purchasing a controlled substance, purchasing alcohol, engaging in criminal gang activity, threatening or harassing the safety of person, etc.

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III. System Security

- a. Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no circumstances should students provide their password to another person.
- b. Students will immediately notify a teacher or the system administrator if they have identified a possible security problem.
- c. Students will avoid the inadvertent spread of computer viruses by obtaining approval from a teacher prior to downloading or uploading files.

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IV. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages and material posted on Web Pages.
- b. Students will not use obscene, profane, lewd, vulgar, rude inflammatory, threatening, or disrespectful language in any electronic communication sent from or to a school computer.
- c. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

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V. Respecting Resource Limits

- a. Students will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on user for educational and career development activities.
- b. Students will not download large files unless absolutely necessary and only with the permission of their academic teacher.
- c. Students may subscribe only to high quality discussion group mailing lists that are relevant to their education development.

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VI. Plagiarism and Copyright Infringement

- a. Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own.
- b. Students will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. Copyright law can be very confusing. If you have questions, ask a teacher.

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VII. Inappropriate Access to Material

- a. Students will not use our system to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discriminations toward other people.

- b. If a student mistakenly accesses inappropriate information, he/she should immediately tell his/her teacher or another District employee.

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VIII. Privacy

- a. Students' right to free speech applies also to their communication on the Internet. The school network system is considered a limited forum, similar to the school newspaper, and therefore the District may restrict student speech for valid educational reasons.
- b. Students should expect only limited privacy in the contents of their personal files on the District system. Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and insure that students are using the system responsibly.
- c. Parents/guardians have the right at any time to request to see the contents of a student's computer files.

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IX. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through our network system.
- b. In the event there is a claim that a student has violated this policy or has in any way defaced or damaged school computers, they will be provided with an explanation of the suspected violation and be afforded an opportunity to present an explanation to a convening authority.
- c. Violations of this policy may result in restrictions being placed on the computer account or the termination of the account.
- d. Individuals violating this policy/contract shall be subject to the consequences as indicated in Regulation No.2361 and other appropriate discipline which includes but are not limited to:
  - 1. Use of Computer Network/Computers only under direct supervision.
  - 2. Suspension of network privileges.
  - 3. Revocation of network privileges.
  - 4. Suspension of computer privileges.
  - 5. Revocation of computer privileges.
  - 6. Suspension from school.
  - 7. Expulsion from school.
  - 8. Legal action and prosecution by the authorities.

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X. Limitation of Liability

- a. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect.
- b. The District will not be responsible for any damage students may suffer, including but not limited to, loss of data or interruptions of server.
- c. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.
- d. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

I HAVE READ AND UNDERSTAND THIS PROVISION. STUDENT'S INITIALS \_\_\_\_\_

Student Acceptance of Terms on Computer Use

As a user of the school computer network, I agree to comply with the above stated rules and to use the network responsibly. I understand that the loss of network privileges in no way releases me from my academic responsibilities. By signing below, I hereby agree to be bound to the terms and conditions of this contract.

Student Name (print) \_\_\_\_\_ Grade \_\_\_\_\_

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

PARENT PERMISSION FORM and USER AGREEMENT

As a parent or guardian of \_\_\_\_\_, a student of the Wood-Ridge School District, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. By providing my permission as indicated below, I hereby agree to be bound to the terms and conditions of this contract.

My child may access the Internet and WWW while at school according to the rules outlined. \_\_\_\_\_YES \_\_\_\_\_NO

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

Parent/Guardian Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENTS' PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, residential addresses, e-mail address, phone numbers and locations and times of class trips. If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

Check all of the following choices that apply:

I/We GRANT permission for:

- this student's written work/artwork
  - a photo/image that includes this student without any other personal identifiers
  - this student's photo/image and name
  - this student's photo/image and all other personal identifiers listed above
- to be published on the school and/or district's public Internet site.

I/We DO NOT GRANT permission for:

- this student's written work/artwork
  - a photo/image that includes this student without any other personal identifiers
  - this student's photo/image and name
  - this student's photo/image and all other personal identifiers listed above
- to be published on the school and/or district's public Internet site.

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

Parent/Guardian Signature: \_\_\_\_\_ DATE: \_\_\_\_\_