

Wood-Ridge Public School District

Acceptable Use Policy – STUDENTS

Parents/guardians and students are required to read this agreement and sign in the sections as noted. Signatures of the parent/guardian and student make this document a legally binding contract in consideration of which the Wood-Ridge Public School District provides the student access to a computer interface to Internet services.

It is understood that failure to sign this contract and abide by its stipulations will result in loss of privileges of use of any computer, network and Internet services provided by the Wood-Ridge Public School District, but will in no way release the student from his/her academic responsibilities.

A. Overview

The mission of the Wood-Ridge Public School District is to support 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 students access to a multitude of instructional resources from both local and remote repositories of electronically stored information.

The Internet is an electronic communications network which provides vast, diverse and unique resources, and is used by students, educators, business, the government, the military, and organizations. With the growing wealth of information now available online, the Internet has become an effective 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. Students are 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 students and/or classroom use. The access to such resources will not be permitted.

No Expectation of Privacy

The computers and network are District property; therefore the students shall have no expectation of privacy when using either. Supervision and maintenance of the District's computers as well as monitoring communication over networks may require a review and inspection of District computers. Privacy in the District's computers and/or communication over its networks is not guaranteed. Students of District computers should not expect that information stored on or accessed by the District computers, in any form, will be private. The District reserves the right to access and monitor any and all information stored within or accessed by District computers, inclusive of email, all computer files (whether generated, stored, accessed, viewed on district computers, portable media such as USB or CD-Roms, or passed over the District network, and all electronic forms of communication. The District reserves the right to monitor any email and computer files for any legitimate educational reasons, including when there is a reasonable suspicion that student use of these systems violates the Acceptable Use Policy, or may have an adverse affect on the District or District students and/or employees. [Federal Rules of Civil Procedure]

STUDENT'S INITIALS _____

I HAVE READ AND ACCEPT THIS PROVISION

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The Wood-Ridge Public 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 worldwide 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 is 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 must understand that despite the best efforts of the District, inappropriate materials could be encountered during valid student research to achieve instructional objectives. At school, students' access to and use of the Internet will be monitored as any other classroom activity. However, the school district cannot prevent the possibility that some students 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.

The Wood-Ridge Board of Education is committed to protecting Wood-Ridge Public School District's students, employees, partners, and the district from illegal or damaging actions by individuals, either knowingly or unknowingly. The District's Internet access offers vast, diverse and unique resources to employees and students. The goal in providing this service to all students is to promote educational excellence in the schools by facilitating and promoting resource sharing, innovation, and improved communications.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of the Wood-Ridge Public School District. These systems are to be used for educational purposes in serving the interests of the school district, and those of our students, employees and share holders in the course of normal operations.

B. Purpose

To provide the requirements and responsibilities that are consistent with the Wood-Ridge Public School District's educational objectives and security requirements for the use of computers, Internet resources and network services of the District. These rules are in place to protect the student and the Wood-Ridge Public School District. Inappropriate use exposes the Wood-Ridge Public School District to risks including virus attacks, compromise of network systems and services, and legal issues.

C. Scope

This policy applies to all students. This policy applies to all computer equipment, network systems and services that is owned or leased by the Wood-Ridge Public School District.

D. Policy

The computers and the network are District property. Students shall have no expectation of privacy when using either the District's computers or network. Any violation of policy will result in the loss of computer privileges which includes the termination of the privilege of using District desktops or laptops. The District may seek disciplinary action or criminal penalties for the inappropriate or illegal use of the District's computers or network, depending on the infraction. *The terms of the policy apply to use of District computers and networks both in school and off of school grounds.*

STUDENT'S INITIALS _____

I HAVE READ AND ACCEPT THIS SCOPE AND POLICY PROVISION

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The following practices using District computers and the District wide-area networks and its related equipment are prohibited. Any violations of practice are subject to disciplinary action as stated in this policy and in District, state and federal policies and regulations.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

Privacy and Personal Safety:

1. Students acknowledge that for security and network maintenance purposes, authorized individuals within the Wood-Ridge Public School District may monitor equipment, systems and network traffic at any time, per the Wood-Ridge Board of Education Policy # 8311 (Managing Electronic Mail); Regulation #2361.
2. Students will only use the District's computers and wide-area networks and its related equipment for educational and career planning activities. The District's network system is considered a limited forum, and therefore is subject to the same restrictions of free speech as to any school publication, i.e., school newspaper, etc.
3. Students acknowledge that the use of computer systems for personal use is prohibited.
4. Parents/guardians have the right at any time to request to see the contents of only their child/children's computer files.
5. Students are prohibited from using the District's computers, network or Internet to post personal contact information about themselves or other people, including home address, telephone, cell phone, email, school address or work address, etc.
6. Students will not give their passwords to anyone. Students are prohibited from using passwords or accounts other than their own.
7. Students are prohibited from using the District's computers, network or Internet to arrange to meet with someone they have met online or for other personal use.

STUDENT'S INITIALS _____

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Illegal Activities:

1. All students are prohibited from using computers or the Wood-Ridge Public School District network to commit, facilitate, encourage or promote illegal acts.
2. All students are prohibited from knowingly accessing portions of the Internet that do not promote the educational or instructional mission or administrative function of the District.
3. Students will not use the computer or District network system to engage in any illegal acts including, but not limited to, purchasing a controlled substance, purchasing alcohol, engaging in criminal activity, threatening or harassing the safety of any person in school or out of school, etc. Police notification and District filing of complaint will occur.
4. Students are prohibited from vandalizing computers or the District network. This includes attempts to alter or destroy data of another user or to endanger the integrity of a computer of the District network, or the data stored thereon, including the introduction of any virus, time bomb, Trojan horse, etc., any deletion of or alternation of system files or data, and any damage to equipment. The unauthorized examination or copying of fields or data belonging to others is also defines as vandalism.

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5. All students are prohibited from using a Wood-Ridge Public School District computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the Wood-Ridge local jurisdiction.
6. All students are prohibited from using computers or the District network to public any text, image or sound that contains content that is obscene or harmful to juveniles; that promotes, encourages, or provides the skills to commit illegal, criminal activities; or that is child pornography. Police involvement and filing of a complaint by the District will occur.
7. All students are prohibited from using computers and/or the District network to harass or threaten individuals or groups. Any individual and/or organization sending unsolicited broadcast email messages to students on the network will be filtered from sending future email messages.
8. 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.
9. Students will not create or forward "chain letters", "Ponzi" or other "pyramid" schemes of any type.
10. Students will not engage in personal attacks, including prejudicial or discriminatory attacks via email using the District's computers and network, or sent from or to a school computer.
11. Unauthorized use, or forging, of email header information by the student is prohibited.
12. All students are prohibited from using the District computers or network to vandalize other computers or students both inside and outside the network.
13. Attempting to gain unauthorized access to the district's network or any other computer system or to go beyond authorized access is prohibited. This includes attempting to log in through another person's account or access another person's files.
14. All students are prohibited from using the District computers or network to vandalize other computers or students both inside and outside the network.
15. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted using our computers and/or through our network system.

STUDENT'S INITIALS _____

I HAVE READ AND ACCEPT THESE PROVISIONS

Inappropriate Access to/of Material/Use of email

1. Students will not send unsolicited email messages, including the sending of "junk mail" or other advertising material (email spam).
2. Solicitation of email for any other email address with the intent to harass or to collect replies is prohibited.
3. Students who mistakenly download harmful programs, i.e. inadvertently download a virus, time bomb, Trojan horse, etc., must report the harmful program to the building principal and Technology Coordinator *immediately* upon discovery. Failure to notify the building principal and Technology Coordinator will result in loss of computer privileges for a period to be determined by the building principal.
4. Students will promptly disclose to their building principal or Technology Coordinator any message they receive that is inappropriate or threatening.

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5. Outbound access to the Internet shall be in accordance with applicable District rules and regulations. Monitoring and management of acceptable use are the responsibility of the building principal and District Technology Coordinator.

STUDENT'S INITIALS _____

I HAVE READ AND ACCEPT THESE PROVISIONS

Plagiarism and Copyright Infringement

1. Students will not plagiarize works that they find on the Internet. *Plagiarism* is using the ideas or writings of others and presenting them as if they were their own.
2. The Wood-Ridge Public School District will not tolerate infringement or violation of United States or international copyright laws or restrictions.
3. Copyrighted materials will not be downloaded from the Internet or further transmitted in any form without compliance with all terms of a preauthorized agreement.
4. These actions are illegal, even if only for the purposes of “browsing” and are subject to disciplinary action as stated in this policy and in District, state and federal policies.

STUDENT'S INITIALS _____

I HAVE READ AND ACCEPT THESE PROVISIONS

This Acceptable Use Agreement has six conditions or facets of being a Digital Citizen.

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will not post personal information about my life, experiences, experimentation or relationships. I will not be obscene.

2. Protect Yourself. I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

3. Respect Others. I will show respect to others. I will not use electronic mediums to flame, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

4. Protect Others. I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.

5. Respect Intellectual property. I will request permission to use resources and suitably cite any and all use of websites, books, media etc. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license

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and register all software. I will purchase my music and other media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

By signing this agreement, I undertake to always act in a manner that is respectful to me and others, to act appropriately in a moral and ethical manner.

I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these tenets will have consequences.

STUDENT'S INITIALS _____
I HAVE READ AND ACCEPT THESE PROVISIONS

Due Process

1. The District will cooperate fully with local, state or federal officials in any investigation arising from or related to illegal activities conducted through the District's network system.
2. In the event that a student has violated this policy or has in any way defaced or damaged District computers, network system or related services, he/she and parent/guardian will be provided with an explanation of the suspected violation and be afforded the opportunity to present an explanation to the convening authority, i.e. building principal, superintendent and/or board of education.
3. Violation of this policy will result in restrictions being placed on the student's computer account or the termination of the account. Restrictions or termination of the account will in no way release the student from his/her academic responsibilities.
4. Students violating this policy/contract will be subject to the consequences as indicated in *Legal References* and other appropriate discipline which includes but are not limited to:
 - a. Use of computers and network only under direct supervision
 - b. Suspension of network privileges- administrator determination
 - c. Revocation of computer privileges – administrator determination
 - d. Revocation of computer privileges – administrator/police determination
 - e. Suspension from school - administrator
 - f. Expulsion from school - administrator/Board of Education determination
 - g. Legal action and prosecution by the authorities

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Limitations of District Liability

1. The District will not be responsible for financial obligations arising through the unauthorized use of the District's network.
2. The Wood-Ridge Public School District reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

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E. Enforcement

Any student found to have violated this policy will be subject to disciplinary action, up to and including police involvement, suspension and/or expulsion.

Parent/guardian and Student Acceptance of *INTERNET ACCEPTABLE USE POLICY*

As a user of the District's computer and computer network, I agree to comply with the above stated policy and to use the computer and network responsibly.

By signing below, I hereby agree to be bound to the terms and conditions of this contract.

Student Name (print) _____ **School** _____

Student Signature _____ **Date** _____

Parent/Guardian Name (print) _____ **Date** _____

Parent/Guardian Signature _____

Legal References:

<u>N.J.S.A. 2A:38A-1 et seq.</u>	Computer System
<u>N.J.S.A. 2C:20-25</u>	Computer Related Theft
<u>N.J.S.A. 18A:7A-11</u>	Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
<u>N.J.S.A. 18A:36-35</u>	School Internet websites' disclosure of certain student information
<u>N.J.A.C. 6A:24-1.1 et seq.</u>	Urban Education Reform in the Abbott Districts See particularly: N.J.A.C. 6A:24- 1.4, 2.2, 4.1, 6.1
<u>N.J.S.C. 6A:30-1.1 et.seq.</u>	Evaluation of the Performance of School
<u>17U.S.C.101</u>	United States Copyright Law
<u>47U.S.C.254 (h)</u>	Children's Internet Protection
<u>No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et</u>	
<u>Manual for the Evaluation of Local School Districts</u>	