POLICY

BOARD OF EDUCATION
MOUNT OLIVE TOWNSHIP

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ACCEPTABLE USE OF COMPUTER
TECHNOLOGIES, NETWORK SERVICES,
AND INTERNET RESOURCES

2361 ACCEPTABLE USE OF COMPUTER TECHNOLOGIES, NETWORK SERVICES, AND INTERNET RESOURCES

PURPOSE

The Mount Olive Township School district offers technology and Internet access for student use. The purpose of providing technology resources is twofold: 1) to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources, and 2) to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world.

For the purposes of this document, technology means the use of computers and computer peripherals, communications networks, access to databases and libraries of information, the integration of audio, video, multimedia devices and media, and internet access for purposes of teaching, learning and administration.

The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of district technology must be in support of educational curriculum objectives and 21st century skills. Transmission of any emails or materials in violation of any U.S. or state regulations is prohibited. This includes but is not limited to: copyrighted, defamatory, threatening, slanderous, sexually oriented, racially offensive, obscene or otherwise illegal emails or materials.

The Mount Olive Township School District and the network administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Acceptable and unacceptable technology usage guidelines are detailed in the student and employee Acceptable Use Policy (AUP) and Internet safety consent forms. These guidelines are mandatory and must be strictly followed by students and employees as a condition of the continued use of the district's computers and access to the district network.

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STANDARDS FOR USE OF TECHNOLOGY

THE USE OF THE NETWORK AND THE INTERNET IS A PRIVILEGE, NOT A RIGHT. Any individual engaging in unacceptable uses of district technology shall be subject to discipline or legal action.

1. Acceptable Use Policy (AUP) – Employees, students and their parents/guardians must sign a technology usage agreement and Internet safety consent form before they are allowed individual access to any technology within Mount Olive Township Schools. Each agreement is an acknowledgement of the responsibilities of all users when using district technology.

2. Privileges – Internet users must realize that they have no expectations of privacy. The Mount Olive Township School District's computers and network are the property of the Board. Therefore, the board retains the right to monitor the use of all district technology at any time. Students and employees should not expect that the information they store or the files they create on the district's computers or network will be private. The network administrator may access these files periodically, not only to ensure system integrity, but also to determine if users are complying with the Acceptable Use of Computer Technologies, Network Services, and Internet Resources Policy.

3. Privacy – Users are responsible for their district usernames and passwords and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her access to another individual.

4. Confidentiality – No personnel or student information, which is protected by the Family Educational Rights and Privacy Act shall be disseminated through the district network. The School administration shall ensure that district and school web sites do not disclose any personally identifiable information about students, without prior written consent from parents/guardians. Personally identifiable information refers to student names, photos, addresses, email addresses, phone numbers and times locations of class trips.

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5. <u>Implementation</u> – Building principals are responsible for ensuring that teachers receive proper training in the use of technology; ensuring that students are adequately supervised when using technology; maintaining executed technology usage agreements; and implementing this acceptable use policy at the building level.

6. <u>Safety</u> – Users will not access websites blocked by the district content filter including the use of anti-proxy applications, hacking software, or inappropriate websites.

7. <u>Security</u>

    *   Users will not install or launch unauthorized hacking tools/software such as, but not limited to: key logging programs, packet, password or network sniffer applications, Wifi network detectors, TCP port scanning applications or brute force password applications in order to infiltrate the network.

    *   Any user identified as a security risk or having a history of problems with other computer systems will be denied network access. Attempts to logon as any other user, especially as a system administrator, is a violation and subject to disciplinary consequences which could result in cancellation of user privileges.

    *   Users will not be permitted to connect to the district network with their personal hardware, such as but not limited to laptops, wireless access points and other mobile devices.

    *   Users will not be permitted to use district technology for commercial purposes, financial gain or fraud.

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INTERNET SAFETY/PROTECTION

1. Mount Olive Township School district's Acceptable use Policy is in alignment with the Children's. Internet Protection Act and has installed technology protection measures for all computers in the district, including computers in media centers/libraries that block and/or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography as defined in Section 2256 of Title 18, United States Code.

2. The Children's Internet Protection Act establishes internet safety policy and procedures to address access by minors to inappropriate matter on the Internet and World Wide Web.

    District policy employs safety and security measures to ensure the:

    •   Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

    •   Unauthorized access, including "hacking" and other unlawful activities by minors online;

    •   Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and

    •   Measures designed to restrict minor's access to materials harmful to minors.

PLAGIARISM

1. Plagiarism is presenting another's idea/words as one's own. Users will not plagiarize works found on the internet.

2. The user will not employ "cut and paste" or other techniques to falsely imply that he or she is the   original author of another's material. The user will include proper citations to show the sources of such information.

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COPYRIGHT INFRINGEMENT

1. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. Users must respect the rights of copyright owners. When one is unsure whether one can use a work, one should request permission from the copyright owner.

2. Software is protected by U.S. copyright law. The user will not make unauthorized copies of software found on the network or put such software onto other computers.

CYBER-BULLYING

1. Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. It can happen in an email, a text message, an online game, and comments on a social networking site or any other type of digital technology. It might involve rumors or images posted on someone's profile or passed around for others to see, or creating a group or page to make a person feel left out.

2. Users will not use any district technology for any form of cyber-bullying. Students and employees are required to report any instances of cyber-bullying to a teacher or school administrator.

SEXTING

1. Sexting is the act of sending sexually explicit messages, photographs, or videos electronically, primarily between mobile phones.

2. Users will not use any district technology for any form of sexting. The activity of creating, forwarding, or even saving this kind of content is in violation of district policy and can be considered illegal.

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VANDALISM

1. Vandalism is any malicious attempt to harm or destroy hardware, software, and data of another user, the internet or any district technology. This includes but is not limited to the uploading of computer viruses.

2. Vandalism is a violation and subject to disciplinary consequences which could result in the cancellation of technology privileges. In addition to being subject to discipline under this policy, users who vandalize the district's computers or network shall be held responsible for any losses, costs or damages incurred by the district relating to or arising out of any breach of this policy by the user.

LIMITATION OF LIABILITY

The Internet constitutes an unregulated collection of resources that change constantly. It is not possible to totally predict or control the resources users may locate. The Mount Olive Board of Education cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Therefore, the Board shall not be held responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of service. Furthermore, the Board shall not be held responsible for financial obligations arising through the unauthorized use of technology.

Adopted: 29 June 1998

Revised: 9 September 2002
           28 June 2010

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STUDENT ACCEPTABLE USE POLICY AND INTERNET SAFETY CONSENT FORM
GRADES 6-12

This form is to be completed after reviewing the District Acceptable Use of Computer Technologies, Network Services, and Internet Resources. The completion of this form indicates that you have read the policy and understand same. It also indicates that you agree to abide by the terms and conditions of the policy. This form must be signed by both you and your parent or guardian before you will be permitted access to the district network or computer system.

This agreement summarizes both the acceptable uses and unacceptable uses so that you can discuss them with your parent(s)/guardian(s). You are required to comply with all terms and conditions of the ACCEPTABLE USE POLICY even if not specifically stated on this form.

For purposes of this document, technology means the use of computers and computer peripherals, communications networks, access to databases and libraries of information, the integration of audio, video, multimedia devices and media, and internet access for purposes of teaching, learning and administration.

ACCEPTABLE USES

1. I will use district technology for valid educational purposes. Valid educational purposes are defined as having a direct or an indirect relationship to the approved school curriculum and educational program.

2. I will use my own username and password to access and work on the district network. I am responsible for any and all activity initiated with my username and password.

3. I will keep my password confidential. If I feel that my password has been compromised, I will notify my teacher, the media specialist, and/or an administrator immediately.

4. I will log off my user account when work is completed. Failure to log off may result in an unauthorized use of my user account.

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5. I will immediately report to a teacher any unintended access to inappropriate material or to an unacceptable internet site. This disclosure may serve as a defense against an allegation that I have intentionally violated this policy.

6. I will immediately report to a teacher any message received via technology that is inappropriate or causes me to feel uncomfortable.

UNACCEPTABLE USES

1. I will not intentionally cause or attempt to cause damage to any school equipment including hardware or software. Repairs for misuse will be charged to the user.

2. I will not install, remove, or exchange any hardware or software component from any district network resource.

3. I will not install, copy, or knowingly infect a computer system with a virus.

4. I will not copy someone else's work nor information from the Internet. Plagiarism will not be tolerated.

5. I will not delete, rename, move, copy or change any files or their properties, other than those files I have created or to which I am assigned.

6. I will not use software that has not been district approved.

7. I will not attempt to gain unauthorized access to the school district network for the purpose of, including but not limited to:

   a. Attempting to change passwords.

   b. Attempting to gain access to unauthorized files.

   c. Damaging other student's work.

   d. Attempting to install software on a network or stand-alone computer.

   e. Violating copyright laws by unauthorized copying of software.

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8. I will not attempt to gain unauthorized access to the student information database either through the district network or outside resources.

9. I will not use the school district network/technology to access, review, upload, download, store, post, or distribute materials that use language or images that advocate violence, pornography or discrimination or that may constitute harassment, intimidation and bullying.

10. I will not use the school district network to transmit or receive abusive, threatening, obscene, profane, inflammatory, or disrespectful language.

11. I will not use the district network to post personal contact information about myself or other people, such as name, address, phone number, age, sex, photos, videos or other personal information.

12. I may not violate the terms of any applicable local, state or federal laws that may apply to any software materials. Any other violation deemed as misuse of technology may be subject to disciplinary action.

DISCIPLINARY CONSEQUENCES

The following is a list of graduated disciplinary actions. Based on the severity of any violation, disciplinary actions may also include other school and/or police measures. Any incident that involves school equipment in a harassment, intimidation or bullying issue (Policy 5512.01) not limited to but including misuse of technology may include termination of technology privileges and/or legal ramifications. If technology privileges are revoked, students are responsible for completion of technology related assignments.

1. Revoke technology privileges for a designated period of time. Instruct the student in proper technology conduct. A minimum of one hour after school detention will be determined by school administration based on the severity of the technology violation.

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2. Revoke technology privileges for a designated period of time. A minimum of a two hour after school detention will be determined by school administration based on the severity of the technology violation. A mandatory parent conference to discuss punitive actions is required prior to reinstating technology privileges and to ensure proper technology conduct.

3. Revoke technology privileges for a designated period of time. Length of an in school suspension will be determined by school administration based on the severity of the technology violation. Following an individualized technology usage lesson, as well as a discussion with the student's parent or guardian, the student's usage privileges will be reinstated for a probationary period of one (1) month.

4. Revoke technology privileges and assign an out of school suspension for a designated period of time. In addition, there will be an automatic referral to the Superintendent of Schools for continued willful disobedience with possible expulsion.

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As a parent/guardian of, _____ , I have read and reviewed the terms and conditions for the Mount Olive Township Public Schools Acceptable Use of Computer Technologies, Network Services, and Internet Resources. I have reviewed this information with my child and understand that I am responsible for guiding my child and conveying to him/her appropriate standards for utilizing technology within the school district. I understand that any violation of this policy may result in disciplinary or legal action.

I agree to the following: (Please initial where appropriate.)

_____ As the parent/guardian of the student named above, I grant permission for my son or daughter to use any technology/Internet resources in the Mount Olive Township Public Schools.

_____ As the parent/guardian of the student named above, I grant permission for my son or daughter's photo without identifying name or caption to appear on any district, school, or teacher website connected with the Mount Olive Township Public Schools.

_____ As the parent/guardian of the student named above, I grant permission for my son or daughter's schoolwork to be published without identifying name or caption to appear on any district, school, or teacher website connected with the Mount Olive Township Public Schools.

Student's Name (Please Print)_____

Student's School_____Teacher_____

Parent's Phone #:_____

Parent's E-Mail_____

Student's Signature_____

Parent/Guardian's Name (Please Print)_____

Parent/Guardian's Signature_____

Date_____