

HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY

FILE CODE 4218.1

Monitored
 Mandated
 Other

**ACCEPTABLE USE POLICY FOR
NETWORKED SYTEMS AND THE INTERNET**

Students, staff and administration of the Harrison Township School District have the opportunity to access the Internet to facilitate the need to prepare students, staff and administrators to be computer literate in an increasingly technological world, to foster educational and personal growth in technology, information gathering and communication skills. The District supports resources that will enhance the learning environment with direct guidance from faculty and staff. The goal of the Board of Education in providing networked and Internet services to faculty and students are to promote educational excellence. Use of the Internet is intended to supplement and enhance the District's curricula.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail (e-mail) communication with people all over the world.
2. Public domain software and graphics of all types for school use.
3. Discussion groups on a plethora of topics.
4. Many university Library Catalogs, the Library of Congress and a large collection of relevant information to educators and students.

With the Internet comes the availability of material that may be objectionable, obscene, or inappropriate in an educational setting. Precautions have been taken to restrict access by students to controversial materials. However, the school district cannot ensure that determined students will not defeat the precautions and access objectionable or offensive material.

THE TERMS AND CONDITIONS OF USING THE INTERNET ARE AS FOLLOWS:

1. **Acceptable Use:**
Student and faculty use must be in support of education and research. Transmission of any material in violation of any national or state regulation

is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material. Commercial activities, product advertisement, and political lobbying are also prohibited.

2. **Privileges:**

The use of the Internet is a privilege, not a right. Inappropriate use will result in the loss of user privileges.

3. **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. Keep messages short and to the point.
- b. Use appropriate language.
- c. Electronic mail (e-mail) is not private. Messages relating to or in support of illegal activities will be reported to the proper authorities and will result in the loss of user privileges.
- d. Do not reveal the address or phone number of anyone.
- e. Do not use the network in such a way that you would disrupt the use of the network by other users.
- f. All communications and information accessible via the network should be assumed to be the private property of the author, and therefore, subject to all copyright regulations.

4. **No Warranties:**

The Board of Education makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, miss-delivers, or service interruptions caused by the school district or Internet Service Provider's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk.

5. **Security:**

Security on any computer system is high priority, especially when the system involves many users. Attempts to log on to the Internet using another individual's password or giving a password to another individual may result in the loss of user privileges. Any user identified as having a history of problems with the district's computer systems may be denied access to the Internet.

6. **Vandalism and Harassment:**

- a. Vandalism is defined as any attempt to harm, modify or destroy data of another user, Internet or other networks. This includes the uploading or creating of computer viruses.

- b. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment also includes the sending of unwanted mail.
- c. Vandalism or harassment will result in cancellation of user privileges.

7. Monitoring:

Use of the Internet will be monitored. Network storage areas will be treated like school lockers. Network managers will be reviewing files and communications to maintain system integrity and to ensure that users are using the system properly.

8. Inappropriate Uses:

The following are examples of inappropriate uses but are not limited to:

- a. Using the network for financial or commercial gain.
- b. Using copyrighted material without expressly written permission.
- c. Using the network to lobby for votes.
- d. Using the network to access/distribute pornography.
- e. Using the network to send/receive inflammatory messages.
- f. Creating a computer virus and/or placing it on the network.
- g. Using the network to send/receive a message with someone else's name on it.
- h. Using the network to send/receive a message that is inconsistent with the school's code of conduct.
- i. Using the network to provide addresses or other personal information that others may use inappropriately.
- j. Using the network for sending/receiving/storing a large number of personal messages or files.
- k. Using finite resources in a wasteful manner.
- l. Interfering with computer systems in the Harrison Township School District, or anywhere else, in an effort to obtain private information, have the computer malfunction or destroy data.

9. Not All-Inclusive:

This Acceptable Use Policy is not all-inclusive. There may be actions, not listed in this policy, taken by users that are inappropriate. These actions may result in the loss of user privileges and other disciplinary measures. A school administrative staff will be the final judge as to what is inappropriate use.

This policy is established by the Harrison Township Board of Education and will be upheld by District School Administrators.

Board Approval: December 17, 2007

**HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY**

ACCEPTABLE USE POLICY FOR USE OF COMPUTER FACILITIES

As a user of Harrison Township School district's computing facilities, I agree to the following rules and regulation:

1. I agree to use the Harrison Township Schools' computing facilities for the purpose for which it was intended, that is, in support of education and consistent with the purposes of the Harrison Township School District.
2. I understand that priority use of the computing facilities will be for work directly related to the school curricula.
3. I will only use the computer account provided to me and will take responsibility to protect by account from unauthorized access.
4. I will not give my password, when issued, to anyone and will take steps to prevent others from learning my password.
5. I will not attempt to access, acquire, or modify in any way information that belongs to another person.
6. I will not copy unauthorized software onto local drives or onto the network drive.
7. I agree to abide by any patent, copyright or license restrictions that relate to the use of the computing facilities, programs or documentation.
8. I agree not to use Harrison Township School District's computing facilities to violate the terms of any software licensing agreement.
9. I agree not to use Harrison Township School District's computing facilities to violate any applicable local, state or federal laws.
10. I agree not to access any site on the Internet that is marked "over 18 only."
11. I agree not to review or download any material that is obscene, vulgar, sexually explicit or otherwise inappropriate.
12. I agree not to use the computing facility to disseminate defamatory, inaccurate, abusive, obscene, profane, threatening, racially offensive or illegal material.
13. I understand that the network administrators as well as school district employees have the right to monitor all accounts at any time.
14. I agree not to damage or vandalize any computer equipment and I agree not to introduce any virus into the system.
15. I agree that as a network user I notify the staff member in charge of any security problem on the district system that I might identify.

**CONSEQUENCES FOR MISUSE/ABUSE OF THE COMPUTING
FACILITIES WILL DEPEND ON THE SEVERITY OF THE
SITUATION.**