

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)

A. Policy and Purpose Statement

The Lower Township Board of Education believes that the use of computers and the Internet have become, if used appropriately, an integral part of the educational program. The Board has decided to make Internet access available to the pupils and staff only for the express purpose of supporting the educational program. It is being made available to enable pupils and staff to conduct research and to communicate with others also in furtherance of educational objectives which relate to pupil curriculum.

This Board policy is intended to comply with the Children's Internet Protection Act/ Neighborhood Children's Internet Protection Act (whichever is applicable). The district's System Administrator shall be responsible for ensuring that the blocking software is installed and functioning.

Although the Internet offers vast opportunities to access resources, the Board must also maintain an environment which promotes both responsible and ethical conduct in all computer activities by pupils and staff. With access to the Internet also comes the possibility, even with the use of blocking software, that materials may be accessed by pupils and staff that is either of no educational value, or violates applicable State or Federal law. This is so because with the current state of the technology, it is impossible to control access to all materials which are obscene or profane, or advocate illegal acts, violence or unlawful discrimination.

It is the belief of the Board of Education of the Lower Township School District that the educational value of the access to information and the interaction enabled by Internet access far outweighs the disadvantage that users may procure materials that are not consistent with the educational goals of the school district.

The operation of the district computer network relies, in part, on the proper conduct of users - pupils and staff. Therefore, it is necessary for pupils and staff to follow the guidelines which are set forth within this policy. If any user, whether a pupil or a staff member, violates this policy, his/her privileges to use district computers may be limited or suspended. In addition, the pupil or staff member may be subject to other applicable disciplinary measures. Pupils will be subject to all possible discipline as described in the district Pupil Code of Conduct and district policy.



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All users must sign a user agreement. The agreement incorporates this policy. It also indicates that the party who has signed the agreement has read the terms and conditions carefully and understands their significance. The user agreement is an acknowledgement of the responsibilities of all users. Pupils will not be permitted to use Internet/e-mail through the district computer system unless they have signed the agreement and their parent(s) or legal guardian(s) have signed the agreement indicating the pupil has his/her permission to use Internet/e-mail through the district computer system.

B. Terms and Conditions of Use

1. Acceptable Use. The purpose of providing access to the Internet is expressly to support research and education. It is to provide access to various resources and opportunities for collaborative work. The use of the Internet must be solely to support education and research which furthers the educational objectives and curriculum established by the Lower Township Board of Education. In addition, the use of other organizations' networks or computer resources must comply with the rules for use of those networks in addition to those of this school district. Transmission and accessing of any material in violation of any Federal law (including either the Children's Internet Protection Act or the Neighborhood Children's Internet Protection Act), State law or regulation or Board policy is prohibited. Prohibited activities include, but are not limited to the following:
 - a. Users will not transmit or access material which is profane, obscene, harmful to minors (as that term is defined in the Children's Internet Protection Act), or advocates illegal acts, violence or unlawful discrimination.
 - b. Pupils or staff members are responsible to maintain a log of all contacts made on the district computer system, including the complete Internet site address of any locations accessed. A history log on each PC must be maintained for a minimum of thirty days.
 - c. If a password is assigned, that password is to remain private and is not to be shared with other users.
 - d. Any use of the network for commercial or for-profit purposes is prohibited.



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- e. Use of the network for personal and private business is prohibited.
 - f. Any use of the network for advertising or political purposes is prohibited.
 - g. Users of the network shall not disrupt or interfere with the use of the network by others.
 - h. The hardware or software shall not be altered, mishandled or abused in any way.
 - i. The district computer system shall not be used to harass others.
 - j. Hate mail, discriminatory remarks and other antisocial behaviors are prohibited.
 - k. The unauthorized installation of copyrighted software for use on the district computer system is prohibited.
2. Privileges. The use of the Internet through the district's computer system is a privilege, not a right. Inappropriate use may result in the suspension, or partial suspension of those privileges as well as other possible discipline, as outlined in the district Pupil Code of Conduct, which is incorporated by reference herein, and even possible prosecution for illegal activity. Staff members shall also be subject to appropriate discipline, dismissal and/or prosecution for illegal or prohibited activity. Each pupil or staff member, in order to obtain access to Internet/e-mail through the district computer system will be required to complete the Lower Township District Acceptable Use Agreement. The system administrator will have the authority to, at least temporarily, suspend use of the system at any time.
3. Network Etiquette. Users of the district computer system are expected to:
- a. Be polite.
 - b. Only use appropriate language.
 - c. Never reveal personally identifiable information such as your name, address, telephone number or those of other pupils.



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- d. Be prepared for a search of pupil data files and other electronic storage areas. The system administrator may access these files from time to time not only to insure system integrity, but also to determine if users are complying with this policy. Pupils should not expect that information they store on the system will be private.
- e. Comply with all intellectual property laws, such as copyrights.

C. Miscellaneous

1. Security of the system is a high priority. If you have reason to believe that you can identify a security problem in the district computer system, you must notify the system administrator.
2. Vandalism will result in the automatic suspension of use and will be subject to discipline, other forms of legal action or perhaps even criminal prosecution. Vandalism is defined as any attempt to harm or destroy data, software or hardware, even if belonging to another network. This includes, but is not limited to, the creation of a virus, intentional propagation of a virus, or dissemination of contaminated disks, CD's and the like.
3. Pupil work files may be accessed by teaching staff members upon the same basis as pupil written work.
4. The Lower Township School District makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any damages users suffer. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions caused by the district's own negligence or the user's errors or omissions. The district cannot accept responsibility for the accuracy or quality of information obtained through its services.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act.

Adopted: 28 October 2008

