

North Wildwood School District
**ACCEPTABLE AND RESPONSIBLE USE OF COMPUTERS/
NETWORK AND RESOURCES**

(Eff.: February 1, 2016)

The North Wildwood Board of Education recognizes that as telecommunications and other new technologies shift, the manner in which information is accessed, communicated and transferred will alter the nature of teaching and learning. Access to telecommunications will allow users to explore databases, libraries, Internet sites, and bulletin boards. The Board supports access by pupils to information sources, but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow users access to information sources that have not been prescreened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate user access to the compute network/ computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and insure its proper use.

Standards for Use of Computer Networks

Any staff member or student engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities, which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network.

Using the computer network(s)/computers to violate copyrights, license agreements or other contracts.

For the purpose of this Policy the following definitions apply:

- ● “Technology” – hardware or software.
- ● “Software” – any computer program(s) or related data that provide instructions for telling a device what to do and how to do it.
- ● “Users” – any person that connects to the North Wildwood School District’s computers or network.
- ● “Privately owned” – technology hardware and software that is purchased, owned, and maintained by the pupil at no expense to the school or district.
- ● “Device” – any technology that can store, access, retrieve, and/or communicate data or information.

A. Computer network(s) in a manner that:

Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

Using the computer networks in a manner that:

1. Intentionally disrupts network traffic or crashes the network;
2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this Policy; and/or
11. Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

Violations may result in a loss of access as well as other disciplinary or legal action. Additional disciplinary action may be determined.

North Wildwood School District Acceptable/Responsible Use Agreement

The District shall incorporate instruction on the responsible use of social media into the technology education curriculum for users as part of the district's implementation of the Common Core Standards in

Technology. The instruction shall provide users with information on:

1. The purpose and acceptable use of various social media platforms;
2. Social media behavior that ensures cyber safety, cyber security, and cyber ethics; and
3. Potential negative consequences, including cyber bullying, of failing to use various social media platforms responsibly.

Any action by a user of the computer network that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of the offending user's account and other action

in compliance with the District's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information, or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions.

Real-Time, Interactive Communication Areas:

The system administrators, at the direction of the administration or Board, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk, chat, Internet relay chat, video conferencing, etc.).

Electronic Mail:

Staff and select students will have electronic mail (email) accounts. Students are prohibited from access to third party email (i.e. AOL, Comcast, Verizon, Hotmail, Yahoo, etc.) as well as instant messaging on the district computer network. E-mail accounts may be set up for classroom use, for a grade level/student, at the direction of the administration or Board, for curricular use. Student email will be restricted to sending/receiving email from users within the district's domain account, with instant messaging being turned off. Staff will be able to send messages to any internal or external address. Incoming email from external addresses will be blocked for students.

Disk Storage:

The system administrators reserve the right to set quotas for disk storage on the system. A user who exceeds his/her quota will be advised to delete files to return to compliance. A user who remains in non-compliance of disk space quotas will lose the ability to save their files due to quota restrictions.

Security:

Security on any computer system is a high priority, especially when the system involves many users. If a user feels that he/she can identify a security problem on the system, the user must notify his/her teacher or the system administrator. The users should not demonstrate the problem to anyone except a teacher or building/system administrator. In order to maintain proper system security, a user must not let others know their password, as this would allow others access to their account. Attempts to log in to the system using another user's account or as a system administrator will result in termination of the account of the user in violation. Users should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk will have his/her account terminated and be subject to other disciplinary action.

Vandalism:

Vandalism will result in cancellation of system privileges and other disciplinary measures in accordance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Consent Requirement:

All users are responsible for good behavior on personal or school owned devices and networks, just as they are in a classroom or school hallway. Communications on the network can be public in nature. General school rules for behavior and communications apply. The network is provided for users to teach, learn, conduct research and communicate with others. Access to network services is given only to users who agree to act in a considerate and responsible manner. Parent permission is required for all student users. Staff is required to sign their own agreement as well.

“Access is a privilege – it is not a right.”

Information Content and Uses of the System:

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to disclose or post personal contact information about themselves or other people (address, telephone number, etc.). The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law.

Because North Wildwood School District provides, through connection to the Internet, access to other computer systems around the world, students and their parents understand that the District and system administrators have no control over content. As a condition for receipt of certain Federal funding, the school district is in compliance with the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The District will permit Internet access by students only in supervised environments, but potential dangers do remain. Students and their parents / guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The North Wildwood School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials and should monitor future home usage of the District’s resources. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards/policies and will honor the agreements they have signed. Beyond the clarification of such standards and policies, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network

North Wildwood School District Acceptable/Responsible Use Agreement

When completing the Acceptable/Responsible Use Agreement, please print all information, except when a signature is required.

I, _____ have read the Acceptable Use Agreement for the North Wildwood School District. As a user of the school's network, I hereby agree to comply with all stated rules in the Acceptable Use Agreement. In summary, I understand the following:

1. Communications and files on the network should be considered as public information.
2. Students are responsible for good behavior on the school's computers and networks. Access to the school's computers, networks, and the Internet is a privilege – it is not a right.
3. I will not send or display offensive messages or pictures, and I will not use vulgar or obscene language.
4. I will not harass, insult, or attack others through the use of the computer.
5. I will not intentionally damage computers or networks.
6. I agree not to violate copyright laws, and I understand I may not download or install files without proper approval.
7. I will not access another person's account, and I will not trespass or destroy another person's files.
8. I will not use the network for commercial reasons.
9. I agree to abide by quotas set for file storage, and I agree to delete files no longer needed. Further, I agree not to waste system resources or supplies. I will only print with permission.
10. I will not attempt to view my personal email at school.
11. I will not use instant messaging services at school.
12. I agree not to plagiarize works I locate on the Internet, just as I agree not to plagiarize works I find in a library book or in a magazine.
13. I will not open files that I bring in from outside school (CD's, flash drives, any storage devices) that have not been approved by a staff member.
14. I will not photograph or videotape anything on school property without permission.
15. I will not access social media sites: i.e., Facebook, YouTube, Twitter, etc.
16. I will not access unapproved blogs, podcasts, wikis, etc.
17. I understand that if I violate any condition in the acceptable use policy, I may lose my privilege of using the computers, the networks, and/or the Internet. Additionally, I understand that I may face further penalties at either the building or district level, or both. Based on the severity of my actions, I understand that legal action may become necessary.

Signature of the Student: _____

Date Signed: _____

As the parent or legal guardian of the minor signing above, I grant permission for my son or daughter to access networked computer services such as software, electronic mail, and the Internet. I understand that individuals and families may be held liable for violations, as stated in the Acceptable/Responsible Use Agreement. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use— setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media. I accept the terms and conditions of the Acceptable/Responsible Use Agreement, as adopted by the North Wildwood Board of Education.

Parent/ Guardian Name: (Please Print)

Signature of the Parent/Guardian: _____

Date: _____