

Regulation

ACCEPTABLE USE REGULATIONS

- A. Personal Responsibility: As a representative of the Milltown School District, I will accept personal responsibility for reporting any misuse of equipment or access system to the program administrator. Misuse may come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.
- B. Acceptable Use: The use of my assigned account must be in support of education and educational research, and in alignment with the educational goals and objectives of the Milltown School District. I am personally responsible for this provision at all times when using electronic information service.
1. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to copyrighted material threatening or obscene material.
 2. Use of product advertisement or political lobbying is also prohibited.
- C. Privileges: The use of the information system is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The program administrator, in cooperation with the administrative team, will decide what is appropriate to use. The administration or staff of the Milltown School District may request that the program administrator revoke or suspend specific user access.
- D. Network Regulations: These rules include, but are not limited to the following:

Student Safety Practices

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Prohibited Activities

Users shall not attempt to gain unauthorized access to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not purposely or maliciously destroy or deface equipment, peripherals or software.

Users shall not use the district system to engage in illegal activities as outlined in federal and state law and network provider policies and licenses.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

ACCEPTABLE USE REGULATIONS (continued)

User shall not vandalize the account, work or data of another user.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

Users shall not utilize technology for the personal financial or business gain.

Users shall not install or use personal software or change the configuration of any individual computer or network.

User shall not utilize file sharing programs such as Napster or any other program similar to Napster unless it is for school related activities.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection procedures when installing or downloading approved software.

System Limits

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, **instant message services, social networking, and participation in Internet "chat room" conversations.**

Users shall check e-mail frequently and delete messages promptly.

Privacy Rights

ACCEPTABLE USE REGULATIONS (continued)

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

Users shall be aware that electronic mail is not guaranteed to be private, particularly if there are reasonable grounds for suspecting that the search would turn up evidence that the user has violated or is violating either the law or rules of the school. Messages relating to or in support of illegal activities may be reported to the authorities.

- E. Release of Information: Only the Webmaster of the Milltown Board of Education may select student work, pictures and/or names for approval by Superintendent to publish on the District web site.
- F. Services: The Milltown School District makes no guarantees of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered while on the system.
- G. Vandalism: Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

What I need to know about US Copyright Act

- A. It is illegal to copy or distribute software. If you have a legal copy of software you are allowed to make a single archival copy for backup purposes.
- B. Copies of software licensed to the school district may be installed on your own personal home computer for educational purposes.
- C. Staff owned software might be installed on his/her classroom computer if used only for educational purposes (only your classroom computer).
- D. Establish and maintain a software inventory for your classroom computer.
- E. Save purchasing documents and manuals for your software.

Adopted: August 25, 1998

Revised: June 2, 2011