

Upper Township School District

Student Acceptable Use Policy: Technology

The Upper Township School District provides computer equipment, computer services, and Internet access to its students for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, collaboration, dissemination, and the use of global communication resources.

Students are responsible for good behavior on school computers and networks, just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access is a privilege – it is not a right. Access entails responsibility. 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 and will honor the agreements they have signed.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate material. As outlined in the Board policy on Acceptable Use of Computer Network/Computers and Resources, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Accessing, uploading, downloading, storage or distribution of obscene or sexually explicit material
- Using obscene language
- Harassing, insulting, intimidating, bullying, or attacking others
- Damaging or disrupting computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's account
- Trespassing in another person's files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, commercial solicitation, or compensation of any kind
- Support or opposition for ballot measures, candidates, or other political activity

Violations may result in loss of access and/or other disciplinary or legal actions

Copyrighted Material and Plagiarism

Copyrighted material must not be placed on any District computing system without the author's permission. Software copyright laws will be followed to the fullest extent. Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are

permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately. No staff member or student may install, upload, or download software, without the express consent of the system administrator.

Privacy

Upper Township School District provides the network system, e-mail and Internet access as a tool for education and research in support of the District's mission. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network
- User files and disk space utilization
- User applications and bandwidth utilization
- User document files, folders and electronic communications
- E-mail
- Internet access
- Any and all information transmitted/received in connection with network and e-mail use

No student user should have any expectation of privacy when using the District's network. Upper Township School District reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of New Jersey.

In summary, users should not expect that all files or e-mail stored on District servers will always be private. All e-mail is archived and monitored.

Network Conduct and Internet Safety

Any action by a student that is determined by a District administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using those resources is strictly prohibited and may result in termination of the offending person'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.

Students and their parents/guardians specifically agree to indemnify the Upper Township School District and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the District relating to, or arising out of any breach by the user.

The following should be kept in mind concerning personal information:

- Students should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium
- Students should not reveal personal information about another individual on any electronic medium
- No student pictures or names can be published on any class, school or District web site unless the appropriate permission has been verified according to District policy
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority

Because Upper Township 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. 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 Upper Township 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 home usage of the District's resources. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the District and such activities may result in the termination of student network accounts and privileges.

Even though the District uses filtering software to block or filter access to written material and visual depictions that are obscene and all pornography in accordance with the Children's Internet Protection Act (CIPA):

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content
- The District will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers

Security Cameras

Upper Township School District has installed surveillance cameras in situations and places where the security of property or people would be enhanced. When appropriate, cameras have been placed District-wide, inside and outside of buildings. Cameras will be used in a professional, ethical, and legal manner consistent with all existing District policies. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.

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.

Upper Township School District
Acceptable Usage Form for Students

I, _____, have accessed and read the online posting (www.upperschools.org, District Page, Side Link, Student Technology, AUP) of the Acceptable Use Policy for the Upper Township School District. As a user of the school's network, I hereby agree to comply with all stated rules in the Acceptable Use Policy. In summary, I understand the following:

1. Communications and files on the network should be considered public information.
2. Students are responsible for appropriate behavior on the district's computers and networks.
3. Access to the school's computers, networks, and the Internet is a privilege – it is not a right.
4. I will not send or display offensive messages or pictures, and I will not use vulgar or obscene language.
5. I will not harass, insult, or attack others through the use of the computer.
6. I will not intentionally damage computers or networks.
7. I agree not to violate copyright laws, and I understand I may not download or install files without proper approval.
8. I will not intentionally waste system resources.
9. I will not use the network for commercial reasons.
10. I agree to abide by quotas set for file storage.
11. I understand that my e-mail may be subject to review.

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 the District level. Based on the severity of my actions, I understand that legal action may become necessary.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Email address: _____
