

# WANAQUE PUBLIC SCHOOLS

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## COMPUTER NETWORK ACCEPTABLE USE GUIDELINES

The following district guidelines for the appropriate use of district computer and information technology resources by students are excerpted from Wanaque Board of Education Policy No. 2360 (Technology).

All students who use computers in the district must adhere to these guidelines. All parents must indicate that they understand and agree to these guidelines by acknowledging this letter via the parent portal.

Any students whose parent or guardian has not agreed to these terms will not be permitted to use computers for any reason.

### **Limitation of Liability**

- It is not possible to completely control the resources that students may locate on the Internet.
- It is not possible to guarantee the accuracy or appropriateness of materials that may be encountered on the Internet
- It is not possible to guarantee that students will not suffer damage including, but not limited to, data loss or interruption of services.
- The Board of Education will not be held responsible for financial obligations that may arise through unauthorized use of the system.

### **District Rights and Responsibilities**

- The district has the right to monitor all access and use of the Internet.
- A qualified staff person will provide students with system access through individual and class accounts, designate data storage space / usage, establish a document retention schedule, and establish virus protection along with other measures necessary for maintenance of the system.
- Building principals will ensure that all students are adequately supervised while using the system.
- Building principals will interpret this acceptable use policy at the building level.

### **Access to the System**

- Student use of the system will be governed by this acceptable use policy.
- Sanctions for student misuse of the system will be included in the disciplinary code for students.
- The Board will maintain content filtering / blocking software to deny student access to certain areas of the Internet.
- All students who have an acceptable use policy form signed by their parent / guardian on file will be granted access to the World Wide Web through the district's computer network; parents or guardians who wish to revoke said access must notify the district in writing.

- Students shall be granted e-mail access only through accounts provided to them by the district; parents or guardians who wish to deny their child access to such an account must notify their building principal in writing.
- Students may have access to individual e-mail accounts at the request of teachers and with consent of their parent / guardian; an individual account for any such student shall require an agreement signed by the student and his/her guardian.
- Student use of the Internet shall be supervised by qualified staff.

### **Parental Notification and Responsibility**

- Parents shall sign an agreement to allow their child (ren) to have an individual system account.
- Parents / guardians who do not wish their child (ren) to have access to the Internet must notify the principal in writing.

### **Acceptable Use**

#### Student Safety Practices

- Students shall not use the system to post personal contact information about themselves or others; personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.
- Students shall not engage in personal contact with individuals they meet on line; students shall report any attempts at contact from such individuals to the staff person supervising their activities.

#### 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.
- Students 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.
- Students shall not use the district system to engage in illegal activities.
- Students 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.
- Students 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.

#### Prohibited Language

- Prohibited language applies to public messages, private messages, and material posted on web pages.
- Students shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.
- Students shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

### System Security

- Students 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.
- Students shall immediately notify the supervising staff person or data processing department if they detect a possible security problem; students shall not access the system solely for the purpose of searching for security problems.
- Students shall not install or download software or other applications without permission of the supervising staff person.
- Students shall follow all district virus protection procedures when installing or downloading approved software.

### System Limits

- Students shall access the system only for educational activities.

### Privacy Rights

- Students shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.
- Students shall not publish private information about another individual.