

**Township of Union Board of Education
Union, New Jersey**

File Code: 2361
 Monitored
 Mandated
 Other Reasons

POLICY

Acceptable Use Agreement for Internet and Other Electronic Resources

The Township of Union Board of Education recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Board encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Board of Education and its schools. Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Board adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Board of Education owned equipment or through Board of Education affiliated organizations.

The skill sets for college and career readiness in the 21st century higher education and employment environments will require students to master the use of technology as a productivity tool, not just a social networking and gaming tool. Excellence in education requires that technology and Internet access be seamlessly integrated throughout the educational program. Integrating the use of technology and access to the Internet in all areas of the educational program promotes student achievement in the Common Core State Standards for mathematics and language arts and literacy and the Core Curriculum Content Standards by:

- A. Providing access to staff development and educational materials and resources;
- B. Providing information for research and study both inside and outside the classroom;
- C. Facilitating skill development and competency in the use of technology;
- D. Connecting the classroom to other local, national and global educational communities;
- E. Enhancing the continuous dynamic interaction among students, educators, parents and the extended community.

The chief school administrator or his or her designee shall develop guidelines for the equitable distribution of the available equipment by class or grade. The distribution of school furnished electronic devices shall not be discriminatory and shall be in compliance with law and board policies for nondiscrimination (2224 and 6121).

Any student issued a school furnished electronic device shall be liable for any damage suffered during the period of its use. He/she shall be responsible for its safe return (board policy 3514 Equipment)

Township of Union Board of Education Rights and Responsibilities

It is the policy of the Board to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Board recognizes its legal and ethical obligation to protect the well being of students in its charge. To this end, the Board retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. ~~To monitor the use of all activities on district purchased devices. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.~~
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Board of Education owned equipment and, specifically, to exclude those who do not abide by the District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. The Board reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to make staff and students aware of the acceptable use and policies governing online communications.
6. The district purchased equipment is the private property of the Township of Union Public Schools- this includes all campus and off campus purchases.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Board of Education.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
3. Staff members should not share their password with anyone including other staff, students, and outside sources.
4. Every effort is made to provide staff with the resources necessary for classroom instruction. Posting school related content to external resources beyond the scope of the district, without direct authorization, is not permitted.

User Responsibilities

Use of the electronic media provided by the Board of Education is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Board of Education.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the Director of IT. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, the Board will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. The unauthorized installation of any software, including shareware and freeware, for use on Board of Education computers is prohibited.
9. Use of the network to access or process pornographic material, inappropriate text files (as determined by the Director of IT), or files dangerous to the integrity of the local area network is prohibited.
10. The Board of Education network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Board for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Board of Education.
11. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
12. Use of the network for any unlawful purpose is prohibited.

13. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited. These acts may also fall under the Township of Union Board of Educations' HIB policy (5131.1)
14. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
15. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. The Board of Education cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. **CIPA**-The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.
4. **COPPA**-COPPA imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age.
5. **FERPA**-The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.
6. The Board will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
7. The Board of Education reserves the right to change its policies and rules at any time.

Adopted:
Revised:
Readopted:

Township of Union Board of Education
Acceptable Use Agreement

User Agreement (to be signed by all faculty, parent/guardian and student users.)

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by the Board of Education. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

Student/staff/faculty Name (please print) _____

Signature _____

Date _____

Parent Agreement

As parent or guardian of _____, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. The Board of Education has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold the Board of Education responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet that are available through the Township of Union Board of Education.

Parent Name (please print) _____

Parent Signature _____ Date _____