

POLICY**FILE CODE: 4120**

ACCEPTABLE USE OF TECHNOLOGY POLICY AND AGREEMENT

The Hackettstown Board of Education recognizes the value of computer and other electronic resources to improve pupil learning and enhance the administration and operation of its schools. To this end, the Hackettstown Board of Education encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Hackettstown Board of Education and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and pupils is impossible to control. Therefore, the Hackettstown Board of Education 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 Hackettstown Board of Education owned equipment or through Hackettstown Board of Education affiliated organizations.

Hackettstown Board of Education Rights and Responsibilities

It is the policy of the Hackettstown Board of Education to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and pupils. It shall be a violation of this policy for any employee, pupil, 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 Hackettstown Board of Education recognizes its legal and ethical obligation to protect the well-being of pupils in its charge. To this end, the Hackettstown Board of Education 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 online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity, e-mail, voice mail, and other electronic resources.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Hackettstown Board of Education owned equipment and, specifically, to exclude those who do not abide by the Hackettstown Board of Education's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Hackettstown Board of Education reserves the right to restrict online destinations through software or other means.

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5. To provide guidelines and make reasonable efforts to train staff and pupils in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise pupils, control electronic equipment, or otherwise have occasion to observe pupil 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 Hackettstown 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.

User Responsibilities

1. Use of the electronic media provided by the Hackettstown 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, pupils, 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 Hackettstown Board of Education.
2. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
3. Hackettstown Board of Education provides email accounts for all staff members. It is the responsibility of each staff member to use and maintain their email account, as described in the Hackettstown Board of Education "Email User Responsibilities and Guidelines."
4. Exhibit exemplary behavior on the network as a representative of your school and community.
5. Periodically, the Hackettstown Board of Education will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

Any use of the network for commercial or for-profit purposes is prohibited. Excessive use of the network for personal business shall be cause for disciplinary action.

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Examples of unacceptable technology use include, but are not limited to, the following:

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for product advertisement or political lobbying is prohibited.
3. 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.
4. 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.
5. 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.
6. Electronic communication such as, but not limited to, hate mail, chain letters, harassment, discriminatory remarks, cyber bullying, and other antisocial behaviors are prohibited on the network. Any violation will result in appropriate disciplinary action.
7. The unauthorized installation of any software, including shareware and freeware, for use on Hackettstown Board of Education computers is prohibited.
8. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
9. The Hackettstown Board of Education network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Hackettstown Board of Education 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 Hackettstown Board of Education.
10. 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).

11. Use of the network for any unlawful purpose is prohibited.
12. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
13. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes. Supervisor or administration approval required for game use.
14. 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 Hackettstown 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. The Hackettstown Board of Education will not be responsible for any damages users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained is at the user's own risk.
4. The Hackettstown Board of Education makes no warranties (expressed or implied) with respect to:
 - o the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - o any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. The Hackettstown Board of Education reserves the right to change its policies and rules at any time.

Date: March 8, 2006
Revised: August 23, 2006
Revised: April 11, 2007
Revised: March 12, 2008

Cross References: Drugs, Alcohol, Tobacco, Steroids, Substance Abuse, Smoking, Drinking, Drug Testing

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 Hackettstown 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.

User Name (please print)

User Signature

Date

Parent Agreement (to be signed by parents of all pupil users under the age of eighteen)

As parent or guardian of [please print name of pupil] _____, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Hackettstown Board of Education has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to pupil users. I agree that I will not hold the Hackettstown Board of Education responsible for materials acquired on the network. I hereby give permission for my child to use network resources, including the Internet, that are available through Hackettstown Board of Education.

Parent Name (please print)

Parent Signature

Date