

**Buena Regional Board of Education
Buena, New Jersey**

**Policy Name: Acceptable Use of Computers,
the Internet and Electronic Mail**

File Code: 6142.11



ACCEPTABLE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL

The Buena Regional School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, 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 to network services is given only to student who agree to act in a considerate and responsible manner. Parent permission is required. *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. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate material. Older students will have more responsibility for locating appropriate materials. As outlined in the Board policy and procedures on student rights and responsibilities, the following are not permitted.

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, 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

Violations may result in a loss of access as well as other disciplinary or legal action. Additional disciplinary action may be determined in line with existing practice regarding inappropriate language or behavior.

Information Content and Uses of the System:

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to any average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to disclose or post personal contact information about themselves or other people (address, telephone number, etc.). The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law.

Because Buena Regional Schools provide, through connection to the Internet, access to other computer system 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 education 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 Buena Regional School District and the system administrators do not condone the use of such materials and do not permit usage 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 future 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.

On Line Conduct and Expectations:

Any action by a student or other user (member) of the computer network that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of the offending member's account and other action in compliance with the District's discipline code. The user specifically agrees not to submit, publish or display a 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 and is a breach of the Terms and Conditions.

Users and their parents/guardians specially agree to indemnify the Buena Regional School District and the system administrators for any loses, costs, or damages, including reasonable attorney's fees incurred by the District relating to, or arising out of any breach of this section (On Line Conduct) by the user.

Network resources are to be used by the user for his/her person only; commercial uses are strictly prohibited. Each user is personally responsible for his/her own behavior.

Software Libraries:

Software is provided to students as a curricular resource. No student may install, upload, or download software, without the expressed written consent of the system administrator. Any

software having the purpose of damaging other members' account or the District network (example: computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the right to refuse the posting of files. Additionally, file may be removed at any time without notice. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take action consistent with the District's discipline code of a member who misuses the software libraries.

Copyright Material and Plagiarism:

Copyrighted material must not be placed on any system connected to the network without the author's permission. Only the owner(s), or persons they specifically authorize, may upload copyrighted material to the system. Members may review copyrighted materials for their own use.

Software copyright laws will be followed to the fullest extent. Additionally, I understand that I am not permitted to use copyrighted materials and not site their authors.

Public Posting Areas (Message Boards/UseNet Groups):

UseNet messages are posted from systems connected to the Internet from around the world. It should be noted that the Buena Regional School District's system administrators have no control over the content of messages posted from these other systems. To best utilize system resources, the system administrators will determine which UseNet groups are most applicable to the curricular needs of the School District and may carry these groups on the local system. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Terms and Conditions. The system administrators, at their discretion, further reserve the right to immediately terminate the account of a member who misuses the message boards or UseNet groups.

Real-Time, Interactive Communication Areas:

The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk, chat, Internet, relay chat, etc.).

Electronic Mail:

Electronic mail (also referred to as "mail" or e-mail") is an electronic message that is sent by or to a member on correspondence with another person having Internet mail access. Members are expected to delete read messages in a timely fashion; it should be noted that system administrators may delete messages not erased in a timely fashion. It should be noted that e-mail messages may be inspected for content, and users should not consider these messages as private. The system administrators may inspect the contents of mail sent by one member to an identified addressee, and disclose such content to other than the sender or intended recipient, without the consent of the sender or identified recipient, in order to comply with the law and/or policies of the Buena Regional School District, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. Buena Regional Schools reserve the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the Buena Regional School network. In summary, *users should not expect that all files or e-mail stored on District servers will always be private*. Student users will have internal e-mail addresses; staff members will have e-mail addresses which can be used to send mail outside of the local network.

Disk Storage:

The system administrators reserve the right to set quotas for disk storage on the system. A member who exceeds his/her quota will be advised to delete files to return to compliance. A member who remains in non-compliance of disk space quotas after seven days of notification will have their files removed by a system administrator.

Security:

Security on any computer system is a high priority, especially when the system involves many users. If a member feels that he/she can identify a security problem on the system, the member must notify a system administrator. The member should not demonstrate the problem to anyone except the system administrator and building administrator. In order to maintain proper system security, a member must not let others know their password, as this would allow others access to their account. Attempts to log in to the system using another member's account or as a system administrator will result in termination of the account of the member in violation should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have his/her account terminated and be subject to other disciplinary action.

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.

Game Playing:

Game playing is permitted on the Buena Regional School District system only when terminals are not needed for other purposes and the game conforms to the curricular goals of the District. Game playing over dial-up links or inter-machine communication is prohibited.

Printing:

The printing facilities of the Buena Regional School District network should be used judiciously . Unnecessary printing is a drain of the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently. Prior to printing a document, it is recommended to "print preview" first, to be certain that the document appears as you intend.

Approved by the Board of Education: November 27, 2001

Buena Regional School District
Acceptable Use Policy of Computers, the Internet and Electronic Mail

When completing the Acceptable Use Policy, please print all information, except when a signature is required.

My Name: _____

My Homeroom Teacher's Name: _____

Grade: _____

I, _____, have read the Acceptable Use Policy for the Buena Regional 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:

- Communications and files on the network should be considered as public information.
- Students are responsible for good behavior on the school's computers and networks.
- Access to the school's computers, networks, and the Internet is a privilege – it is not a right.
- I will not send or display offensive messages or pictures, and I will not use vulgar or obscene language.
- I will not harass, insult, or attack others through the use of the computer.
- I will not intentionally damage computers or networks.
- I agree not to violate copyright laws, and I understand I may not download files without proper approval.
- I will not access another person's account, and I will not trespass or destroy another person's files.
- I will not intentionally waste system resources.
- I will not use the network for commercial reasons.
- I agree to abide by quotas set for file storage, and I agree to delete files no longer needed. Further, I agree not to waste system resources or supplies.
- I understand that my e-mail will be internal and may be subject to preview. In accordance with class projects, my e-mail may be sent out by my teacher.
- I agree not to plagiarize works I locate on the Internet, just as I agree not to plagiarize works I find in a library book or in a magazine.
- 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 either the building or district level, or both. Based on the severity of my actions, I understand that legal action may become necessary.

Signature of Student: _____ Date Signed: _____

As the parent or legal guardian of the minor signing above, I grant permission for my son or daughter to access networked computer services such as software, electronic mail, and the Internet. I understand that individuals and families may be held liable for violations, as stated in the Acceptable Use Policy. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media. I accept the terms and conditions of the Acceptable Use Policy, as adopted by the Buena Regional School Districts' Board of Education.

Signature of Parent: _____ Date Signed: _____

Approved by Board of Education: November 27, 2001

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Acceptable Use Policy of Computers, the Internet and Electronic Mail

When completing the Acceptable Use Policy, please print all information, except when a signature is required.

My Name: _____

I, _____, have read the Acceptable Use Policy for the Buena Regional 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:

- Communications and files on the network should be considered as public information.
- Staff members are responsible for professional behavior on the school's computers and networks.
- Access to the school's computers, networks, and the Internet is a privilege – it is not a right.
- I will not send or display offensive message or pictures, and I will not use vulgar or obscene language.
- I will not harass, insult, or attack others through the use of the computer.
- I will not intentionally damage computers or networks.
- I agree not to violate copyright laws, and I understand I may not download files without proper approval.
- I will not intentionally waste system resources.
- I will not use the network for commercial reasons.
- I agree to abide by quotas set for file storage, and I agree to delete files no longer needed. Further, I agree not to waste system resources or supplies.
- I understand that my e-mail will be internal and external and may be subject to preview. In accordance with class projects, you may incorporate the works of your students as e-mail messages.
- 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.

Signature of Staff Member: _____ Date Signed: _____

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