

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS
AND
RESOURCES (INTERNET POLICY)

The following uses of the District system are considered acceptable:

1. **PERSONAL SAFETY** (restrictions are for students only)
 - a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
 - b. Users will not agree to meet with someone they have met on-line without their parent's approval and participation.
 - c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. **PROHIBITED ACTIVITIES**
 - a. Users will not attempt to engage in "hacking" or otherwise seek to gain unauthorized access to the District system or to any other computer system through the District system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".
 - b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. **SYSTEM SECURITY**
 - a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

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- b. Users will immediately notify a building administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent and intentional spread of computer viruses by following the District virus protection procedures if they download software.

4. INAPPROPRIATE LANGUAGE OR GRAPHICS

- a. Restrictions against inappropriate language or graphics apply to public messages, private messages, and materials posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. RESPECT FOR PRIVACY

- a. Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.
- b. Users will not post private information about another person.

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6. RESPECTING RESOURCE LIMITS

- a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high quality, self-discovery activities.
- b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
- c. Users will not pose chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
- e. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

7. PLAGIARISM AND COPYRIGHT INFRINGEMENT

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. INAPPROPRIATE ACCESS TO MATERIAL

- a. Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts or that advocates

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violence or discrimination towards other people (hate literature). For students a special exception may be made for hate literature if the purpose of such access is to conduct research, and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research. The Director of Technology may provide access to staff to sites blocked by filtering agents for purposes of research.

- b. The district will install and maintain filtering agents or other technical measures designed to block access to sites that contain visual depictions that are obscene, pornographic harmful to minors.
- c. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

Revised: 10/23/01

Adopted: 5/18/99

West Windsor-Plainsboro Regional School District, NJ

**COMMUNITY MIDDLE SCHOOL
Student Account Agreement**

Student Name: _____ (please print legibly)

Grade: _____ Homeroom Teacher: _____

I have read the District Acceptable Use Regulation. I agree to follow the rules contained in this policy. I understand that if I violate the rules, I may face disciplinary action in accordance with the District Discipline Policy. I understand that any violation of the above regulation could result in the revocation of my access rights, the imposition of school discipline, criminal prosecution and other legal action.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Signature _____ Date _____

**Parent Consent to Students Use of School District Communications
and Internet System**

As the parent or guardian of this student, I have read the Policy and Acceptable Use Regulation for access to the Districts' electronic network. I understand that this access is designed for educational purposes and the School District has taken precautions to block access to sites that are harmful to minors. However, I also recognize that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the Board or its employees responsible for materials acquired on the network.

Further, I understand that the improper or inappropriate use of the network by my child could result in school discipline, criminal and civil penalties. I accept full responsibility for supervision if and when my child's use of the network is not a school setting. Further, I accept responsibility for any damages or injuries caused by my child's use of the network, either in school or outside of school, in a manner which violates the Policy and the Acceptable Use Regulation.

I consent to having my child's school account E-Mail monitored by authorized school district personnel to assure compliance with the Policy and Acceptable Use Regulation.

With these understandings, I hereby give permission for the school district to issue communication and Internet access for my child.

Name of Student: _____ (please print legibly)

Parent's /Guardian Signature: _____

Student Signature: _____ (If 18 years old or over)