RIVERTON BOARD OF EDUCATION   **FILE CODE: 6142.10**
Riverton, New Jersey

<u>**Regulation**</u>

<u>INTERNET</u> <u>ACCEPTABLE</u> <u>USE</u> <u>PROCEDURE</u>

In support of our educational mission, the Riverton Board of Education is now offering Internet access for student use. This document contains the Acceptable Use Policy for your use of the District system. For the purposes of this policy, the term "District system" is meant to include all non-administrative computing of facilities (for example, hardware, software, files, and accounts) used over a communication network in support of instructing, teaching, learning.

A.   Educational Purpose

1.   Internet access has been established for a specific educational purpose. The term "educational purpose" includes classroom activities, career development, and limited, teacher approved, high-quality, self-discovery activities.
2.   The District system has not been established as a public access service or a public forum but limited public access may be offered at the Board's discretion. The Board of Education has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the building's disciplinary code and the law in your use of the District system.
3.   You may not use the District system for commercial purposes. This means you may not offer, provide, or purchase products or services through the District system.
4.   You may not use the District system for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues where appropriate.

B.   Student Internet Access

1.   Students may have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
2.   You and your parent must sign the User Agreement and Parent/Guardian Permission Form to be granted Internet access on the District system. This Agreement must be renewed on an annual basis. Your parent can withdraw their approval at any time.

C.   Unacceptable Uses

The following uses of the District system are considered sensible measures for all people to adhere to:

1.   Jeopardizing Personal Safety
    a.   You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
    b.   You will not agree to meet with someone you have met online without your parent's/guardian's approval. Your parent/guardian should accompany you to this meeting.
    c.   You will promptly disclose to your teacher or other school employee any electronic communication message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities
   a. You will not attempt to gain unauthorized access to the District system or to any other computer system through the District system or go beyond your 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. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
   c. You 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 persons, etc.

3. Compromising System Security
   a. You are responsible for your use of any account and should take all reasonable precautions to prevent others from being able to use or access your account. Under no conditions should you provide District passwords to another person.
   b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
   c. You will avoid the inadvertent spread of computer viruses by following recommended virus protection procedures if you download software.
   d. It is recommended that all computer disks used on the district system be internally distributed. In the event that a disk from outside must be used, a virus check will be performed by a teacher using appropriate virus protection software.

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

5. Game Playing and Painting
   a. Game playing is permitted on the system only when the terminal is not needed for other purposes and the game conforms to the curricular goals of the District. Game playing over dial-up links or other inter-machine communication is prohibited, unless authorized by a teacher or administrator. Although drawing and painting have legitimate academic use, unless authorized by a teacher or administrator those activities are prohibited when done for recreational purposes.

6. Disregarding Respect for Privacy
   a. You will not re-post a message that was sent to you privately without permission of the person who sent you the message.
   b. You will not post private information about another person.

7. Disregarding Respect for Resource Limits.
   a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
   b. You will not download large files unless authorized by a teacher or administrator and absolutely necessary. If necessary, you will download the file at a time when the

system is not being heavily used.

    c. You will not post chain letters or engage in "spamming". Spamming is sending annoying or unnecessary messages to a large number of people.

    d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.

    e. You will subscribe only to high-quality discussion group mail lists that are relevant to your education or career development.

8. Plagiarism and Copyright Infringement

    a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

    b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

9. Inappropriate Access to Material

    a. You will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Any exceptions to this provision require prior notification to the building administrator and approval by both your teacher and parent/guardian.

    b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this policy.

    c. Your parents/guardians should instruct you if there is additional material that they think it would be inappropriate for you to access. This district fully expects that you will follow your parent's/guardian's instructions in this manner.

D. Your Rights

1. As outlined in Board policy and procedures on pupil rights and responsibilities, copies of which are available in the school office and media center, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's account
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network/computers for commercial purposes

2. Search and Seizure

    a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.

    b. Routine maintenance and monitoring of the District system may lead to discovery that you have violated this Policy, the building's disciplinary code, or the law.

    c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the building's disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

3. Due Process

    a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District system.

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      b.   In the event there is a claim that you have violated this Policy or the building's disciplinary code in your use of the District system, you will be provided with a notice of the suspected violation and an opportunity to present an explanation before an administrator.

      c.   If the violation also involves a violation of other provisions of the building's disciplinary code, it will be handled in a manner described in the building's disciplinary code. Additional restrictions may be placed on your use of your Internet account.

E.   Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

F.   Personal Responsibility

When you are using the District system, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network, you leave little "electronic footprints", so the odds of getting caught are really about the same as they are in the real world.

The fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

FIRST READING: Board of Education Meeting: 9/22/09

SECOND READING & ADOPTION: Board of Education Meeting: 10/27/09