

# INTERNET USE POLICY

Hammonton School District has an exciting opportunity to expand learning access through the Internet for students, staff, and parents; thus, appropriate use is a must. What follows is an overview of the endeavor and its inherent regulation. Therefore, we request that you carefully read this document, which describes this project and related school board policy.

## **PROPER AND ETHICAL USE:**

With this new learning tool students and staff must understand and practice proper and ethical use. All students and staff must understand the procedures, ethics and security involving use of the Internet before receiving authorization to use the system.

## **CONDITIONS AND RULES FOR USE:**

1. Acceptable Use
  - a. The purpose of Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of any account must be in support of and consistent with the educational objectives of the District. Access to Internet is made possible through an appropriate provider to be designated by the Hammonton Board of Education at its sole discretion. All users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document and are available from the office of the Board of Education.
  - b. Transmission of any material in violation of any United States or state law or regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret.
  - c. Use for commercial activities is not acceptable. Use for project advertisement or political lobbying also is prohibited.

1. Privilege

The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The administration under this agreement is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account **or license** at any time based upon its determination of inappropriate use of account holder or user.

Each individual who receives an account will receive information pertaining to having all activities on this system monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination may occur without warning.

2. Monitoring

The administration reserves the right to review any material and to monitor fileserver in order to make determination on whether specific uses of the network are inappropriate. However, if strict security and/or confidentiality is of concern it is recommended that the individual not utilize the Internet connections provided by the Hammonton Board of Education.
3. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

  1. Do not engage in activities, which are prohibited under state or federal law.
  2. Privacy laws are instituted to protect your rights and the rights of others. Do not reveal any of your personal information or the personal information of fellow students or colleagues.

3. Note the electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
  4. Do not use the network in such a way that you would disrupt the use of the network by other users.
  5. All communications and information accessible via the network should be assumed to be the private property of the author and therefore subject to all copyright regulations.
4. No Warranties
- The Board of Education makes no warranties of any kind, whether express or implied, for the service it is providing. It will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at the user's own risk. The Board of Education specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.
5. Security
1. Security of any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password if one is assigned. Users should also protect their password to ensure system security and their own privilege and ability to maintain continued use of the system.
  2. If you feel you can identify a security problem on Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
  3. Do not use another individual's account. Attempts to log on as another user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computers systems may be denied access.
  4. Attempt to log on to the Internet as a system administrator may result in cancellation of user privileges.
6. Vandalism and Harassment
1. Vandalism and harassment may result in cancellation of user privileges.
  2. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, Internet, or other networks that are connected to the backbone. This includes, but is not limited to, the uploading or creating of computer viruses.
  3. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.
7. Procedures for Use
1. Student users must always get permission from their instructor and/or librarian before using the network or assessing any specific file or application.  
Users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes.
9. Encounter of Controversial Material
- Users may encounter material, which is controversial, and which users, parents, teachers, or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the users' responsibility not to initiate access to such material.

# STUDENT GUIDELINES FOR CONDUCT ON THE INTERNET

## INTERNET RESOURCES

The Internet is an electronic superhighway connecting thousands of computers all over the world and millions of individual subscribers.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications, which are not suitable for school-aged children. The Hammonton School District views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance from the faculty and staff. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

At school, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity. The school district, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school district, since Internet access may be obtained outside of the school setting.

## GUIDELINES

Internet access is coordinated through complex association of government agencies and regional and state networks. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a district user violates any of these provisions, their account may be terminated and future access may be denied. The signature(s) on the Internet Use Policy application form indicates that the user has read the terms and conditions carefully and understands their significance.

1. Acceptable Use  
The use of any Internet account must be in support of education and research that is consistent with the educational goals and policies of the Hammonton School District. Use of any other network or computing resources must be consistent with the rules appropriate to that network. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. Privileges  
While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. The following represent some of the inappropriate uses that may occur:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts.
  - b. Using the network for financial or commercial gain
  - c. Wastefully using finite resources
  - d. Gaining unauthorized access to resources or entities
  - e. Using an account owned by another user without authorization
  - f. Posting on the Internet personal communications without the author's consent or anonymous messages
  - g. Placing of unlawful information on a system
  - h. Using abusive or otherwise objectionable language in either public or private messages
  - i. Sending of "Chain Letters" or "Broadcast" messages to lists or individuals and any other

- types of use which would cause congestion of the networks or otherwise interfere with or cause the loss of the work of others
- j. Using the network to lobby for votes
- k. Searching for, going to or using sites which include pornography, unethical or illegal solicitation, racism, sexism, terrorism, inappropriate language or other objectionable material
- l. Using the network to send/receive messages that are racist, sexist or contain obscenities
- m. Using the network to send/receive a message that is inconsistent with the school's code of conduct
- n. Using the Internet or E-mail to send obscene, threatening, harassing or inappropriate messages to others
- o. Creating a computer virus and placing it on the network
- p. Using the Internet access at school to play games or participate in multi-player experiences or any kind
- q. Using the Internet access at school to participate in chat sessions or chat room, including instant messaging
- r. Using E-mail to contact and interact with others within the Hammonton School District at any time without explicit teacher permissions including the use of E-mail systems, like Juno, Hotmail, or personal Internet provider accounts is not acceptable

Inappropriate use will be determined by the school and district administrators and may result in the closing of an account at any time if deemed necessary.

### 3. Acceptable Uses

Use of the Internet includes, but is not limited to:

- a. Finding and using material that will enhance the learning experiences designed by the educational staff
- b. Downloading information from the Internet after obtaining permission from a teacher or Computer Lab aide (when you have acquired permission you may download the file to your personal directory and it will be scanned for viruses. You should move or delete the files in a timely fashion.)
- c. Notifying a teacher if you receive any E-mail messages that are offensive, confusing, threatening or inappropriate
- e. Using acceptable standards of grammar when sending appropriate messages
- d. Maintaining security (security is a high priority. If you identify a security problem, you must notify a system administrator immediately. Do not show or identify the problem to others.)

### 4. Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of New Jersey and the United States of America.

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under Federal Laws (including, but not limited to Public Laws 83-703 and 990474). Individuals using these systems are required to have signed and agreed to the terms of the Hammonton School District Internet Acceptable Use Agreement.

Revised: July 9, 2002  
Adopted: January 11, 2000

# HAMMONTON PUBLIC SCHOOLS INTERNET USE AGREEMENT

1. Any user violating these rules, applicable state and federal laws or posted classroom and district rules may be subject to loss of network privileges and any other district disciplinary options.
2. In addition, pursuant to State of New Jersey Law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of the New Jersey Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

**USER:** I understand and will abide by the above conditions, Rules and Acceptable Use Agreement. I further understand that any violation of the above conditions, rules, and Acceptable Use Agreement is unethical and may constitute a criminal offense.

Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action.

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**USER**

**DATE**

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**PARENT/GUARDIAN SIGNATURE**

**USER SIGNATURE**

# HAMMONTON SCHOOL DISTRICT WEB SITE AGREEMENT

The Hammonton School District and its teachers are preparing to create web sites on the World Wide Web. Where appropriate, various students' work and possible pictures may be posted on the web site. This agreement requests your permission to use your child's work and name or picture on this web site. It is our intent, to the best of our ability, to use all material like this in such a manner that will not identify any child in any way that will compromise their privacy.

I hereby give permission to display my child's work. I also hereby give permission to use my child's name or picture on Hammonton School District approved web sites.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of the Hammonton School District Web Site Policy is on file at the Hammonton Board of Education Business Office.