

Galloway Township Public Schools

Acceptable Use Policy

General Information:

The Galloway Township Public School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. *Access is a privilege – it is not a right.* 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. The “system administrators” referred to herein are employees of the Galloway Township Public School District. They are the administrators of the computer system, and, as such, reserve the right to monitor all activity on network facilities.

Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The district may modify these rules at any time by publishing modified rule(s). The signatures of the students and/or parents on the district-approved permission form are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under this policy.

Students and staff are responsible for good behavior on school computers and networks, just as they are in a classroom or on any district property. Communications on the network are often public in nature. General school rules for behavior and communications apply. Parent permission is required for student use. 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 administrators may review files and communications to maintain system integrity and ensure 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/staff rights and responsibilities (which can be found on our district website: www.gtps.k12.nj.us), **the following are not permitted:**

- ◆ Using district resources for personal/commercial business (except during staff duty free lunch)
- ◆ “Friending”, “Following”, or otherwise engaging current GTPS students in an online community
- ◆ 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
- ◆ Sharing district assigned passwords
- ◆ Using another person’s account
- ◆ Trespassing in another person’s files
- ◆ Intentionally wasting limited resources
- ◆ Printing without permission
- ◆ Instant Messaging
- ◆ Opening/saving files from outside school network that have not been scanned for viruses
- ◆ Photographing or videotaping on school property without permission
- ◆ Accessing social media sites: i.e., myspace, youtube, etc.
- ◆ Accessing unapproved blogs, podcasts, wikis, etc.

Violations may result in a loss of access as well as other disciplinary or legal action. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior (in addition to district level penalties).

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 an 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 Galloway Township Public Schools provide, through connection to the Internet, access to other computer systems 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 educational 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 Galloway Township Public School District and the system administrators do not condone the use 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 violate the district's HIB policy; 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 specifically agree to indemnify the Galloway Township Public School District and the system administrators for any losses, 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' accounts 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, files 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.

Copyrighted Material & 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, staff/students are not permitted to use copyrighted materials without citing their authors.

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. Staff 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 also 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 Galloway Township Public 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. Galloway Township Public 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 Galloway Township Public School network. In summary, *users should not expect that all files or e-mail stored on district servers will always be private.* All e-mail is archived and monitored.

Students do not have district assigned email accounts unless they are set up for a specific instructional purpose. Students should not access personal email accounts using district resources.

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 staff 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. Staff members 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 Galloway Township Public School 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 other inter-machine communication is prohibited.

Printing:

The printing facilities of the Galloway Township Public School 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.