

Acceptable Use Guidelines
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PURPOSE

Students in Millville Public Schools will select from a variety of information sources including the internet to support and extend their learning. Access and use of the Internet by students in schools will allow them to access local, national, and international electronic information sources, and to collaborate with peers and experts to solve curriculum-related problems. We would like to inform parents of the benefits of the Internet access to students, and at the same time, advise parents of the potential for misuse which may result from access to the district-wide network and internet. Assessing the Internet thorough District equipment is a privilege, not a right, and inappropriate use, including violation of this rule may result in cancellation of the privilege.

Following is a list of guidelines and list of specific behaviors that may lead to disciplinary action.

1. The District's local and wide area networks are intended only for educational purposes and for the business and administrative functions directly in support of the school district's operation.
2. Network services and access to these services, shall only be used by authorized persons. Where password-protected accounts are used, network users are personally responsible for all activity that occurs within their account.
3. Users are advised that computer systems are district property and may be inspected or monitored at any time.
4. As required by the Children's Internet Protection Act ("CIPA"), the district will monitor students' online activities. Such monitoring may lead to discovery that the user has violated or may be violating the District Internet Acceptable Use Policy, the student disciplinary code, or the law. The District also reserves the right to monitor other users (e.g., non students) online activities.

PERSONAL SAFETY VIOLATIONS

Users will:

1. Not post personal contact information about themselves or other people.
 - a. Personal contact information includes address, telephone, school address, work address, etc.
2. Not meet with someone they have met online without their parent's approval and participation. A parent should accompany the student to this meeting.
3. Promptly disclose to the teacher or other school employee any message a student receives that is inappropriate or makes the student feel uncomfortable.

ILLEGAL ACTIVITIES

Users will not:

1. Transmit material that:
 - a. is threatening to the safety of another person
 - b. could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, disability, religion or political beliefs.
2. Attempt to vandalize District network accounts or systems. Vandalism is defined as:
 - a. Any malicious attempt to harm or destroy data of another member, the District, or any of the agencies or other networks that are connected to the Internet.

- b. This includes, but is not limited to, the uploading or creation of computer viruses.
3. Transmit or view obscene or pornographic material, hate messages, and/or any unlawful material.
4. Override or attempt to override any firewalls established on the network or encourage others to do so.
5. Access or attempt to access any prohibited sites, such as myspace.com or similar sites.
6. Use the network system for soliciting or distributing information with the intent to harass, intimidate, or bully which can be described as Cyber Bullying.
 - a. Cyber Bullying – As per 2002 New Jersey Law, AB 1874, the state legislature finds and declares that: “a safe civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation of bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment.” In compliance with that law, usage and employment of network systems (data, video, or voice) to harass, intimidate, or bully which can be described as Cyber Bullying, is unacceptable.
7. Post chain letters or engage in “spamming” (that is sending an annoying or unnecessary message to multiple recipients).

PLAGIARISM AND COPYRIGHT INFRINGEMENT

Users will not:

1. Plagiarize works that they find on the internet.
 - a. District policies on plagiarism will govern use of material accessed through the District system. Teachers will instruct students on appropriate research and citation practices.
2. Install illegal installations of copyrighted software. The district will adhere strictly to all software copyright and licensing laws.

INAPPROPRIATE LANGUAGE

Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages

Users will not:

1. Use abusive, profane, obscene, harassing, racist or other inappropriate language.
2. Post information that, if acted upon, could cause damage or a danger of disruption.
3. Engage in personal attacks, including prejudicial or discriminatory attacks.
4. Harass another person, harassment is persistently acting in a manner that distresses or annoys another person.
5. Knowingly or recklessly post false or defamatory information about a person or organization.

SYSTEM SECURITY

1. Passwords must not be exchanged and other’s passwords must not be used.
2. The individual is responsible for the security of his/her own password.
3. Attempts to log into the system as any other user will result in cancellation of user privileges.
4. Attempts to log in as a system administrator may result in the cancellation of user privileges.
5. Use of another individual's password-protected account is prohibited.
6. Trespass into others’ folders, work, or files.
7. Users’ shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.

CONSEQUENCES OF VIOLATION

In the event there is an allegation that a student has violated the District Acceptable Use Policy, he/she may be subject to disciplinary action as outlined in their respective buildings' Student Handbook. Users and/or their parents or guardians may be held financially responsible for losses, costs, or damages to any school computer or system.

Penalties will be administered based on the severity and frequency of the offense. The District will assign penalties after consultation with the faculty involved and the principal. Penalties will be decided by grade level - elementary schools, middle schools, and high school.

It is every student's responsibility to cooperate in any investigation of a complaint or alleged violation of the policies by providing any information he/she possesses concerning the matters being investigated. Further, it is against city policy to attempt to alter, delete or destroy documents, files, etc. that are the subject of investigation. Students should realize that the Network Administrator can still recover files which have been deleted.

Consequences to violations include but are not limited to:

- Suspension of Internet access
- Revocation of Internet access
- Suspension of Network privileges
- Revocation of Network privileges
- Suspension of computer access
- Revocation of computer access
- School suspension
- School expulsion
- Legal action and prosecution by the authorities.

Millville Public Schools has the right to restrict or terminate anyone's Network, Internet, and WWW access at any time for any reason. Further, Millville Public Schools has the right to monitor Network activity in any form that is deemed necessary to maintain the integrity of the Network.

STUDENT ACCEPTABLE USE POLICY/REGISTRATION FORM

I have read the Millville Public Schools' Student Acceptable Use Policy for the Internet and the World Wide Web, and agree to abide by their provision. I understand that this access is for educational purposes.

I understand that my use may be monitored to assure compliance with all policies and administrative procedures. I understand that I will be held accountable for all activities including but not limited to the content of material sent by mail, news or any other means using my account privileges..

I understand that violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension, or expulsion from school, and criminal prosecution.

Further, my parent(s) or guardian(s) and I have been advised that Millville Public Schools does not have control of the information on the Internet or the World Wide Web, which may contain material that is potentially offensive to some people. It is Millville Public Schools' intent is to make Internet and World Wide Web access available to further educational goals and objectives. I will not hold Millville Public Schools responsible for materials acquired on the network

Millville Public Schools uses WebSense as their district wide filter system. We get daily updates of new sites that contain inappropriate material and the district blocks those sites on its server. To that end, Millville Public Schools support and respect each family's right to decide whether or not to allow their child(ren) to utilize the resources of the Internet and WWW.

Student Permission Slip

SCHOOL: _____

Student Name (please print): _____

Grade: _____ Date: _____

Student Signature _____

PARENTAL CONSENT FORM

IN ADDITION TO THE ABOVE SIGNATURES, PLEASE SIGN BELOW

1. I hereby give my permission to issue an account for my child.
2. I give my child permission to use the Internet in the classroom for educational curricula reasons.
3. I further agree to be fully responsible for the agreement signed by my child above.

NOTE: All Internet activities are teacher directed. WebSense is used as our district-wide filter.

Signature of Parent/Guardian: _____ Date: _____

Print Parent/Guardian Name _____

PUBLISHING STUDENT WORK

We are encouraging all schools to have updated web pages for information and curriculum reasons. At certain times, a teacher might want to share student photo, or work on the web page. If you give permission for your child's photo or work to be shared please initial below. Millville Public schools **WILL NOT** post a student's name on the webpage.

Please place your initials in the space provided to the left of each statement to indicate your choice(s):

_____ I give permission for my child's photo to appear on their student web page should one be developed.

_____ I give permission for my child's work to be shown.

Please return only pages 6 and 7. Keep all other pages for your future reference.