

WEST NEW YORK BOARD OF EDUCATION

TECHNOLOGY ACCEPTABLE USE POLICY

All users of technology in West New York School District are required to abide by the Appropriate Use of Technology Policy and Guidelines as set forth below,

POLICY—TECHNOLOGICAL RESOURCES FOR STUDENTS

Introduction: The following policy outlines the acceptable uses of technological resources in the West New York School District. This policy applies, but is not limited to the following categories of technology: school-based computer networks, district-wide computer networks, stand alone computers, peripheral devices, on-line services, licensed software, confidential district databases and use of the Internet.

Local area networks and wide area networks connect computers in a way that facilitates the use of software programs and the storage of information. The Internet is a worldwide system of computers linked together electronically. Each of these systems provides users with the ability to access enormous and diverse databases of information. The Internet and other on-line Services also allow individuals to participate in discussion groups on a variety of topics. Because of these capabilities, these services can be a valuable educational resource for the students and staff in the district. Our goal in providing these services is to promote educational excellence in schools by facilitating resource sharing, innovation, collaboration and communication. The district reserves the right to prioritize and limit access to and use of its technological resources.

Use of the Internet: Because anyone in the world has access to the Internet, the system also contains material which is inappropriate for elementary and secondary students or does not possess educational value in the context of our school curriculum. One of the goals of this policy is to outline acceptable use of the Internet by students. This policy seeks to balance issues of intellectual inquiry, freedom of speech and privacy with the responsibility of the district to ensure that students do not access or produce inappropriate or illegal material.

Acceptable Use of Technological Resources: Acceptable use in the framework of the West New York School District can be defined as employing technology as an educational tool, using guidelines that the computing community at large and/or legal opinion have generally agreed are permissible. Examples of actions that violate this accepted standard are listed below under the topic of inappropriate uses. Access to, and use of, the Internet, like other educational tools, is provided by the school district to foster those learning experiences which are part of the district educational program or the approved extracurricular activities of the schools. Personal use of this school district-provided service is specifically prohibited, unless approved in writing by the administration. Any material accessed by students must be related to the educational program or to the approved extracurricular activities of the schools.

Privilege to Use the Technology: While in school, student access to technological resources will be under the direct supervision of teaching staff and will be monitored by the staff member in the same manner as any other classroom activity. Using technology in the context of a school setting

is not a right, but a privilege. Inappropriate use will minimally result in a suspension of that privilege. Any student who uses the technological resources of the district consents to having all activities regarding this use monitored by a systems operator.

Inappropriate uses: The following have been deemed inappropriate uses of technology by either the broad community of computer users or by legal judgment. The list is not all inclusive but includes the major categories of misuse of technology.

All users of the district's technology are expected to adhere to the following prohibitions as outlined in district policy:

- Sharing your username or password with another individual
- Using the network for illegal activity (e.g., copyright Infringement).
- Disrupting or damaging equipment software or the operation of the system.
- Vandalizing the account or data of another user.
- Gaining unauthorized access to another account, confidential school records or to the system operation.
- Using another person's account or name with or without permission
- Using abusive, obscene language, sending hate mail or harassing another individual.
- Obtaining pornographic text, graphics or photographs.
- Sending or forwarding material that is racist, sexist or offensive to the religious beliefs of people.
- Creating or installing a computer virus.
- Using technology for personal, financial or business gain.
- Installing or using personal software on any computer in the district.
- Changing the configuration of an individual computer or network.
- Downloading software.
- Logging on the Internet or sending e-mail using a fictitious name.
- E-mail broadcasting or spamming.

Network Etiquette: Students are expected to adhere to generally accepted rules of network behavior. These include:

- Be polite. Do not use abusive language.
- Electronic mail is not private. System operators have access to all mail and illegal activities may be reported to law enforcement authorities.
- AUP documents developed and/or sent or received via e-mail by an authorized user must be identified as belonging to that user. Anonymous documents are prohibited and, if detected, will be purged by the system operator.
- Logging on the Internet is taking an electronic field trip into cyberspace. Students are going out into the world and need to protect themselves. Students must not give out their names, home addresses or telephone numbers to people they "meet" on the Internet.

District Guarantees: The district does not issue a warranty for the Internet service it provides. The district is not responsible for the accuracy of the information obtained through the service. The use of Information is at the user's own risk. The district is not liable for loss of data, wrong deliveries or service disruptions caused by its own negligence or the user's errors.

GUIDELINES-TECHNOLOGICAL RESOURCES FOR STUDENTS

The Board of Education has authorized the purchase and installation of technological resources for the specific purpose of facilitating the implementation of the educational program of the district. These resources include but are not limited to:

- School-based computer networks.
- District-wide computer networks
- Stand alone computers
- Peripheral devices
- On-line services
- Internet access
- Licensed software, CD-ROM programs and videocassettes
- Databases of information compiled by the district

Authorization to Use District Technology

Any student in grade K-12 or community member who seeks to use the Technological resources of the district must sign a Technology Use Agreement, which will be kept on file with the district. This agreement will authorize the signer to use the district's resources. In addition, all students under the age of 18 must have a signed parent/guardian consent form.

Child Safety

All users must conform to etiquette and safety guidelines generally accepted by the computer community at large. This includes the use of polite language when communicating electronically. Users must also be aware that electronic mail is not private and may be subject to screening by system operators.

Users must also be aware that electronic mail is not private and may be subject to screening by system operators.

All documents developed and/or sent or received via e-mail by any user must be identified as belonging to that user. Anonymous documents are prohibited and, if detected, will be purged by the teacher or system operator.

Users must never reveal personal information about themselves or others. This includes age, home addresses, home telephone numbers and other identifiable information. Users must never agree to meet people in person that they have communicated with electronically. Users must report to a teacher or other district representative any information they access that appears dangerous or makes the user feel uncomfortable.

All students should be familiar with all of the West New York Board of Educations Policies in regards to technology before using any technology resource. These include but are not limited to the email policy, the Copyrighted Material Policy, the Acceptable Use Policy, The Ethical Use Policy and all policies in regards to state and federal laws were it concerns technology.

Policy Violations

All users who violate the policy of the West New York School District, whether or not they have

signed the Technology Use Agreement, will be subject to disciplinary action and legal action. This includes warnings, suspension of user privileges criminal prosecution, and monetary restitution for damages that may have occurred as outlined below:

- 1) First violation of the Acceptable Use Policy (AUP) will result in a warning letter to the student and parent/guardian and may result in access restrictions and/or other disciplinary actions. A copy of the warning letter and a discipline report will be kept on file in the student's permanent record.
- 2) Subsequent violations must result in access restrictions and/or school suspensions. Appropriate actions will be taken in accordance with the West New York School District' Student Code of Conduct.

Reporting Procedures

Students will report a violation of the Acceptable Use Policy (AUP) to the educator assigned to the room.

The educator will then report the violation to the building principal/designee. The building principal must contact the Manager of Information Systems in order to investigate all allegations of misuse. If a violation has been committed, immediate corrective action will be taken as outlined above.

Notifications

A copy of this Acceptable Use Policy (AUP) shall:

- 1) be included in the notifications that are sent to parents/guardians each school year;
- 2) be displayed in a prominent location near the computer,
- 3) be provided as an orientation in the beginning of each quarter, semester, summer session and/or school year;

NOTE: A list of students whose parents do not agree to Network Resource access shall be distributed to all building instructional staff.

My signature indicates that I have read and understand the West New York acceptable use policy.

Parent or guardian:

_____ (please print)

Name of Student _____

School _____

Signature of Parent or Guardian _____

Date _____

(Page 5 must be signed individually for all students. Siblings must have individual authorizations. Global family authorizations are not acceptable.)

(This policy was accepted by the Board of Education on June 27, 2001. It is in compliance with the Children's Internet Protection Act of 2000 [H.R. 4577 – Title XVII], the Children's On-Line Privacy Law ("COPPA"), and New Jersey State Assembly Telecommunications and Utilities Committee Bill No. 2196.)