

# POLICY

PROGRAM  
2361 Page 1 of 4  
Computer Network and Internet  
Acceptable Use

## BOARD OF EDUCATION

### KINNELON

#### COMPUTER NETWORK AND INTERNET ACCEPTABLE USE

Telecommunications, electronic information sources and network services are tools that provide our students with a broad array of resources. Students in the Kinnelon Public Schools have access to computer networks within each school and to the Internet, a world-wide computer network that students are encouraged to use to explore thousands of libraries, databases, on-line projects and a myriad of resources. The district views technology as a means to encourage active, cooperative, interdisciplinary and individualized learning that fully develops each child's intelligence. Computer networks and the Internet help to prepare students for the systems they will encounter in the world and enhance the development of their ability to find, to understand, to evaluate and to manipulate information.

Use of the Internet provides access to publicly available file servers that contain information that may not have been screened by educators for use by students. On such a global network, it is impossible to control all material; therefore, a student may discover controversial or inappropriate information. However, the district believes that access to the valuable information, resources and opportunities for interaction available on the Internet outweighs the potential for inappropriate use.

**Access to the computer networks and/or the Internet is a privilege, not a right.** All students are responsible for appropriate behavior on school computer networks, just as they are in the classroom or on the playing field. Access to network and Internet services will be provided to students who agree to the following guidelines and rules:

#### GUIDELINES:

1. Students must submit a signed student contract and a parent/guardian permission form before accessing the school network or the Internet. **This contract will be valid for the entire high school career unless otherwise requested by the parent or legal guardian, or should the Kinnelon Board of Education modify the policy in any way.**
2. Each student will be issued a password that should not be shared with or used by any other student.
3. All network communication must be courteous and not contain any inappropriate language or materials.
4. Internet access is limited to teacher-assigned educational purposes.
5. Information downloaded from the Internet must be cited using MLA standards.

# POLICY

PROGRAM  
2361 Page 2 of 4  
Computer Network and Internet  
Acceptable Use

## BOARD OF EDUCATION KINNELON

6. The school is not responsible for any costs incurred by unauthorized student use of the Internet.
7. Use of networked resources controlled by other organizations must follow the rules and regulations established by that organization.
8. If a student is not sure if an action is appropriate he/she must ask the teacher assigning the work or the library/media specialist.

### RULES

Users will not:

1. Enter anyone else's data folders, files or documents.
2. Log on or attempt to log on using any other User ID than their own.
3. Neither reconfigure the system or setup nor delete any files or programs.
4. Try to gain unauthorized access to data on the Internet.
5. Download or access any material that is not part of a teacher-assigned educational project.
6. Access chat lines, instant messengers, or bulletin boards, unless part of a teacher assigned and supervised educational project
7. Use the network for commercial, illegal, inappropriate or obscene purposes.
8. Send or receive any electronic communications (E-mail, Instant Messaging...etc).
9. Use the network or the Internet to harass, intimidate or otherwise annoy any other person.
10. Engage in any computer related activities that are not part of a teacher-assigned educational project.

### VIOLATIONS:

Individuals who violate any of the above guidelines or rules shall be subject to the following consequences and any other disciplinary section deemed appropriate by the administration:

1. Payment of expenses incurred or damage caused by unauthorized use.
2. Use of computer and/or network only under direct supervision.
3. Suspension of computer and network privileges.

# POLICY

PROGRAM  
2361 Page 3 of 4  
Computer Network and Internet  
Acceptable Use

## BOARD OF EDUCATION KINNELON

4. Revocation of computer and network privileges.
5. Suspension from school.
6. Expulsion from school.
7. Legal action and prosecution.

It is understood that staff and/or administrators may monitor pupil activity on computers, networks and the Internet and that they may access any files stored on district-owned hardware or software or on any remote site accessible by district equipment.

### **INTERNET SAFETY/PROTECTION:**

The Kinnelon School District is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the district that block and/or filter visual depictions as described in sections 1460 and 2256 of Title 18, United States Code. The school district will certify on an annual basis, that schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act and the school district enforce the requirements of this policy.

This policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. This policy addresses access by minors to inappropriate matter on the Internet and World Wide Web; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Adopted: 25 August 1997, 27 August 2001  
Revised: 26 August 2002

# POLICY

PROGRAM  
2361 Page 4 of 4  
Computer Network and Internet  
Acceptable Use

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### **DISSEMINATION OF PERSONAL STUDENT INFORMATION:**

The Kinnelon School District is in compliance with Bill A592, which states that the Board of Education shall not disclose on the school's public web site any personally identifiable information about a student. As used in the aforementioned Act, "personally identifiable information" means student names, student photos, student addresses, student e-mail addresses, student phone numbers, and locations and times of class trips.

Adopted: 25 August 1997, 27 August 2001  
Revised: 26 August 2002

**KINNELON PUBLIC SCHOOL DISTRICT**

**CONSENT & WAIVER AGREEMENT**

**COMPUTER NETWORK AND INTERNET ACCESS**

The following Agreement must be read and signed by the pupil and his/her parent(s) or legal guardian(s).

By signing this Consent and Waiver Agreement, I \_\_\_\_\_ (print name) and my parent(s) or legal guardian(s) state that we have discussed the rights and responsibilities contained herein and I agree to abide by the restrictions contained in this agreement.

Further, my parent(s) or legal guardian(s) and I are hereby advised that the Board and its employees do not have control over the information on the Internet, although the Board shall attempt to provide prudent and available barriers to objectionable material. Sites accessible by way of the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to certain individuals. The intention of the Board is to make the Internet available for the purpose of furthering its educational goals and objectives. The Board does not guarantee that pupils will not find some means to access materials not linked with those goals and objectives.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parent(s) or legal guardian(s) understand that the Board 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 Board will provide pupil access to Internet resources only in supervised environments and has taken steps to lock out objectionable areas to the extent possible, but potential dangers remain. Pupils 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 Board and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having accounts on the system should be aware of the existence of such materials and monitor home usage of the school district computer network. Pupils knowingly bringing such materials into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such pupils' accounts on the computer network and their independent use of computers.

The Board believes that the benefits to staff and pupils from access to the Internet in the form of information resources and opportunities for collaboration, outweighs the disadvantages of access. Ultimately, the Board recognizes that it is the responsibility of parents(s) and legal guardian(s) to set and convey the standards the pupil should follow over and above school standards. To that end, the Board respects each family's right to determine

whether or not to permit the pupil to use computer network and Internet access. Specific conditions and services on the computer network and the Internet change from time to time and the Board makes no warranties with respect to services and specifically assumes no responsibility for:

1. The content of any information or advice received by a pupil from a source outside of the school district or any costs that are incurred as a result of seeking or accepting such advise;
2. Any costs, liability or damages caused by pupil use of the computers or network;
3. Any consequences of service interruptions or changes whether or not they were under the control of school district staff; and/or
4. The privacy of any electronic data stored or transmitted by students on the district network/computers.

By signing this agreement all signatories agree that the Board shall not be held liable for the use of the computer network and the Internet and that all users will abide by the following terms:

1. Use of the computer network and the Internet shall be for educational purposes only;
2. Use of the computer network and the Internet shall not be for illegal purposes of any kind;
3. The computer network and the Internet shall not be used to transmit threatening, obscene or harassing material in any form;
4. Pupils will not disrupt the computer network and the Internet services by any unauthorized personal action;
5. Pupils will not attempt to gain access or access any computer sites or files for which they do not have authorization;
6. Pupils will not copy information in any form to which individuals or organizations hold copyrights to without specific written permission from those individuals or organizations;
7. Pupils will not engage in game playing on computer networks except when authorized to do so or educational purposes;
8. Pupils will not download, install or run any programs or files except when authorized to do so for educational purposes.
9. Pupils will print materials for educational purposes only to authorized printers; and/or
10. Pupils will not engage in other activities that do not advance the educational purposes for which computer networks/computers are provided.

## Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of Computer Network/Computers only under direct supervision;
2. Suspension of network and computer privileges;
3. Revocation of network and computer privileges;
4. Suspension from school;
5. Expulsion from school;
6. Legal action and prosecution by the authorities.

It is understood that the system administrators of the computer network and the Internet access may monitor pupil activity on the computer network and Internet and that they may access any files stored by pupils on district computers or at a remote site accessed by district computers. It is further understood that the system administrators, the principal or the Superintendent may discontinue the computer network and the Internet access privileges and may discipline any pupil who violates the terms of this agreement. This agreement is valid for the student's entire high school career unless otherwise requested by the student's parent or legal guardian.

Pupil Name: \_\_\_\_\_ (Please Print)

Pupil School: \_\_\_\_\_ (Please Print)

Grade: \_\_\_\_\_

All parent(s) or legal guardian(s) legally responsible for the pupil must sign this agreement to grant the pupil access to the school district computer networks and the Internet.

Parent/Guardian \_\_\_\_\_ (Please Print)

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ (Please Print)

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_