K-12 Student Network and Acceptable Use Guidelines for the Cedar Grove Public Schools

I. Introduction

The Cedar Grove Public Schools strongly believes in the educational value of electronic services and recognizes the potential to support the curriculum and student learning by facilitating resource sharing, innovation, and communications. The Cedar Grove Public Schools will make every reasonable effort to protect students and teachers from any misuses or abuses as a result of their experience with the information network, but there is no system in place to totally restrict student access. Please discuss the following use guidelines with your child and sign where indicated. As a user of this network, your child will be expected to abide by the generally accepted rules of network etiquette. The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these informational sources but reserves the right to limit in school use to materials appropriate for educational purposes. The Board directs the Superintendent to affect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

II. General Network and Technology Use

The network and technology in the Cedar Grove Public Schools is provided to students for educational purposes, and will be used to support the learning process. All students will be provided a network login ID and password that they should not share with other students. Students are expected to take individual responsibility for his or her appropriate use of the Internet and electronic resources, and follow all conditions and rules of technology use as presented by the Cedar Grove Public Schools. Any violation of the conditions and rules may result in disciplinary and/or legal action.

III. Internet/Electronic Resources

Access to the Internet and electronic resources will enable students to use thousands of libraries and databases to facilitate learning and information exchange. Students should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the risks or disadvantages. Ultimately, teachers, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Students should have no expectation of privacy in their use of electronic resources provided by, or accessed in, the district. All data storage areas including, but not limited to workstations, external drives, network storage, Internet browsing history and computer sessions etc., may be accessed and reviewed by network administrators and administration to maintain system integrity and insure that the system is used responsibly.

IV. Student Users' Privileges and Responsibilities – Conditions and Rule

A. Student Users of Cedar Grove Public Schools equipment may:

- Use authorized hardware and software, under teacher direction, for educational purposes only;
- Access information from outside resources, under teacher direction, for educational purposes only;
- Access district networks and the Internet to retrieve information, under teacher direction, for educational purposes only;
- Use computer and network storage for files and teacher approved downloads, for educational purposes only;
- Use only those electronic communication tools - including social networking resources, blogs, wikis, podcasts, Google Apps for Education - that have the explicit prior approval of the school Principal and classroom teacher, for educational purposes only.

B. Student Users of Cedar Grove Public Schools' equipment are responsible for:

- Utilizing technology in the school only under teacher direction and supervision, for facilitating learning and enhancing educational information exchange consistent with the educational mission of the Cedar Grove Public Schools;
- Maintaining the privacy of passwords and they are prohibited from publishing or discussing passwords, including passwords used for network access and web-based subscriptions;
- Maintaining the privacy of personal information for all students;
- Keeping all inappropriate materials, inappropriate text or image files, or files dangerous to the integrity of the school's network, equipment, and software from entering the school via the Internet, removable media, or other means;
- Abiding by the rules of Network etiquette (Netiquette):
    - Be polite and respectful in all forms of communication;
    - Use appropriate language and graphics;
    - No swearing, vulgarities, suggestive, obscene, belligerent, offensive or threatening language;
- Adhering to all copyright guidelines and avoiding plagiarism;
- Not engaging in harassment or bullying;
- Preventing damage to computers, printers, etc. from food or drink or from acts of negligence or vandalism.

C. The activities listed below are not permitted:

- Using any personal electronic devices during class time without obtaining permission from the teacher;
- Using or attaching any personal electronic devices (including cell phones, iPods, any Internet or network enabled devices) to the network without the explicit consent of the school Principal;
- Using a code, accessing a file, or retrieving any stored communication unless given the appropriate authorization to do so;
- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others including acts of cyberbullying;
- Participating in any communications that facilitate any illegal activities or violate any other laws;
- Damaging or modifying computers, computer systems or computer networks;
- Removing hardware and/or software from school premises without prior written consent from the school Principal or his/her designee;
- Violating copyright laws or committing plagiarism;
- Using others' passwords;
- Impersonating another user;
- Sharing or publishing any personal information of oneself or any student or staff member on the Internet or through other electronic means:
    - No personal addresses, phone numbers, email, screen names or login information;
    - No identifiable photographs unless appropriate written consent has been provided by the parent/guardian;
- Trespassing in others' folders, work or files;
- Intentionally wasting shared resources (including network, printers);
- Using the network for commercial purposes, personal or financial gain, or fraud;
- Intentional use of software, other websites or proxies to bypass the Internet filtering technology;
- Downloading, installing or storing files for personal use (including image and music files).

V. Consequences:

Failure to adhere to these guidelines, conditions and rules of this Acceptable Use Policy will result in disciplinary and/or legal action, according to the Student Code of Conduct. The ultimate consequences are at the discretion of the Principal and/or Superintendent of Schools.

VI. Responsibilities

A. Teacher:

- Provide developmentally appropriate instruction and guidance to students as they make use of the network, Internet, and electronic information resources in support of educational goals;
- Inform students of their responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group;
- Verify parent non-consent list prior to posting student pictures or student work on websites;
- Respond to student infractions/violations of the Acceptable Use Policy according to the Student Code of Conduct.

B. Principal:

- Notify teachers of students who have NOT submitted a signed Acceptable Use Policy and/or do not have written consent to have pictures or information posted on websites;
- Respond to student infractions/violations of the Acceptable Use Policy according to the Student Code of Conduct.

C. District:

- Ensure that filtering software is in use to meet the guidelines of the Child Internet Protection Act (CIPA);
- Maintain an archive of electronic mail;
- Periodically review and update Acceptable Use Policies.

D. Student:

- Immediately notify the teacher if:
  - You access an Internet site that displays inappropriate material;
  - You receive a pop-up message that warns you of a computer or virus problem;
  - You receive any message that makes you uncomfortable or feel threatened;
  - You witness plagiarism or violations of academic integrity.

E. Parent/Guardian:

- Discuss these rules with your son or daughter to ensure he or she understands them;
- Immediately notify the school Principal if your child expresses concern or shares information about inappropriate content or uncomfortable/threatening messages;
- Support the school in enforcing these guidelines;
- Provide a similar framework for your child's use of computers outside of school, and communicate with your child regarding Internet safety on an ongoing basis.

Disclaimer

The Cedar Grove Public Schools make no warranties of any kind for the technology services provided. The user will be responsible for repair or replacement of equipment damaged by malicious or inappropriate use as defined by this policy. Protection of data is the responsibility of the user. The district will not be responsible for any loss in service or data. Use of all technology and networks is at one's own risk. The school system is not responsible for verifying accuracy of any information obtained through the technology or network. The Cedar Grove Public Schools reserve the right to change this policy at any time.

Student Acceptable Use Policy and Internet/Network Safety Agreement Consent Form

STUDENT:

I have read, understand, and agree to the Cedar Grove Public School District's Student Acceptable Use Policy (AUP) and Internet/Network Safety Agreement.

Student's Full Name (please print): _____

Student's Signature: _____   Grade: _____   Date:_____

PARENT:

I understand that Internet/network access is used for educational purposes and that precautions to eliminate inappropriate material have been taken. I accept responsibility for setting and conveying standards for my child to follow when independently using the Internet at school. I also consent to the monitoring of my child's accessed Internet sites and email messages (where applicable) as required by the Family Educational Rights and Privacy Act.

I understand that despite every effort for supervision and filtering, access to the Internet/network may include the potential for access to materials inappropriate for school-aged students. Every user must take personal responsibility for his or her own use of the network and Internet, and avoid these sites.

Therefore, I give permission for my child to use the Internet/network independently for educational purposes.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature:_____Date:_____

Release of Information – Permission to Publish

The universal nature of media and the Internet makes it necessary to use care when identifying students in published media. The Cedar Grove Public School District may want to acknowledge student work, activities, and/or achievements in newspapers, on websites and other social media. Please indicate your consent below to include limited information about your child (photograph, student work, name, and/or grade level).

☐ **I GIVE** permission for limited information about my child to be included in the media and on the Internet.

☐ **I DENY** permission for limited information about my child to be included in the media and on the Internet.

Parent/Guardian's Name (please print):_____

Parent/Guardian's Signature:_____

Child's School:_____Grade:_____Date:_____

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