



# POLICY

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Acceptable Use of Computer Network/Computers  
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### **2361 ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES**

The mission of the Haddonfield Public Schools, working in partnership with families and community, is to develop the unique potential of each individual by creating a challenging and diverse learning climate that promotes the development of the whole pupil and prepares its pupils with the knowledge and skills to meet life's challenges and enrich their community.

Please read the following carefully before signing the attached agreement:

#### **General Information**

The Haddonfield Public Schools (HPS) offers World Wide Web Internet access to your child at his/her school. HPS provides computer equipment, computer services and Internet access to its pupils and staff for educational purposes only, offering vast, diverse, and unique resources to promote educational excellence in the Haddonfield Schools.

The purpose of this document is to inform parent(s) or legal guardian(s) and pupils and all district users of the availability of the Internet resources, as well as the rules governing its use, and to obtain express parent(s) or legal guardians(s) permission for an individual pupil to use technology and the Internet while at school.

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet, e-mail, computers and network. The system is designed to keep a record of all activity on and off the Internet and this information is also HPS property. It is important for all to understand that no use of the Internet or e-mail can ever be guaranteed private.

Because of the complex association between many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, pupil users and the parent(s) or legal guardian(s) of pupils are aware of their responsibilities. This is a living document, and subject to revisions. The district may modify these rules and guidelines at any time by publishing modified rules on the system. The signatures on the AUP at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

The Haddonfield Board of Education is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in section 1460 of Title 18, United States Code; child pornography, as defined in section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image



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file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political or scientific value as to minor.

The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act and the school enforces the requirements of this policy.

### **User Account**

All users, staff and pupils, are given an account upon their entry into the district. Any person to whom an account is given is the only person to use that account. Each user is responsible for the security of the system. Passwords should not be shared or written down. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable. Then creating a password a user should not choose a breakable code. In other words, a word associated with them, any part of their name, etc. The best choice is a combination of words and numbers.

The educational value of appropriate information on the Internet is substantial and invaluable. The Internet is composed of information provided by institutions and people all over the world; however, and hence, also includes material that is not of educational value in the context of the school setting. There is information, which may be judged as inaccurate, abusive, profane, sexually oriented or illegal. HPS does not condone or permit the use of this material. The use of technology within the school setting is a privilege, not a right and it is a joint responsibility of school personnel and the parent(s) or legal guardian(s) of each pupil to educate the pupil about his or her responsibility when using the Internet.

Pupils are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Additionally, parent(s) or legal guardian(s) should discuss with their children their own expectations for their child's Internet use.

### **E - Mail**

Pupils will not be assigned or required to have e-mail addresses.

### **Kindergarten through Five**

If for a particular curricular purpose e-mail needs to be used, the teacher will notify the Director of Technology or designee and the teacher will be assigned an account for any requested class. The teacher will be the sole owner of the password, which will not be shared. This allows for communication as a class or as an individual with teacher supervision. E-mail is not to be used by K-5 pupils on district computers under circumstances other than those described. This includes instant messenger and other network web communication options.



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### **Six through Twelve**

Pupils will have access to any web based e-mail accounts that are theirs. All e-mail must follow the rules of appropriate use. Please see Rules for Communicating with Others via E-Mail for more information.

Chat rooms are not to be used on district machines. If for a curricular purpose a chat room needs to be accessed, the teacher will notify the System Administrator or Instructional Technology Coordinator and that can be accommodated for the required period of time.

### **Filtering Technology**

HPS has installed and engaged Internet filtering software. This software is employed both in compliance with the Federal Children's Internet Protection Act as well as our belief that we must do our best to support our pupils' learning in a manner that supports the district mission and provides for them a safe learning environment. The filtering criteria employed is based upon the requirements of the Internet Protection Act as well as the district mission.

Use of filtering software cannot guarantee that all inappropriate sites can never be accessed; however, it drastically reduces the opportunities.

### **Proper and Acceptable Use**

The use of the Internet in any Haddonfield School must be in support of education and academic research and consistent with the mission of the Haddonfield Public Schools.

### **Plagiarism**

"To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism then constitutes intellectual theft." Taken from the MLA Handbook for Writers of Research Papers [New York Modern Language Association, 1999, 30]

### **User Safety**

Users are not to post, publish or send personal information about themselves or others. Nor are they to engage in any kind of contact from such individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that pupil's access to the internet. Personal contact information includes, but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

### **Activities that are Permitted and Encouraged**

- Investigation and research in support of school studies;



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- Investigation and research of opportunities outside of school related to community service, employment or college information.
- Pupils are expected to show respect and consideration for the needs of other pupils, being willing to prioritize the urgency of the projects.

### **Activities that are Not Permitted**

- Searching, viewing, sending or retrieving materials that are not related to schoolwork, community service, employment or college information (hence, searching or viewing sexually explicit, profane, promotion of violence or hate, or illegal materials is not permitted).
- Plagiarism, copying, saving or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted); source, author, website source and date accessed, etc. must be present on any printed copy or inclusion in any paper, on the same basis as using quotes from a textbook or periodical.
- Subscription to any services.
- Ordering of any goods or services including buying, selling and trading of stocks and bonds.
- Any use of district computers for financial gain.
- Sharing of the user's or another's home address, phone number or other personal information.
- Playing games or using other interactive sites such as chats, unless specifically assigned by a teacher.
- Unauthorized access, including "hacking" and any activity that violates a school rule or a local, state or federal law.
- Offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law.
- Forging electronic mail messages or using an account owned by others.
- Gaining or attempting to gain unauthorized access to the files of others, or vandalizing the data of another user.
- Invading the privacy of others.



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- Posting anonymous messages.

If a pupil has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a pupil accidentally accesses inappropriate material she or he should back out of that information at once. Backing out of a site is a task easily and quickly accomplished, with one click of the mouse.

### **Technology Rules of Conduct**

The rules presented here are not new. They are expressions of generally accepted standards of conduct applied to situations involving technology.

### **Hardware, Networks and Servers:**

- Never share your password. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action and will be held accountable.
- Treat all hardware with respect. Use it in a way that will not cause damage.
- Do not change setting, configuration, or in any manner make changes to the way a machine runs or is viewed.
- Do not change settings, configurations, or in any manner make changes to the way a machine runs or is viewed.
- Do not attempt to circumvent any management controls.
- Unauthorized access including “hacking” and other unlawful activities will be prosecuted.
- Hubs, routers, servers, or connectors are off-limits to all but IT department staff.
- Personally owned peripherals may not be connected to machines, with the exception of thumb/flash/stick drives.
- Pupils may not create servers. Faculty and staff may do so in cooperation with the IT department.
- Do not adjust, connect, or disconnect components unless under the direct supervision of a staff member, or unless such action is required by an IEP.
- Do not open school hardware.



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- No food or drink near computer stations.

### Software

- Always honor copyright laws and licenses.
- Pupils do not install software.
- Staff may install software in cooperation with IT department.
- Virus protection is provided through the network, however caution should be used.
- Do not attempt to circumvent any software controls.

### Intellectual Property

- Obey all copyrights. Assume all material is copyrighted unless explicitly noted.
- Follow MLA Citation guidelines to avoid plagiarism.  
[http://www.haddonfield.k12.nj.us/hmhs/Library/mla\\_citation.htm](http://www.haddonfield.k12.nj.us/hmhs/Library/mla_citation.htm)
- Always use proper attribution. Give credit where credit is due. Be ethical. Be legal.

### Rules for Chat Rooms

- Pupils may not enter chat rooms or talk sessions unless set-up and access is accomplished and supervised by a staff member.
- Use proper and appropriate language, grammar, and spelling.
- Never give out personal information (Name, address, age, etc.) about yourself or others.

### Rules for Communicating With Others Via E-mail

- K-5 pupils may use e-mail only if access is obtained via a teacher-obtained class account.
- 6-12 pupils may access and use their personal web-based email accounts.
- Do not send or display offensive messages or pictures.
- Do not send Email that harasses insults or attacks others.
- Do not forge a message or use another's account.



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- Use proper and appropriate language, grammar, and spelling.
- Never give out personal information (name, address, age, etc.) about yourself or others.
- If you receive inappropriate Email, follow the following procedures:
- Delete the Email message immediately; and
- Empty the trash or “Deleted Items” folder, to remove the message from the server.

### **Rules for the World-Wide Web**

- Sites and materials accessed must be for educational purposes, supporting curriculum studies and the district mission.
- Do not download any files from the Internet on school equipment.
- Only files accessed for educational purposes, supporting the district mission, may be downloaded.
- If you accidentally browse to a web page that is inappropriate:
- Back out immediately and notify a teacher;
- Do not call others over to see a web page that is inappropriate, just back out; and
- If you cannot back out, as is sometimes the case, exit the Internet.
- Do not bookmark or share the addresses of pages that are inappropriate.
- Never fill out on-line forms or give personal information about yourself or others. Be safe!
- Do not attempt to circumvent any management controls.

### **Penalties for Pupil Misuse of Technology**

Technology and Intern use is a privilege extended by the school district, and not a right. Breaking any of the rules is, therefore, a violation of that privilege and will have consequences which will be enforced by each Building Principal.

Those disciplinary actions may include, but are not limited to:



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1. Use of networks/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension; and
7. Legal action and prosecution by the authorities.

The severity and/or frequency of the offense will determine the consequence, from an unspecified length of time to permanent exclusion from technology use. Offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law.

### **Reliability**

Haddonfield Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. HPS will not be responsible for any damages you suffer. (While we continue to work to prevent the presence of viruses, you are reminded to scan disks before they are used in your home computer. This includes non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at the user's own risk. HPS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. HPS will not be held responsible for the loss of information due to network or equipment errors.

Questions or concerns please contact:

Director of Technology  
Haddonfield Public Schools  
401 Kings Highway East Haddonfield, NJ 08033  
856/429-3960 x163

This is a living document, and subject to revisions. The district may modify these rules and guidelines at any time and will publish the current AUP documents on its website at:

[http://www.haddonfield.k12.nj.us/district\\_info/instruc\\_Tech/AUP.htm](http://www.haddonfield.k12.nj.us/district_info/instruc_Tech/AUP.htm)



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### Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to the Haddonfield Public School District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties for the use of district technology and Internet access. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of New Jersey, United States of America.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act.

BOE Approved Date: 01/24/08  
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