

INTERNET USE AGREEMENT

WEST DEPTFORD TOWNSHIP SCHOOLS

ACCEPTABLE USE POLICY

INTERNET/EMAIL USE AGREEMENT

Internet/Email access is available to students and faculty in the West Deptford Township Schools.

We are very pleased to bring this access to the West Deptford Township Schools and believe the Internet/Email offers vast, diverse and unique resources to both students and teachers.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers will have access to:

1. Electronic mail communications with people all over the world.
2. Public domain software and graphics of all types.
3. Discussion groups on topics ranging from the Aar River to zymurgy and everything in between.
4. Many university library catalogs, the Library of Congress and other data libraries.
5. Graphical access to the World Wide Web.

Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. West Deptford Township Schools has taken precautions to restrict access to controversial materials.

The West Deptford Township Schools firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet/Email access is coordinated through a complex association of government agencies, regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a West Deptford Township School user violates any of these provisions, his or her Internet/Email privileges will be terminated and future access could be denied.

WEST DEPTFORD ACCEPTABLE USE POLICY

INTERNET/EMAIL – TERMS AND CONDITIONS OF USE

- I. Acceptable Use - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work.
- II. The use of the Internet must be in support of education and research and consistent with the educational objectives of the West Deptford Township Schools. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret.
- III. Privileges – The use of the Internet/Email is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who uses the Internet/Email will be a part of a discussion with a West Deptford Township School staff member pertaining to the proper use of the Internet/Email.)

Designated administrators will deem what is inappropriate use, and that decision is final. The administrators may discontinue Internet/Email privileges at any time.
- IV. Warranties – West Deptford Township Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The West Deptford Township Schools will not be responsible for any damages that may be incurred. This includes loss of data resulting from delays, nondeliveries, misdeliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. West Deptford Township Schools specifically denies any responsibility for the accuracy or quality of information obtained through these services.
- V. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Attempts to log on the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet/Email.
- VI. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

- VII. The use of the Internet and Email within the schools in West Deptford School District is a privilege, not a right. Therefore, students must agree to the following:
1. I will use the Internet to research classroom assignments.
 2. I will use the Internet to send and receive electronic mail that will be monitored by the West Deptford staff.
 3. I will report to a teacher, not other students. If a student unknowingly finds himself/herself in a site with inappropriate content he/she should then leave the site immediately. Students will not return to that site.
 4. I will not use the Internet for any illegal purpose or participate in any activity that hurts others or does not show good citizenship.
 5. I will not give my name, address, telephone number, school, or any teachers'/parents' names, addresses, or telephone numbers, to anyone I meet on the Internet.
 6. I will not give out my email password to anyone (even my best friends) other than my teachers/parents.
 7. I will not send a picture of myself or others over the Internet without my teachers'/parents' permission.
 8. I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers/parents.
 9. I will tell my teachers/parents if I see any bad language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable online.
 10. I will not use any articles, stories, or other works I find online and pretend it is my own.
 11. I will not use bad language online.
 12. I will practice safe computing, and check for viruses whenever I use a disk, download something from the Internet, or receive an attachment.
 13. I will be polite in messages to others.

CONSENT FORM

**TO BE COMPLETED
EACH SCHOOL YEAR**

I understand and will abide by the Internet/Email Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

Student's full name: (print) _____ Grade _____

* Student's signature: _____

Parent or Guardian,

- As the parent or guardian of this student, please read the Internet/Email Use Agreement. Understand that access is designed exclusively for educational purposes. West Deptford Township Schools has taken precautions to eliminate controversial material. Please recognize that it is impossible for school district personnel to restrict access to all controversial materials.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as a school district do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

**WEST DEPTFORD SCHOOL DISTRICT DOES NOT RELEASE
RESIDENTIAL ADDRESSES, PHONE NUMBERS,
OR EMAIL ADDRESSES OF STUDENTS.**

A Parent or Legal Guardian responsible for the student must sign this agreement and check one box in each category:

* Elementary-age students do not need to sign the Agreement, only their parent/legal guardian.

➤ Do you have a computer with Internet access, basic software and a printer in your home?: _____ Yes _____ No

Internet Access

I/We **GRANT** permission for the student to access the Internet and use email.

I/We **DO NOT GRANT** permission for the student to access the Internet and use email **AND WILL CONTACT SCHOOL ADMINISTRATION IN WRITING SO THAT SPECIAL ARRANGEMENTS MAY BE MADE.**

Publication of Student Work on Internet

I/We **GRANT** permission for this student's work to be published on the District's public Internet site.

I/We **DO NOT GRANT** permission for this student's work to be published on the District's public Internet site.

Publication of Student Photograph on Internet

I/We **GRANT** permission for photographs that include this student to be published on the District's public Internet site.

I/We **DO NOT GRANT** permission for photographs that include this student to be published on the District's public Internet site.

Publication of Student Photograph in District Newsletters, School Newsletters and Local Newspaper

I/We **GRANT** permission for photographs that include this student to be published in District Newsletters, School Newsletters, and Local Newspaper.

I/We **DO NOT GRANT** permission for photographs that include this student to be published in District Newsletters, School Newsletters, and Local Newspaper.

Publication of Student Photograph in School Yearbook

I/We **GRANT** permission for photographs that include this student to be published in the School Yearbook.

I/We **DO NOT GRANT** permission for photographs that include this student to be published in the School Yearbook.

Video-Taping of Student in Classroom **

I/We **GRANT** permission for audio/videotaping of this student in the classroom.

I/We **DO NOT GRANT** permission for audio/videotaping of this student in the classroom.

Publication of Student Names

I/We **GRANT** permission for this student's name to be published in District Newsletters, School Newsletters, School Yearbook and Local Newspapers for recognition of accomplishments and involvement in school activities.

I/We **DO NOT GRANT** permission for this student's name to be published in District Newsletters, School Newsletters, School Yearbook and Local News-papers for recognition of accomplishments and involvement in school activities.

**** Programs and events opened to the public are taped and may be broadcast on the local educational channel. This item refers to classroom taping of teachers and students working on various activities.**

Signature: _____

Relationship to Student: _____

Student's Name: _____

Date: _____ **(Please Print)**

NOTE: If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take effect

INTERNET/EMAIL ACCESS and THE TEACHER

WHAT IS THE RESPONSIBILITY OF THE TEACHER FOR INTERNET ACCESS?

All students need to be briefed by a teacher on the rules of the school district regarding Internet/Email use. Teachers should encourage students to use these vast resources, but must also caution them against misuse and the fact that they may lose the privilege if not used correctly.

Teachers are expected to monitor the use of the Internet and report misuse to the district system administrator who will take appropriate action (a warning or termination of account).

West Deptford Township School District wants its students to have the vast amount of educational resources available, but must also monitor itself to see that the computers are used for appropriate educational research.

Teachers are expected to serve as models of correct use in their own accounts. Netiquette procedures are explained in the next section.

WHAT IS NETIQUETTE?

Netiquette is a term for correct and best use of electronic communications. They include the following suggestions:

- Keep paragraphs and messages short and to the point.
- Focus on one subject per e-mail and include a pertinent subject title so that the user can locate the message quickly.
- Use academic networks for educational purposes.
- Include class name at the bottom of any e-mail message.
- Capitalize words only to highlight an important point or to distinguish a title or heading. Use asterisks around a word to make a stronger point. Capitalizing entire words that are not titles is generally considered SHOUTING!
- Be professional and careful what you say about others. E-mail is easily forwarded.

- Cite all quotes, references and sources, and respect copyright and license agreements.
- Do not forward any information without the author's permission.
- Be careful when using sarcasm or humor. Without face-to-face communications, jokes may be viewed as criticism.
- Your files are accessible by persons with system privileges, so do not maintain anything private in your disk storage area on the server.

WHAT ARE INAPPROPRIATE USES OF THE SCHOOL NETWORK?

Internet access is considered a privilege. This privilege can be denied to anyone who does the following:

- Uses the net to access materials that are considered pornographic or inappropriate for educational purposes.
- Uses the net for advertising, soliciting, or harassment of any kind.
- Uses the net to try to access data that is protected and not intended for use.
- Uses someone else's account or password at any time.
- Violates any federal or state laws regarding network access.
- Tries in any way to interfere with the computer systems at West Deptford Township Schools, or anywhere, in an effort to obtain private information, have the computer malfunction, or destroy data.
- Violates any copyright laws by passing licensed software across the network.

WHAT ARE THE FEDERAL LAWS IN PLACE REGARDING COMPUTERS and INTERNET USE?

It is a violation of federal law to do the following intentionally:

1. To access a computer without authorization and thereby to obtain classified information.
2. To access a computer without authorization and thereby to obtain financial records of a financial institution.
3. To access any U.S. Government computer without authorization if such conduct affects the use of the Government's operation of the

computer.

4. To access a Federal computer without authorization with the intent to defraud.
5. To access a financial institution or U.S. Government computer without authorization and thereby alter, damage, or destroy information which causes losses to others of a value exceeding \$1000 or more during any one year or which modifies or impairs medical diagnosis, treatment, or care.
6. With intent to defraud, to traffic passwords or similar information through which a computer may be accessed if the trafficking affects interstate commerce or the computer is used by the U.S. Government.
7. To break copyright laws.

The penalty can be a fine or as much as twenty (20) years in the Federal Penitentiary for certain of these violations.

