



## **PEMBERTON TOWNSHIP SCHOOLS**

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TONY TRONGONE, Superintendent

### **PEMBERTON TOWNSHIP SCHOOLS**

#### **ACCEPTABLE USE OF INTERNET POLICY AND USER AGREEMENT:**

Pemberton Township Schools are pleased to announce the establishment of Internet services for their students. This booklet describes the Internet services. Included are the following documents:

- Description of the various levels of student access through the school systems District Acceptable Use Policy
- Student Individual Account Agreement

The Internet is a global network that will provide your child with access to a wide range of information from throughout the world. Your child will also be able to communicate with people throughout the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21st Century.

It is possible that your child may find material on the Internet that you would consider objectionable. The District Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Although your student's use of the Internet will be supervised by staff, we cannot guarantee that your child will not gain access to inappropriate material. There

may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet. (Your child may also have access to the district system through an internet connection at home. You will be responsible for monitoring your child's activities when he or she accesses the system from home).

The levels of access to the Internet provided to your child will vary according to the educational purpose and the curriculum. You have the option of requesting that your child not be provided with access to the Internet. You must specifically authorize your child's individual e-mail account. You and your child must sign the enclosed Student Account Agreement to establish an account. Please contact us if you have any questions or concerns.

### **Technical Services provided through the system**

1. **E-mail.** E-mail will allow students to communicate with people from throughout the world. Students will also be able to subscribe to mail lists to engage in-group discussions related to educational subjects.

2. **World Wide Web.** The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound from throughout the world. The Web is a valuable research tool for students.

## **Level of Student Access**

The following levels of access will be provided through the system. As noted in the enclosed letter, parents may request that their child not have any access to the Internet.

1. **World Wide Web.** All students will have access to the Web through the District's networked computers. No individual account agreement will be required.

2. **Individual E-mail Accounts for students.** Secondary students may be provided with individual e-mail accounts. (optional — secondary students have access to the system with parental approval). An agreement will be required for an individual e-mail account. This agreement must be signed by the student and his or her parent.

**POLICY**  
**PEMBERTON TOWNSHIP BOARD OF EDUCATION**  
**INSTRUCTIONAL PROGRAM**  
**Acceptable Use of Internet**  
**Policy 6142.10**

The Board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the Core Curriculum Content Standards.

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the internet for students and staff.

**Limitation of Liability**

The internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the Board be responsible for financial obligations arising through the unauthorized use of the system.

**District Rights and Responsibilities**

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.

The Board designates the Superintendent of Schools as the coordinator of the district system. He/she shall recommend to the Board of Education qualified staff persons to ensure provision of individual and class accounts necessary for access to the

internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system

Each administrator shall coordinate the district system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building level.

### **Access to the System**

This acceptable use policy shall govern all use of the system.

Sanctions for student misuse of the system shall be included in the disciplinary code for students. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws.

The Board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the internet.

### **World Wide Web**

All students and employees of the Board shall have access to the Web through the district's networked or stand alone computers. To deny a child access, parents/guardians must notify the Superintendent of Schools in writing.

### **Student Safety Practices**

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

## **Cyber-Bullying**

The Board of Education expressly forbids cyber-bullying. For the purposes of this policy, “cyber-bullying” shall mean using the communication capacities of computers, the internet and/or other digital communication devices to bully others by:

- Sending or posting cruel messages or images;
- Threatening others;
- Excluding or attempting to exclude others from activities or organizations;
- Starting or passing on rumors about others or the school system;
- Harassing or intimidating others;
- Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- Sending or posting harmful, untrue or cruel statements about a person to others;
- Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger;
- Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or,
- Engaging in tricks to solicit embarrassing information that is then made public.

Students found to be engaging in activities as describe above shall be subject to the terms and sanctions found in this policy, Board of Education Policy 5139 - Harassment, Intimidation & Bullying discipline code of the district.

Students, staff and administration of the school district have the opportunity to access the internet to facilitate the need to prepare students, staff and administrators to become computer literate in an increasingly technological world, to foster educational and personal growth in technology, information gathering, and communication skills. It is understood that the school district does not have sufficient staff to monitor every aspect of the use of the internet.

However, the district will foster the independent use of the school's network, subject to compliance with procedures and standards for appropriate network behavior and communication. The following responsible guidelines apply to all users when accessing any school district network connection (NET):

1. It is understood that cooperation is critical in the use of the internet. It is the goal of the use of the internet to prepare students to become computer literate in an increasingly technological world. It is understood that a minor's independent use of the school's network is necessary to attain such a goal, subject to the procedures and standards for appropriate network behavior.
2. Violations of these responsible use guidelines may result in student discipline, subject to the Student Disciplinary Code, and/or staff and administrative discipline, subject to guidelines adopted by the administration. The primary use of the NET shall be reserved to those individuals who utilize the materials that are of "educational value" to students of the district. For purposes of these guidelines, "educational value" shall mean those areas of network access that have a direct or indirect impact on the students' educational program in the school district. The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, and racially offensive, and illegal material or other prohibited activities shall not be permitted, and the school district will use any and all means available to it, within the confines of the law to prevent such material from entering the NET. Individuals are encouraged to report such entry of material into the system to the building administrator.

3. No personnel or student information that is protected by the Family Educational Rights and Privacy Acts shall be disseminated through the NET.
4. All users of the NET must comply with the Electronic Communications Privacy Act of 1986, as amended, and the Communications Decency Act. These Acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties as well as the appropriateness of certain material being remitted on the internet. The Acts do not permit interception or disclosure unless both the sender and the receiver of the communication consent. Further, the Acts recognize that the school district may monitor an employee's e-mail messages, as long as the interception device is included in the e-mail equipment.
5. Users of the NET must recognize that the District Administration does have the authority to intercept e-mail messages of all users and that there will be no privacy right construed by the District to exist in the statements made in the NET. Users of the NET are encouraged not to store extensive e-mail messages in the NET and that messages should be stored for a period of no longer than 14 calendar days.
6. When issued individual passwords and accounts, NET users may not allow any other person(s) to use or share those passwords and/or accounts.
7. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or NET resources is forbidden.
8. Use of the internet for political and/or commercial gain or profit is not allowed from an educational site.
9. Users may not move, repair, reconfigure, modify or attach external devices to the system.
10. Additional rules and restrictions may be added and users will be notified of these changes in a timely manner. Users are



responsible for reading and following these rules.

11. Time restrictions on the use of the internet may be imposed to ensure equity of use.
12. From time to time, the District will encourage students and employees to use certain informational sources in order to control internet costs.
13. The District Administration reserves the right to use electronic devices, cards, or any other media to determine whether or not the students or employees are using the NET for items of true educational value.
14. Professional employees of the school will monitor student use of the internet.
15. Students or employees who violate the internet guidelines of the school may be denied future internet privileges for a defined period of time or other disciplinary measures set forth in the Student Code of Conduct or in any other rules of the District that may be applicable.



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## Student Account Agreement

### Student Section

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's ID # \_\_\_\_\_

School \_\_\_\_\_

I have read the District Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent or Guardian Section

I have read the District Acceptable Use Policy. (If home access is provided — I will supervise my child's use of the system when my child is accessing the system from home).

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_ Parent's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Phone \_\_\_\_\_

\*This space reserved for System Administration

Assigned User Name \_\_\_\_\_

Assigned Temporary Password \_\_\_\_\_

Adopted: October, 1998

Revised: August, 2015