

**ROCKAWAY BOROUGH PUBLIC SCHOOLS  
THOMAS JEFFERSON MIDDLE SCHOOL**

**ACCEPTABLE USE POLICY**

The Rockaway Borough Public Schools provide students with access to the Internet and the local network. Students and staff members have their own unique user name, password and a storage space (folder) on our server. Students and staff members can access this folder from anywhere inside our **network**. The students are provided with access to the many resources available on the Internet through our network. Students will be trained on the proper uses of the Internet and on generally accepted rules of network etiquette. Computers are provided to enhance the educational experience of our students.

The district has placed filters and safeguards on Internet access, but since nothing is foolproof, improper or inappropriate use may result in a cancellation of computer privileges.

**General Rules for Use of Computers**

1. District computers will only be used for educational purposes.
2. Students will respect the privacy of others and themselves. Students will not share their passwords with other students.
3. Students are expressly forbidden to do the following:
  - a. Access or download or distribute any sexually explicit, obscene or pornographic materials.
  - b. Access proxy servers.
  - c. Transmit hurtful, obscene, or demeaning materials.
  - d. Vandalize or damage any property of the district.
  - e. Access another person's files without the permission of that person or interfere with another person's computer work.
  - f. Alter the settings on the district computers in any way.
  - g. Install or download any software on district computers without the consent of the District Technology Coordinator.
  - h. Violate copyright laws, or otherwise use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer.
  - i. Violate any state or federal statutes (laws) while using district computers.
  - j. Commit plagiarism.
  - k. Provide names, addresses, or phone numbers or any personal information about themselves or other person.
4. Students will:
  - a. Respect the privacy of other persons.
  - b. If they accidentally access an inappropriate website, exit and report it immediately.
  - c. Credit all resources properly.
  - d. Use the computers provided to them in a respectful manner.
  - e. Report any problems to their instructors.
  - f. Report any network security problems they encounter, immediately.
  - g. Always use appropriate language.
  - h. Always use the computer in a way that shows respect and consideration for fellow students and staff members.

## **Resources**

Developing an Ethical Compass for Worlds of Learning

Doug Johnson, Director of Media and Technology • Mankato Public Schools, Mankato, MN

<http://www.infoday.com/MMSchools/nov98/johnson.htm>

Writing an Acceptable Use Policy

<http://www.ash.udel.edu/ash/teacher/AUP.html>

Computer Ethics Institute

A project of the Brookings Institution

[http://www.brook.edu/its/cei/cei\\_hp.htm](http://www.brook.edu/its/cei/cei_hp.htm)

# What happens if I break the rules?

**Denied access.** If you are with a class and you can't stay on task, you will be removed from the computer. You will finish the assignment before or after school with your teacher or the assignment will be made up at another time.

**Parents informed.** In repeated or severe cases, parents will be informed and will participate in a conference with you and your teachers.

**License revoked.** You may lose your computer privileges, depending on the situation.

**Legal action taken.** If your actions break a law, legal action may be taken.

**School rules apply.** If you break any regular school rule while online or using district technology, you will face school consequences.

**Financial.** You will be required to make restitution for any damages done to a computer, peripheral devices, or our network.

## Remember:

- **Use Educational Web Sites only**
- **Conserve Resources**  
Print only with a teacher's permission.
- **Secure Your Privacy**  
Never share your login and password with anyone.  
Never use someone else's login and password.
- **Protect Yourself**  
Never give out personal information on the Internet.  
Stay out of chat rooms.
- **Obey Copyright Rules**  
Use proper citation and documentation. Students are expected to use the Internet to locate appropriate information and images to support their school studies.
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**Students are not permitted to**

use e-mail services, enter chat or discussion rooms, access proxy servers, download software, or play non-educational games on school computers.

- **You may not download games or other software.**

Incoming software could have viruses that could damage our computer system. In addition, do not download music or video files without permission -- they're often illegally copied.

- **Use of the network is for school use.**

You should only store school work on your network folder. This isn't private storage space -- school personnel can access it at any time for any reason. You may not store illegally copied material (music files, software, etc.) or obscene, threatening, or harassing material on the school network.

**The school district assumes no responsibility for your data or your use of the network.**

Your actions and your choices about the way you use our school's technology are your responsibility. And we cannot guarantee that your files will be available at any given time.

*Keep this document for your records.*

*Fill out and return the attached form to your child's school.*

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I understand and will abide by the Acceptable Use Policy. I understand that any violation of the regulations is unethical and in some instances, may constitute a criminal offense. If I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

Student User's Signature: \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

As the parent or guardian of (Student's Name) \_\_\_\_\_,  
I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes and that the Rockaway Borough School District has taken available precautions to eliminate controversial material. I also recognize, however, that it is impossible for the district to restrict access to all controversial materials, and I will not hold the district responsible for materials acquired on the network.

I hereby give permission for (Student's Name) \_\_\_\_\_  
to access the district network and Internet.

Parent or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**(PLEASE RETURN TO YOUR HOMEROOM TEACHER.)**

## Parental / Guardian Consent Form

We are sending you this parental consent form to both inform you and to request permission for your child's photo/image and personally identifiable information to be published on the district and/or school's web site.

**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 schools 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.**

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, residential address, e-mail address, phone numbers and locations and times of class trips.

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 upon receipt by the school.

### **Please check ALL that you approve of:**

- I/WE GRANT permission for **photos** including this student to be published on the school and/or district's website and social media accounts.
- I/WE GRANT permission for this student's **name** to be published on the school and/or district's website and social media accounts.

Student's Name: (please print) \_\_\_\_\_ Student's Grade: \_\_\_\_\_

Print name of Parent/Guardian: (print) \_\_\_\_\_

Signature of Parent/Guardian: (sign) \_\_\_\_\_

Relation to Student: \_\_\_\_\_

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