

**Woodbury Public Schools**  
**25 N. Broad Street**  
**Woodbury, NJ 08096**

**STUDENT ACCEPTABLE USE POLICY FOR TECHNOLOGY**

**Purpose:**

Woodbury School District offers technology and Internet access for student use. The purpose of providing technology resources is twofold: 1) to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources, and 2) to assist in preparing students for success in life and work in the 21<sup>st</sup> century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world.

Because Woodbury provides global access through a connection to the Internet, students and their families must understand that the Woodbury School District and system administrators have control over content only to the extent that a constantly updated web filtering system provides. While much of the content available on the Internet is a valuable educational resource and is innocuous, some objectionable material exists. The District will provide student access to Internet resources only in supervised environments and has taken steps to lock out objectionable materials via web filtering, but potential dangers remain. Students and their parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. Woodbury School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors should be aware of the existence of such material and monitor any future home usage of the District's resources. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the District, and such activities may result in termination of such students' usage of Woodbury's technology facilities and any further action deemed necessary by the school administrators. This Acceptable Use Policy and the accompanying user contract must be read, understood, and signed by every computer user within Woodbury School District.

**A. Educational Purpose**

1. The Internet has been established in Woodbury for educational purposes, which include classroom activities, career development research, and high-quality self-discovery activities.
2. Woodbury School District has the right to place reasonable restrictions on the material you access or post through the network. You are also expected to follow the rules set forth in Woodbury's District Policy and the law in your use of the Internet.
3. You may not use the Internet for commercial purposes. This means you may not offer, provide, or purchase products or services through it.
4. You may not use the Internet for political lobbying. However, you may use the system to communicate with elected representatives and to express your opinion on political issues.

**Information Content & Uses of the System/Network:**

The user agrees not to publish on or over the system/network any information which violates or infringes upon the rights of any other person or information which would be abusive, profane, or sexually offensive or which, without the approval of the system administrators, uses the district technology system/network for commercial purposes. The user agrees not to use Woodbury's technology facilities to conduct any business or solicit the performance of any activity, which is prohibited by law. System administrators will be monitoring access to all system usage.

A. Student Internet Access

1. All students will have access to information resources on the Internet through their classroom, library/media center or school computer lab.
2. Students and their parents/guardians must sign an Acceptable Use Policy contract before the students are allowed to use any computer and online equipment within Woodbury School District.

**Online Conduct:**

A. Unacceptable Uses

The following uses of the Internet are considered unacceptable in the Woodbury School District.

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met online even if you are eighteen years of age or over.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. Sending or receiving information or material that is in violation of any local, state, or federal law is also prohibited.
- b. Users and their parents/guardians specifically agree to be held responsible for any losses, costs, or damages, including attorneys' fees, incurred by the District relating to, or arising out of, any breach of this policy by the user.
- c. You will not attempt to gain unauthorized access to the Internet or to any other computer system through the Internet or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal.
- d. You will not make deliberate attempts to disrupt the computer system/network or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- e. You will not use the Internet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
- f. You will not participate in any act of vandalism while using Woodbury School District's computer and/or online services. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system.

3. System Security

- a. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not demonstrate this problem to other users.
- b. Disks may not be brought into the school district and inserted into any computers without being scanned for viruses and then approved by a faculty member or administrator.
- c. Attempts to logon as any other user, especially 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 network access.

4. Inappropriate Language Usage
  - a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
  - b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - c. You will not post information that could cause damage or a danger of disruption. You will not knowingly or recklessly post false or defamatory information about a person or organization, or private information about another person.
  - d. You will not engage in personal attacks including prejudicial or discriminatory attacks.
  - e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
  
5. Respecting Resource Limits

Software is provided to the user as a curricular resource, and no one may install, upload, or download any software without the express consent of the system administrator. Any software having the purpose of damaging other users' files/materials or any resources of the district is specifically prohibited. The system administrators reserve the right to immediately take action consistent with the District's discipline code of any user who misuses the software libraries.

  - a. You will not use the system for anything other than for education and career development activities, as directed by a teacher or systems administrator.
  - b. You will not download files unless specifically instructed to do so by a staff member.
  - c. The printing capabilities of the Woodbury School's technology facilities should be used judiciously. Unnecessary printing is a drain of the capacity of the systems, adds expense, and shortens the life of equipment. By developing on-screen proof-reading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently.
  
6. Plagiarism and Copyright Infringement
  - a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they are yours.
  - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.
  
7. Unacceptable Access to Material
  - a. You will not use the Internet to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved in writing.
  - b. If you mistakenly or accidentally access unacceptable information, you should immediately tell your teacher or a systems administrator. This will protect you against a claim that you have intentionally violated this policy.
  - c. You must not go to any control panels or system files and must not change in any way the desktop of the computer where you are working.
  
8. Cyber bullying

Cyber bullying consists of dangerous or abusive actions by a student that directly affect another student, the school itself or its staff. You will not use any district technology or district provided technology for any form of cyber bullying, please report any instances of this you see or hear of to a teacher or school administrator.

## **Your Rights:**

### **A. Free Speech**

Your right to free speech, as set forth in the Woodbury School District Policy, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore Woodbury School District may restrict your speech for valid education reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

### **B. Search and Seizure**

1. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
2. Routine maintenance and monitoring of the Internet may lead to discovery that you have violated this policy, Woodbury School District Policy, or the law.
3. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, Woodbury's discipline policy, or the law. The investigation will be reasonable and related to the suspected violation.

### **C. Due Process**

1. Woodbury School District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the Internet.
2. In the event there is a claim that you have violated this policy or Woodbury School District's policy through your use of the Internet, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator (or will be provided with notice and opportunity to be heard in the manner set forth in the Woodbury District policy.)
3. If the violation involves other provisions of the Woodbury's District policy, additional restrictions may be placed on your use of your Internet account and Woodbury's technology resources.

## **Woodbury School District's Rights:**

### **A. Limitation of Liability**

1. Woodbury School District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.
2. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

## **Personal Responsibility:**

When you are using the Internet, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic foot-prints," so the odds of getting caught are really about the same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong-and that person is you. Your use of the Internet can be a mirror that will show you what kind of person you are.

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***STUDENT ACCEPTABLE USE POLICY – DISCIPLINE PROCEDURES***

***Consequences for Deliberate breach of Student Acceptable Use Internet contract:***

***1) Consequence #1***

Two (2) days of In-House Suspension and, following these two (2) days, a loss of Internet privileges for one (1) week. Following an individualized Internet ethics lesson given by the District Technology Office as well as a discussion with the student's parent or guardian, the student's Internet privileges will be reinstated for a probationary period of one (1) month, during which time any further violations of the contract will result in the student being given Consequence #2. No violations at the end of the probationary period will result in a full reinstatement of the student's privileges.

***2) Consequence #2***

Two (2) days of Out-of-School Suspension and a loss of Internet privileges for an undetermined amount of time, not less than two (2) weeks. The student will have to achieve a score of 80% on an Internet Ethics Test developed and administered by the District Technology Office, as well as another discussion with the parent or guardian. After achieving an 80% score on the ethics test, the student's Internet privileges will be reinstated for a probationary period of two (2) months, during which time any further violations of the contract will result in the student being given Consequence #3.

***3) Consequence #3***

Any breach of the contract will now result in a loss of all Internet privileges for the rest of the school year.

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***Student Acceptable Use Contract***

I have read the Acceptable Use Policy that explains the terms and conditions for using any technology resources, including the Internet, in Woodbury School District. I understand and will abide by these stated terms and conditions. I understand that violation of the regulations is unethical, a violation of school rules, and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary action may be taken. Legal action may also be deemed to be necessary. I understand that the use of the Internet is a privilege, not a right.

Student User Name (please print): \_\_\_\_\_

Student User Signature: \_\_\_\_\_

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

***Parent/Guardian Acceptable Use Contract***

As the parent/guardian of this student, I have read the terms and conditions of the Acceptable Use Policy of Woodbury School District. I understand that this access to technology resources is a privilege and is designed for educational purposes only. I understand that the District has taken available precautions to prevent student access to objectionable material. However, I also recognize that it is impossible for Woodbury School District and system administrators to restrict access to all objectionable materials. I will not hold the District or its employees responsible for materials acquired on the network/Internet, and I hereby release the District and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District technology facilities and equipment, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to allow my child access to Woodbury's technology resources and certify that the information contained in this form is correct.

Parent/Guardian Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

THIS CONTRACT PAGE **MUST BE RETURNED TO THE MAIN OFFICE OFFICE,** WHERE IT IS KEPT ON FILE.