

SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY

385 N. Church Rd. Sparta, NJ 07871 (973) 383-3250, Fax (973) 383-2901

Noreen Lazariuk, Executive Director, nlazariuk@sussexcharter.org, Jill Eckel, Principal,
jeckel@sussexcharter.org

September, 2015

Educational Purposes

The Sussex County Charter School for Technology (SCCST) provides students with access to the district's electronic network. This network includes Internet access, computer services and other related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. This document contains the rules and procedures for acceptable student use of the SCCST electronic network.

- SCCST's electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- SCCST's electronic network has not been established as a public access service or a public forum. SCCST has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege - - not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. Beyond the clarification of standards outlined in this policy, the school is not responsible for the actions of students who violate them.
- The district reserves the right to monitor all activity on this electronic network. Students will indemnify the school against any damage that is caused by the students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the SCCST electronic network.

General Unacceptable Behavior while using any portion of the Sussex County Charter School for Technology's electronic network - Behaviors include, but not limited to the following are prohibited:

- Students will not post information that, if acted upon, could cause damage or a danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources.
- Students will not display, access or send offensive messages or pictures. (As defined in section 1460 of Title 18, United States Code and section 2256 of Title 18, United States Code)
- Students will not use the SCCST electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the SCCST electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.

E-Mail

- Students may be provided with e-mail, with the approval of the network administrator and principal, for specific educational projects or activities.
- Students will not establish or access web-based e-mail accounts on commercial services through the district network unless such accounts have been approved for use by the school.

- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

Internet

- Access to information for students on the web will generally be provided through prescreened sites and in a manner prescribed by their classroom teacher.

Interactive Communication Areas

- Students may use chat or instant messaging, but only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the district or individual school.

Web Sites

- Group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number). A student's parent/guardian may opt to request their student's image or name not be used on the school's website.
- All student posted work will contain the student's copyright notice using the student identifier.
- With the approval of the principal and technology coordinator, students may establish web pages for specific educational objectives. Material presented on the student web pages must be related to educational activities and/or career preparation activities. Student web pages must include the following notice:

"This is a student web page. Opinions expressed on this page shall not be attributed to the school."

- Material that fails to meet established educational objectives or that is in violation of this policy or student disciplinary code will be removed. Student material will not be removed on the basis of a disagreement with the views expressed by the student.
- Student web pages will be removed at the end of the school year unless special arrangements are made.
- Material placed on student web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on web sites unless formal permission has been obtained.
- All student web pages should have a link back to the home page of the classroom,

school or district, as appropriate.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose their full names or any other personal contact information for any purpose.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the SCCST electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the technology coordinator.
- A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of 'SCCST's' electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school's servers are private.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the technology coordinator.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- School policies on copyright will govern the use of material accessed and used through the school system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

Videoconference

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real time.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

Student Rights

- Students' right to free speech applies to communication on the Internet. SCCST's electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a student has violated the school's acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before an administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

- The school makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

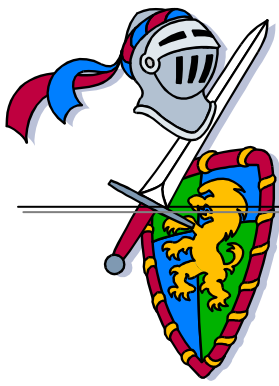
- Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline which includes, but is

not limited to:

Use of school network only under direct supervision
Suspension of network privileges
Revocation of network privileges
Suspension of computer privileges
Suspension from school
Expulsion from school and/or
Legal action and prosecution by the authorities

- The particular consequences for violations of this policy shall be determined by the school administrators. The principal or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action. Decisions may be appealed in accordance with the school's grievance procedure.

Once you have completed reading this document – both student and parent/guardian must sign the consent form on the next page.



SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY

105 N. Church Rd. Sparta, NJ 07871 (973) 383 6700 x 286 (973) 383 2901 (fax)

Jill A. Eckel, Administrative Principal – jeckel@sussexcharter.org

Student Acceptable Use Policy Consent Form

****PLEASE COMPLETE AND RETURN TO SCHOOL****

Student Section

Student Name _____ Grade _____

I have read the Sussex County Charter School for Technology's Student Acceptable Use Policy Rules and Procedures document. I agree to follow the rules contained in this policy. I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures.

Student Signature _____ Date _____

Parent/Guardian Section

I have read the Sussex County Charter School for Technology's Student Acceptable Use Policy Rules and Procedures document.

I hereby release the school, 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 electronic network. This includes, but is not limited to, claims that may arise from the unauthorized use of the network components.

I have permission to my child to access all components of the school's electronic network which includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes.

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

**Consent to post student photos and work on school sites is not included in this agreement.