Sussex County Charter School for Technology

POLICY

6142.10 Acceptable Use of Technology (4430)

A Guideline to the Terms and Conditions for Network and Internet Use

Overview:
Sussex County Charter School for Technology (SCCST) provides computer equipment to its students and staff for educational purposes only. Through an agreement with its landlord, Sussex County Technical School, network services and Internet access are also provided for educational services. The purpose of providing technology resources is to improve learning and teaching through research, student and teacher training, collaboration, dissemination of information, and the use of global communication resources. Because of the complex association between so many government agencies and networks, the end user of these networks (students and staff) must adhere to strict guidelines of use. Such guidelines are provided here so that staff, student users, and parents/guardians are aware of their responsibilities regarding the proper use of the network system and the Internet. SCCST may modify these rules at any time by disseminating the modified rules to the constituents of the educational community. The signatures of the staff, students, and the parents/guardians on the approved permission form are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under this policy.

Students and staff are responsible for monitoring their behavior when using the school's computer resources. The network is provided for students to utilize as an educational tool. Access to the network is given only to those students and staff who agree to act in a considerate and responsible manner. Access to the network and its resources is a privilege – it is not a right. Individuals are responsible for adhering to the contents of the Acceptable Use Policy and will honor the agreements they have signed.

The system administrators monitor access to the network and its contents. Network storage areas (P drives) may be treated as school lockers and as such are subject to periodic review by the school and/or system administrators. Network administrators may review files to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school servers will remain private.

Within reason, freedom of speech and access to information will be honored. During school, students will receive instruction regarding the proper use of the available technology resources. Students will have the responsibility for utilizing that instruction to properly utilize the technology resources to obtain appropriate materials.

Usage Guidelines:
Section 6000 Instruction……..6142.10 Acceptable Use of Technology (4430) Replaces policy 4430 adopted 9/10/97

Sussex County Charter School for Technology

POLICY

Acceptable Use:
1. All use of the network and the Internet must be in support of education and research and consistent with the purposes of the Sussex County Charter School for Technology;
2. Use of the account by the authorized user for the authorized purpose;
3. Use of the network components in a manner that respects the rights of others;
4. Adhering to quotas for disk space on the system;
5. Exhibiting exemplary behavior on the network as a representative of your school and community;
6. Protect the password to your individual account;
7. Send all e-mail communications required for school purposes through a teacher account.

Unacceptable use:
1. Any use of the network for commercial or for-profit purposes is prohibited;
2. Any use of the network for product advertisement or political lobbying is prohibited;
3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users;
4. Revealing your user ID and password to others or gaining access to another user's user ID and/or password;
5. Using the network to send or display offensive messages or pictures;
6. Damaging or vandalizing any component of the network system;
7. Downloading and/or uploading pirated or illegal software in violation of copyright law and violators will be prosecuted to the fullest extent of the law;
8. Accessing or processing pornographic material, inappropriate text files, or files dangerous to the integrity of the local network and its component and violators will be prosecuted to the fullest extent of the law;
9. Uploading or creating computer virus programs, which is considered a criminal offense and violators will be prosecuted to the fullest extent of the law;
10. Playing games or using Internet relay-chat is prohibited unless authorized by a teacher for classroom purposes;
11. Use of any type of e-mail system;
12. Posting of any personal information (i.e./ name, address, telephone number, personal description, photograph, etc.) in order to protect your child's identity.

User ID and Password:

Section 6000 Instruction……..6142.10 Acceptable Use of Technology (4430) Replaces policy 4430 adopted 9/10/97

Sussex County Charter School for Technology

POLICY

All individual users of the network are given a specific user ID. System passwords, for security purposes, are established by the individual user. It is the responsibility of the student user to maintain the integrity of their user ID and password. Students should not share their user ID or password with any other user. In order to maintain proper system security, a user must not let other users know his/her user ID and password, as this would allow others to falsely access the system. Attempts to log in to the system using another user's account, or as the system administrator, will result in termination of the account of the user in violation. Users should immediately notify a teacher or school administrator if they have reason to believe that the integrity of their account has been compromised.

Information Content:

Because Sussex County Charter School for Technology provides, through connection to the Internet, access to other computer systems around the world, students and their parents understand that SCCST and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. SCCST will permit Internet access by students only in supervised environments. 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. SCCST and its 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 having accounts on the network system should be aware of the existence of such materials. Students who knowingly bring such materials into the school environment will be dealt with according to the discipline policies of SCCST and such activities may result in the termination of student network accounts and privileges.

On-line Conduct and Expectations:

Any action by a student or other user of the computer network that is determined by a system administrator, school administrator or supervising teacher to constitute an inappropriate use of the network resources or to improperly restrict or inhibit other members from using those resources is strictly prohibited and may result in termination of the offending member's account and other action in compliance with SCCST's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances.

Transmission of material, information, or software in violation of any local, state or federal law is prohibited and is a breach of the Terms and Conditions.

Section 6000 Instruction……..6142.10 Acceptable Use of Technology (4430) Replaces policy 4430 adopted 9/10/97

Sussex County Charter School for Technology

POLICY

Student users and their parents/guardians specifically agree to indemnify SCCST and the system administrators and school administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by SCCST relating to, or arising out of any breach of this section by the user. Network resources are to be used by the user for his/her person only; commercial uses are strictly prohibited. Each user is personally responsible for his/her own behavior.

Software Libraries:
Software is provided to student users as a curricular resource. No student user may install, upload, or download software without the expressed written consent of the system administrator or school administrator. Any software having the purpose of damaging other members' accounts or the network is specifically prohibited.
The system administrators, at their sole discretion, reserve the right to refuse the posting of files. Additionally, files may be removed at any time without notice. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take action consistent with discipline code of a user who misuses the software libraries.

Copyrighted Material and Plagiarism:
Copyrighted material must not be placed on any computer attached to the network without the software author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the network. Software copyright laws will be followed to the fullest extent.

Students will receive instruction regarding the proper means of citing materials utilized in the completion of school assignments. Additionally, the use of copyrighted materials without proper citation is not permitted and will be dealt with as per SCCST's discipline policy.

Disk Storage:
The system administrators reserve the right to establish quotas for individual user disk storage on the network system. Each individual user will be assigned the right to store files on the network's servers (P drive). A member who exceeds his/her quota will be advised to delete files in order to return to compliance.

A member who remains in non-compliance of disk space quotas may have their files removed by the system administrator. Students and their parents/guardians are

Section 6000 Instruction……..6142.10 Acceptable Use of Technology
(4430) Replaces policy 4430 adopted 9/10/97

should not expect that files stored on the school servers will remain private.

Security:

Security on any computer system is a high priority, especially when the system involves many users. If a user feels that he/she can identify a security problem on the system, the member must notify a teacher or school administrator. The user should not demonstrate the problem to anyone except the teacher and/or school administrator. In order to maintain proper system security, a user must not let other users know his/her user ID and password, as this would allow others to falsely access the system. Attempts to log in to the system using another user's account, or as the system administrator, will result in termination of the account of the user in violation. Users should immediately notify a teacher or school administrator if they have reason to believe that the integrity of their account has been compromised. Any user identified, as a security risk will have his/her account terminated and is subject to other disciplinary action. Users may not maintain accounts on the system upon graduation from SCCST.

Vandalism:

Vandalism will result in the termination of network privileges and other disciplinary measures in accordance with the disciplinary policy. Vandalism is identified 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. This includes, but is not limited to, the uploading or creation of computer viruses.

Student users and their parents/guardians specifically agree to indemnify SCCST and the system administrators and school administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by SCCST relating to, or arising out of any breach of this section by the user.

E-Mail:

Student users of the network are specifically prohibited from accessing, establishing or using any e-mail account while logged into the network. This prohibition has been established in order to restrict student communication with unknown parties.

All e-mail communication required for the successful completion of school assignments may be sent through a teacher's e-mail account.

Section 6000 Instruction……..6142.10 Acceptable Use of Technology (4430) Replaces policy 4430 adopted 9/10/97

POLICY

Game Playing:

Game playing is not permitted on the SCCST system. Game playing over dial-up links or other machine communication is prohibited.

Public Posting Areas (Message Boards/UseNet Groups):

UseNet messages are posted from systems connected to the Internet from around the world. It should be noted that SCCST's system administrators have no control over the content of messages posted from these other systems. To best utilize system resources, the system administrators will determine which UseNet groups are applicable to the curricular needs of the school and may carry these groups on the local system. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Terms and Conditions. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses the message boards.

Internet User Contract:

On all new computers, Internet Explorer is an integrated part of Windows 98; therefore, SCCST can no longer restrict access to the Internet from the computers on the network. In order for students to use any computer attached to the network, and thus the Internet, the student and the parent/guardian must sign an Internet User Contract, which is attached. Signing the Internet User Contract indicates that the student user and their parent/guardian have read and reviewed the Acceptable Use Policy and agree to adhere to its content, including potential disciplinary action, while using the network at SCCST. Signing the Internet User Contract indicates that the students user is responsible for his/her actions and activity within his/her account.

Liability and Indemnity:

1. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Section 6000 Instruction……..6142.10 Acceptable Use of Technology (4430) Replaces policy 4430 adopted 9/10/97

Sussex County Charter School for Technology

POLICY

2. Sussex County Charter School for Technology reserves the right to log network use and to monitor file server space utilization by users and assumes no responsibility or liability for files deleted due to violation of file server space quotas.
3. Sussex County Charter School for Technology reserves the right to remove a user account on the network.
4. Sussex County Charter School for Technology will not be responsible for any damages you may suffer. This includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the user's own negligence or errors or omissions.
5. Sussex County Charter School for Technology denies any responsibility for the accuracy and quality of the information obtained through the Internet system.
6. Sussex County Charter School for Technology makes no warranties of kind, expressed or implied, for the Internet service and is indemnified against any damage.
7. Sussex County Charter School for Technology may recoup any losses directly from the student or the student's parent/guardian related to the enforcement of this policy.
8. Sussex County Charter School for Technology reserves the right to change its policies and rules at any time.

Resources:
www.morris.k12.nj.us/jefftwp/aup.htm
www.pen.k12/va/us/go/VDOE/Technology/AUP/home.shtml
mustang.coled.umn.edu/started/use/Dist833pol.html
www.mccsc.edu/agreement.html
www.nhste.org/membership/intpol.html

Student Acknowledgement of the Acceptable Use Policy

Section 6000 Instruction……..6142.10 Acceptable Use of Technology (4430) Replaces policy 4430 adopted 9/10/97

Sussex County Charter School for Technology

POLICY

I, _____, have read and understand the contents of the Acceptable Use Policy distributed by SCCST. I will abide with the contents of the Acceptable Use Policy whenever using any component of the computer network for educational purposes. I further understand that any violation of the regulations contained within the Acceptable Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User Signature:_____   Date: _____

Parent/Guardian Acknowledgement of the Acceptable Use Policy

As the parent/guardian of _____, I have read, understand, and reviewed with my child the Acceptable Use Policy distributed by SCCST. I recognize that the computer network and Internet service are provided to my child as an educational resource. I also recognize that it is impossible for SCCST to control the content of the Internet and restrict access to all controversial materials. I will not hold SCCST responsible for any inappropriate materials acquired by my child. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for SCCST to issue an account for my child for use during the 2007– 2008 academic year.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____   Date: _____