

**ORADELL PUBLIC SCHOOL  
COMPUTER TECHNOLOGY ACCEPTABLE USE POLICY**

The Oradell Public School District provides its students with access to extensive, age-appropriate technology resources in pursuit of various curriculum goals. Such access is a privilege and requires that students act responsibly and agree in writing to the terms and conditions for acceptable technology use.

The District's Acceptable Use Policy (#6142.10) governing hardware, software, network, and Internet resources has been developed to define acceptable and unacceptable use of technology resources, promote understanding of responsible use, and protect and conserve such resources. Students should be aware that in order to maintain appropriate security measures for the technology system, they are subject to the monitoring of their use of the school's computers, software, network, and Internet at anytime. Violation of the Acceptable Use Policy may result in suspension or termination of the user's computer privileges, and may be subject to other disciplinary actions as well.

The District requests that parents review the policy in its entirety by visiting [www.oradellschool.org](http://www.oradellschool.org). Simply hit the BOE button on the homepage, look for BOE Policies and click on 6000 Instruction. There you will see policy # 6142.10. Please discuss the student use guidelines with your child as summarized below and complete/return this Student Contract and Parent Permission Form to your child's classroom teacher:

**STUDENT CONTRACT AND PARENT PERMISSION FORM**

**PLEASE RETURN BY:** \_\_\_\_\_

Name: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

**STUDENT CONTRACT**

I understand that using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to only work on the programs and web pages that my teacher tells me to use.
2. I promise not to download any programs or files from the Internet.
3. I promise to tell my teacher if I read or see something on the computer that is inappropriate or makes me feel uncomfortable.
4. I promise that I will not open my classmates' files or folders without their permission. I will not damage or delete other students' files or folders on purpose.
5. I promise to use the computer and technology equipment carefully. I will not damage any computer or technology equipment on purpose.
6. I promise not to send any hurtful messages to others using technology.
7. I understand that if I break any of my promises, I might not be able to use the computers and may face disciplinary action.

*By signing my name below, I show that I understand and agree to follow the rules of the Oradell Public School Acceptable Use Policy. I understand that computer and Internet use is a privilege and not a right, and that school computers should only be used for schoolwork. I also understand that if I do not follow this Contract, I can lose my computing privileges and might face disciplinary or legal action.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT OR GUARDIAN PERMISSION**

I have read the Oradell Public School's Computer Acceptable Use Policy and understand its contents. I have discussed the guidelines with my child. I understand that although the District uses a highly effective filtering program (Cyberoam) to block inappropriate Internet content, it cannot guarantee that web-filtering software will be 100% foolproof. Further, I accept full responsibility for supervision when my child's use of the Internet is not within the school setting.

I hereby give permission for my child to have access to the Internet under the supervision of the Oradell Public School faculty.

Parent/Guardian: (Please print): \_\_\_\_\_

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

## Oradell Acceptable Use Policy 2015-16

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Policy

**TECHNOLOGY: ACCEPTABLE USE POLICY (AUP)**

**Curriculum**

The board shall develop a technology plan and technology curriculum that effectively supports the use of contemporary technologies 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. To remain eligible as users, students and adults must restrict their activities to endeavors that are in support of and consistent with the educational objectives of the school district. The district expects that faculty will apply the thoughtful use of all available technology resources to the learning environment, making such an integral part of curriculum delivery.

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

**Limitation of Liability**

The Internet constitutes an unregulated collection of resources that change 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 network 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 chief school administrator 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 virus protection process and coordination of other activities as required to maintain the system.

The principal shall coordinate the district system by approving all lessons/activities for the school; 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; ensuring cyber bullying awareness and response; and interpreting this acceptable use policy at the building level.

**Access to the Network**

This acceptable use policy shall govern all use of the network. Sanctions for student misuse of the network shall be as follows, based on the severity of the situation:

- Suspension of computer/network privileges
- Revocation of computer/network privileges
- Suspension from school
- Expulsion from school; and/or
- Legal action and prosecution by the authorities

Employee misuse may result in appropriate discipline/legal action in accord with applicable laws and regulations.

The board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet. To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for bona fide research or other lawful purposes.

**Internet**

All students and employees of the board shall have access to the Internet through the district’s networked or stand alone computers. A parent/student form acknowledging receipt and review of this policy shall be required in grades 2 through 6 (attached). To deny a child access, parents/guardians must notify the building principal in writing. The Board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

**Individual E-mail Accounts for District Employees**

District employees shall be provided with an individual e-mail account and access to the system. An agreement shall not be required. The account will be publicized to facilitate parent-faculty communications.

**Supervision of Students**

Student use of the Internet shall be supervised by qualified, contracted staff. The use of search engines independently by students shall be limited to those highlighted on the Oradell Public School Web Site and in the Oradell Network User’s Guide. Students are prohibited from using other search engines (i.e. Google) unless under the-supervision of the classroom teacher.

**Use of Computer Network/Computers by the Oradell Education Association**

The Oradell Education Association shall be granted permission to use the computer network/computers for legitimate Association business only. It is expressly understood that the computer network/computers shall not be used, under any circumstances, by any staff member to communicate any information concerning job actions, boycotts, work stoppages, strikes, sanctions, or any other concerted activities against either the Board or the district that could be considered to be obstructive to the educational program during any labor negotiations.

**District Web Site**

The board authorizes the chief school administrator to establish and maintain a district web site. The purpose of the web site will be to provide educational resources to students, faculty, and parents and to inform the educational community of district programs, policies and practices.

Individual classes and school-sponsored clubs may also establish web sites or pages that include information on the activities of that class or club. Such sites and their content shall be pre-approved by the principal.

The Superintendent shall establish guidelines for the establishment and maintenance of such sites.

**Parental Notification and Responsibility**

The chief school administrator shall ensure that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify the principal in writing.

**Acceptable Use: Students and Faculty**

**Student Safety Practices**

Students shall not post personal contact information about themselves or others. In addition, teachers shall not post such personal information about their students. 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 photographs containing text with personal information.

**Prohibited Activities**

To the extent practical, steps shall be taken to promote the safety and security of users of the Library's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- A. Unauthorized access, including so-called "hacking," and other unlawful activities; and
- B. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

In compliance with the Children's Internet Protection Act, users shall not commit acts of harassment, intimidation, or bullying using the computer or its network and are reminded that any act of harassment, intimidation, or bullying is prohibited.

Users shall not attempt to gain unauthorized access to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the district system to engage in illegal activities.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

#### Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

#### System Security

Faculty members are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of technology facilitator.

Users shall follow all district virus protection procedures when installing or downloading approved software.

#### System Limits

Users shall access the system for educational, professional or career development activities. Faculty may access the network for personal business during lunchtime and before/after school provided that students are not present. Such personal access must adhere to the guidelines set forth in this policy.

Users shall check e-mail frequently and delete messages promptly.

#### Privacy Rights

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

#### **Faculty and Student Rights**

##### 1. Free Speech

Your right to free speech applies also to your communication on the Internet. The Oradell Public School District Network (OPSDN). The OPSDN is considered a limited forum similar to a school newspaper or similar student publication and, therefore, the district may restrict your speech for valid educational reasons. The district will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. **Search and Seizure**

- a. No user can expect privacy in the contents of e-mail files on the district system. The e-mail system and all computer systems are the property of the Oradell Public School. You do not have personal property rights in any matter created, received or sent from the e-mail or other systems on the OPSDN. All users are hereby put on notice that any and all e-mail files are subject to review and inspection by the Oradell Public School faculty and administration. All e-mails sent or received via the Oradell Public School District Network are archived for three (3) years per governmental regulations.
- b. Routine maintenance and monitoring of the OPSDN may lead to discovery that you have violated this policy, the Oradell Public School disciplinary code, or the law.
- c. Students' parents/guardians have the right, at any time, to view those files containing the work products of their children.

3. **Due Process**

- a. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the OPSDN.
- b. In the event there is a claim that you have violated this policy or any of the Oradell Public School disciplinary procedures in your use of the OPSDN, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation to an administrator (or – will be provided with notice and opportunity to be heard in the manner set forth in the disciplinary procedures.)
- c. If the violation also involves a violation of other provisions of the Oradell Public School, it will be handled in a manner described within the district's policy and procedures manual. Additional restrictions may be placed on your use of your internet.

**Implementation**

The chief school administrator shall disseminate this policy to all staff members. Students and their parents will be referred to the district's Parent-Student Handbook and web-site regarding acceptable use of the Internet.

Date: December 9, 2009

Revised: October 17, 2012, September 12, 2013

**Legal References:**

- N.J.S.A. 2A:38A-1 et seq. Computer System
- N.J.S.A. 2C:20-25 Computer Related Theft
- N.J.S.A. 18A:7A-10 NJQSAC
- N.J.S.A. 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
- N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain student information prohibited
- N.J.A.C. 6A:24-1.1 et seq. *Urban Education Reform in the Abbott Districts* See particularly:  
*N.J.A.C. 6A:24-1.4, 2.2, 4.1, and 6.1*
- N.J.A.C. 6A:30-1.1 et seq Evaluation of the Performance of School Districts