

BERKELEY HEIGHTS BOARD OF EDUCATION
TOWNSHIP OF BERKELEY HEIGHTS, NEW JERSEY 07922
ACCEPTABLE USE POLICY AGREEMENT

The Board of Education is committed to providing the finest opportunity for students to learn. The Berkeley Heights Board of Education provides District employees and students with access to the District's electronic communication system ("system"), which includes Internet access.

The electronic retrieval of vast amounts of useful information has become available through the Internet. Recognizing, however, that the Internet is neither a regulated or policed entity, the Board requests that students agree to use this resource of information as an aid in the learning process according to the regulations set forth below. Therefore, students and their parents/guardians are required to sign the following Acceptable Use Policy Agreement prior to using the system.

This agreement will be in force for the duration a student attends a particular school. A new agreement must be agreed to only when a student moves to another school.

Failure to comply with this agreement will result in parental notification and/ or disciplinary action by the school principal or his or her designee.

I agree to abide by the following regulations:

1. Personal Safety

- a. I will not post personal contact information about myself or other people. Personal contact information includes names, personal physical addresses, email addresses, work addresses, school addresses, and telephone numbers
- b. I will not agree to meet with someone I have communicated with online without my parents'/guardians' approval and participation.
- c. I will promptly disclose to my teacher or other school employees any message I receive that is inappropriate or makes me feel uncomfortable.

2. Illegal Activities

- a. I will not attempt to gain unauthorized access to the District system or to any other computer system through the District system, or go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. I will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. I will not use the District system 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 another person, etc.

3. System Security

- a. I am responsible for the use of my individual account and I will take all reasonable precautions to prevent others from being able to use my account. Under no conditions should I provide my password to another person.
- b. I will immediately notify the Principal if I identify a possible security problem. I will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. I will not download or install software to avoid the inadvertent spread of computer viruses. .

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. I will not post information that, if acted upon, could cause property damage, pose a danger to others, or cause other disruptions.
- d. I will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending him or her messages, I must stop.
- f. I will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

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

6. Respecting Resource Limits

- a. I will use the system only for educational purposes.
- b. I will not download large files unless absolutely necessary. If necessary, I will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to my personal computer.
- c. I will not post chain letters or engage in "spamming". Spamming is sending an annoying or an unnecessary message to a large number of people.
- d. I will check my e-mail frequently, delete unwanted messages promptly, and stay within my e-mail quota.
- e. I will subscribe only to high quality discussion groups that are relevant to my education or career development.

7. Plagiarism and Copyright Infringement

- a. I will not plagiarize works that I find on the Internet. Plagiarism is taking the ideas or products including writings of others and presenting them as if they were my own.
- b. I will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces or acquires a work such as software, music, movies, games, videos, that is

protected by a copyright. If a work contains language that specifies acceptable use of that work, I will follow the specific requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner.

8. Inappropriate Access to Material

- a. I will not use the District system 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 access is to conduct research and such access is approved by both the teacher and the parent/guardian.
- b. If I inadvertently access such information, I should immediately disclose the inadvertent access in a manner specified by my school. This will protect me against an allegation that I have intentionally violated the Acceptable Use Policy Agreement.

9. Other Prohibited Activities

- a. I will not use the District system for commercial uses or political lobbying activities or any other illegal act not set forth herein in detail.

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Return this portion to the school

I understand and agree to abide by the Acceptable Use Policy for the entire time I attend my current school.

Student Name (please print) _____ School _____

Student Signature _____ Date _____

I, being the parent/guardian of the above named student, understand the pledge described above regarding the use of the District's computer network, and further understand that the District cannot insure the acceptable use of these facilities in spite of its efforts to supervise and guide the students. I also give my permission for this student to access the Internet using school facilities.

We understand that failure to comply with this agreement will result in parental notification and/ or disciplinary action by the school principal or his or her designee.

Parent/Guardian (please print) _____

Parent/Guardian (signature) _____ Date _____