

Cranford Public School District Telecommunications Acceptable Use Contract

The Cranford School District continually pursues the use of advanced technology and high-speed access to enrich and broaden learning opportunities for students and staff. With this learning tool, students and staff must understand and practice proper and ethical use. All staff will have the opportunity to attend workshops regarding procedures, ethics and security involving telecommunications. All students will be instructed on appropriate use of telecommunications before using the system.

CONDITIONS AND RULES CONDITIONS AND RULES FOR USE

1. Acceptable Use

The purpose of telecommunications is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. The use of telecommunications is a privilege, not a right, and to remain eligible as a user, the use of telecommunications must be in support of and consistent with the educational objectives of the Cranford Public School District. Access to telecommunications is made possible through an appropriate provider to be designated by the Cranford Public School District at its sole discretion. All users of telecommunications must comply with existing rules and Acceptable Use Policies of Cranford Public School District that are incorporated into this document. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. Privilege

The use of telecommunications is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Cranford Public School District, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, or suspend any user access at any time based upon a determination of inappropriate use.

3. Monitoring

Cranford Public School District reserves the right to review any material accessed by users. Users should have no expectation of privacy. Certain aspects of your use of the electronic environment are being recorded in logs either for the purpose of performance monitoring or for assistance in authorized legal investigations of alleged misbehavior under the policy. The actual contents of these logs will only be reviewed by authorized district or external law enforcement officials.

4. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

(a) Be polite. Do not send harassing, obscene, offensive, threatening, sexually oriented or otherwise illegal messages or depictions to other users.

(b) Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.

(c) Do not reveal your full name, personal address or phone numbers of yourself, other students, staff or colleagues.

(d) Note that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.

(e) Do not attempt to read, delete, copy, modify, view, send or otherwise use, without permission, another user's account.

(f) Do not use the Internet in such a way that you would disrupt the use of the network by other users.

(g) All communications and information accessible via the Internet should be assumed to be the private property of those who put it on the network

5. No Warranties

Cranford Public School District makes no warranties of any kind, whether express or implied, for the service it is providing. Cranford Public School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by the Cranford Public School Districts' negligence or by the user's errors or omissions. Use of any information obtained via telecommunications is at the user's own risk. Cranford Public School District specifically deny any responsibility for the accuracy or quality of information obtained through its services and shall not be responsible for any financial obligations arising through the unauthorized use of the system. All users need to consider the source of any information they obtain and consider how valid that information may be.

6. Security

(a) Telecommunications involve many users. Users with passwords must never allow others to use their password. Users should also protect their password to ensure system security and their own privileges and ability to continue use of the system.

(b) If you feel you can identify a security problem while using telecommunications, you must notify a teacher or administrator. Do not demonstrate the problem to other users.

(c) Attempts by a student or non-authorized user to log on to the telecommunications provider as another user may result in cancellation of user privileges.

(d) Any user identified as a security risk for having a history of problems with other computer

systems may be denied access to telecommunications by Cranford Public School District.

(e) Users shall not install or download software or other applications without permission of the supervising staff person.

7. Vandalism and Harassment

(a) Vandalism and harassment will result in cancellation of user privileges.

(b) Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, networks, or the telecommunications provider. This includes, but is not limited to, the uploading or creating of computer viruses.

(c) Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

8. Procedures for Use

(a) While using school equipment, a student or staff member may only use Cranford Public School Districts' telecommunication accounts.

(b) Student users must always get permission from their instructors before using telecommunications or accessing any specific file or application. FOLLOW WRITTEN AND ORAL CLASSROOM INSTRUCTIONS.

(c) Users shall not play games or use the computer resources for other non-academic activities.

9. Encounter of Controversial Material

While access to the Internet through school computers is administered by a teacher or other school personnel, the Cranford School District may not be able to technologically limit access to those online services that have been authorized for study and research.

(a) Children's Internet Protection Act and Neighborhood Children's Internet Protection Act. The Cranford Public School District is in compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA) and has installed technology protection measures for all computers in the school district that block and/or filter visual depictions that are obscene as defined in sections 1460 & 2256 of Title 18 United States Code.

Although Cranford Public School District has installed filtering software it is impossible to control the content of all data and a user may discover controversial materials when using the Internet. Thus, determined users may be able to access services and communicate with people on the Internet that the district has not authorized for educational purposes. Also, by participating in the use of the Internet, students may intentionally or unintentionally gain access to information and communications that they or their parents or guardians find inappropriate, offensive, controversial, or otherwise objectionable. By consenting to allow your child to use the Internet, you assume the risks spelled out in this paragraph.

10. Penalties for Improper Use

(a) Any user violating these rules, applicable state and federal laws, or posted classroom and building rules is subject to loss of privileges and any other District disciplinary options.

(b) An individual engaged in the unauthorized copying or use of software may also face civil suit, criminal charges, and/or penalties and fines.

(c) In addition, pursuant to State of New Jersey law, any unauthorized telecommunications access, attempted access, or use of any state computing and/or network system is a violation of the New Jersey Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

11. District Website

The Cranford Public School District shall establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices.

The district is in full compliance with N.J.S.A. 18A:36-35, which limits the disclosure of certain "personally identifiable information," including a student's name, photograph, address, email address, phone number, as well as the location and times of class trips, on a school web site without the receipt of prior written consent from the students' parent(s) or guardian(s). Prior parental consent is required because the disclosure of this information may present a safety risk and potential danger to children from Internet predators and others.

It is against Board policy to display any student's home address, email address, or phone number on its official school web site under any circumstance. However, the Board may seek prior written parental consent to display a child's name, with or without an accompanying photograph, and the location of a class trip or athletic / extracurricular event, only after that trip / event has occurred.

12. Parental Notification, Permission and Responsibility

Parents/guardians shall sign a permission form to allow their child(ren) to have an individual telecommunications account with the Cranford Public School District. Parents/guardians who do not wish for their child(ren) to have access to the Internet must notify the building principal in writing.

Parents/guardians shall also sign a permission form consenting to the disclosure of their child's name, with or without an accompanying photograph, as well as identification of the location and date of any class trips, athletic or extracurricular events in which their child(ren) may have participated, only after the class trip / event has taken place in order for the same to be displayed in public places on or about school property (including on school sponsored web sites, school bulletin boards, school newsletters, school bulletins, and on school promotions and advertisements for school-sponsored activities).