REGULATION

**BLACK HORSE PIKE REGIONAL
BOARD OF EDUCATION**

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ACCEPTABLE USE OF COMPUTER NETWORK/ COMPUTERS AND
RESOURCES

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The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

For the purpose of this Policy and Regulation, "computer networks/computers" includes, but is not limited to, the school district's computer networks, computer servers, computers, other computer hardware and software, Internet equipment and access, and any other computer related equipment.

For the purpose of this Policy and Regulation, "school district personnel" shall be the person(s) designated by the Superintendent of Schools to oversee and coordinate the school district's computer networks/computer systems. School district personnel will monitor networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety.

Due to the complex association between government agencies and computer networks/computers and the requirements of Federal and State laws, the end user of the school district's computer networks/computers must adhere to strict regulations. Regulations are provided to assure staff, community, pupils, and parent(s) or legal guardian(s) of pupils are aware of their responsibilities. The school district may modify these regulations at any time. The signatures of the pupil and his/her parent(s) or legal guardian(s) on the district-approved ~~Consent and Waiver Agreement~~ Acceptable Use Policy are legally binding and indicate the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules and regulations established under Policy and Regulation 2361.

Pupils are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers. Communications on the computer networks/computers are often public in nature and policies and regulations governing appropriate behavior and communications apply. The school district's networks, Internet access, and computers are provided for pupils to conduct research, complete school assignments, and communicate with others. Access to

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computer networks/computers is given to pupils who agree to act in a considerate, appropriate, and responsible manner. Parent(s) or legal guardian(s) permission is required for a pupil to access the school district's computer networks/computers. Access entails responsibility and individual users of the district computer networks/computers are responsible for their behavior and communications over the computer networks/computers. It is presumed users will comply with district standards and will honor the agreements they have signed and the permission they have been granted. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer networks/computers who violate the policies and regulations of the Board.

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential.

The following prohibited behavior and/or conduct using the school district's networks/computers, includes but is not limited to, the following:

1. Sending or displaying offensive messages or pictures;

2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;

3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;

4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;

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6. Cyberbullying;

7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;

8. Harassing, insulting, or attacking others;

9. Damaging computers, computer systems, or computer networks/computers;

10. Violating copyright laws;

11. Using another's password;

12. Trespassing in another's folders, work or files;

13. Intentionally wasting limited resources;

14. Employing the computer networks/computers for commercial purposes; and/or

15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

INTERNET SAFETY

Compliance with Children's Internet Protection Act

As a condition for receipt of certain Federal funding, the school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, 4, 5, 6, and 7 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district complies with and enforces Policy and Regulation 2361.

Compliance with Neighborhood Children's Internet Protection Act

Policy 2361 and this Regulation establish an Internet safety protection policy and procedures to address:

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1. Access by minors to inappropriate matter on the Internet and World Wide Web;

2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

3. Unauthorized access, including "hacking" and other unlawful activities by minors online;

4. Cyberbullying;

5. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;

6. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and

7. Measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding the material or visual depictions defined in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine Internet material that is inappropriate for minors.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety protection policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

Information Content and Uses of the System

Pupils may not publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to a reasonable person, or which, without the approval of the Superintendent of Schools or designated school district personnel, contains any advertising or any solicitation to use goods or services. A pupil cannot use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law.

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Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parent(s) or legal guardian(s) should be advised the Board and school district personnel have no control over content. While most of the content available on the Internet is not offensive and much of it is a valuable educational resource, some objectionable material exists. Even though the Board provides pupils access to Internet resources through the district's computer networks/computers with installed appropriate technology protection measures, parents and pupils must be advised potential dangers remain and offensive material may be accessed notwithstanding the technology protection measures taken by the school district.

Pupils and their parent(s) or legal guardian(s) are advised some systems and Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material. The Board and school district personnel do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having Internet access available to their children at home should be aware of the existence of such materials and monitor their child's access to the school district system at home. Pupils knowingly bringing materials prohibited by Policy and Regulation 2361 into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such pupils' accounts or access on the school district's computer networks and their independent use of computers.

On-line Conduct

Any action by a pupil or other user of the school district's computer networks/computers that is determined by school district personnel to constitute an inappropriate use of the district's computer networks/computers or to improperly restrict or inhibit other persons from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending person's access and other consequences in compliance with Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive 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 also prohibited and is a breach of the ~~Consent and Waiver Agreement.~~ Acceptable Use Policy

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Pupils and their parent(s)or legal guardian(s) specifically agree to indemnify the school district and school district personnel for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the pupil.

Computer networks/computer resources are to be used by the pupil for his/her educational use only; commercial uses are strictly prohibited.

Software Libraries on the Network

Software libraries on or through the school district's networks are provided to pupils as an educational resource. No pupil may install, upload, or download software without the expressed consent of appropriate school district personnel. Any software having the purpose of damaging another person's accounts or information on the school district computer networks/computers (e.g., computer viruses) is specifically prohibited. School district personnel reserve the right to refuse posting of files and to remove files. School district personnel further reserve the right to immediately limit usage or terminate the pupil's access or take other action consistent with the Board's policies and regulations of a pupil who misuses the software libraries.

Copyrighted Material

Copyrighted material must not be placed on any system connected to the computer networks/computers without authorization. Pupils may download copyrighted material for their own use in accordance with Policy and Regulation 2531 - Use of Copyrighted Materials. A pupil may only redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author or authorized source.

Public Posting Areas (Message Boards, Blogs, Etc.)

Messages are posted from systems connected to the Internet around the world and school district personnel have no control of the content of messages posted from these other systems. To best utilize system resources, school district personnel will determine message boards, blogs, etc. that are most applicable to the educational needs of the school district and will permit access to these sites through the school district computer networks. School district personnel may remove messages that are deemed to be unacceptable or in violation of Board

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policies and regulations. School district personnel further reserve the right to immediately terminate the access of a pupil who misuses these public posting areas.

Real-time, Interactive, Communication Areas

School district personnel reserve the right to monitor and immediately limit the use of the computer networks/computers or terminate the access of a pupil who misuses real-time conference features (talk/chat/Internet relay chat).

Electronic Mail

Electronic mail ("email") is an electronic message sent by or to a person in correspondence with another person having Internet mail access. The school district may or may not establish pupil email accounts. In the event the district provides email accounts, all messages sent and received on the school district computer networks/computers must have an educational purpose and are subject to review. Messages received by a district-provided email account are retained on the system until deleted by the pupil or for a period of time determined by the district. A canceled account will not retain its emails. Pupils are expected to remove old messages within fifteen days or school district personnel may remove such messages. School district personnel may inspect the contents of emails sent by a pupil to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the policy, regulation, or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any email transmitted or any other information on the school district computer networks/computers.

Disk Usage

The district reserves the right to establish maximum storage space a pupil receives on the school district's system. A pupil who exceeds his/her quota of storage space will be advised to delete files to return to compliance with the predetermined amount of storage space. A pupil who remains in noncompliance of the storage space allotment after seven school days of notification may have their files removed from the school district's system.

Security

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Security on any computer system is a high priority, especially when the system involves many users. If a pupil identifies a security problem on the computer networks/computer, the pupil must notify the appropriate school district staff member. The pupil should not inform other individuals of a security problem. Passwords provided to pupils by the district for access to the district's computer networks/computers or developed by the pupil for access to an Internet site should not be easily guessable by others or shared with other pupils. Attempts to log in to the system using either another pupil's or person's account may result in termination of the account or access. A pupil should immediately notify the Principal or designee if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any pupil identified as a security risk will have limitations placed on usage of the computer networks/computers or may be terminated as a user and be subject to other disciplinary action.

Vandalism to any school district owned computer networks/computers may result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other computer networks/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Printing

The printing facilities of the computer networks/computers should be used judiciously. Unauthorized printing for other than educational purposes is prohibited.

Internet Sites and the World Wide Web

Designated school district personnel may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by designated school district personnel who shall ensure the content of the site complies with Federal, State, and local laws and regulations as well as Board policies and regulations.

Violations

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Violations of the Acceptable Use of Computer Networks/Computers and Resources Policy and Regulation may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and/or Regulation, 2361 - Acceptable Use of Computer Networks/Computers and Resources, 5600 - Pupil Discipline/Code of Conduct, 5610 - Suspension and 5620 - Expulsion as well as possible legal action and reports to the legal authorities and entities.

Determination of Consequences for Violations

The particular consequences for violations of this Policy shall be determined by the Principal or designee. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities is the appropriate course of action.

Individuals violating this Policy shall be subject to the consequences as indicated in Board Policy and Regulation 2361 and other appropriate discipline, which includes but is not limited to:

1. Use of computer networks/computers only under direct supervision;

2. Suspension of network privileges;

3. Revocation of network privileges;

4. Suspension of computer privileges;

5. Revocation of computer privileges;

6. Suspension from school;

7. Expulsion from school; and/or

8. Legal action and prosecution by the authorities.

Issued:19 July 2012
1st Reading: 13 OCT 2016

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BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
FACULTY AND STAFF
ACCEPTABLE USE POLICY FOR INTERNET AND OTHER ONLINE USE

Last Name: _____ First Name: _____

School & Department: _____ Phone ext.: _____

Position: _____

The Black Horse Pike Regional School District's Internet, email and other online sources (hereafter referred to as Internet) are provided for staff to facilitate communications in support of education. The Internet is a tool for life-long learning and with it comes a need for proper and ethical use. The goal of educators who manage the Internet should be teaching individual users the skills and propriety necessary to use the Internet appropriately rather than controlling online information.

Conditions and rules for use:
1) Compliant Use
Internet use must be in support of and consistent with the educational objectives of the Black Horse Pike Regional School District. All Internet users must comply with existing rules incorporated into this document.
2) Network Etiquette
a) Do not reveal personal information regarding yourself or others. ***Be aware that electronic mail (e-mail) is not private. Be cautious about student confidentiality. Remember that e-mail sent or received through the district BELONGS to the district and is archived for seven years.***
b) Personal use of computers, for example access to personal e-mail or social networking sites, may be done during lunch, or after your working day, not during normal working hours, or instructional time unless being used for a class project.
c) Be polite when communicating with others.
d) Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
e) Do not engage in activities which are prohibited under state or federal law.
f) Follow copyright regulations which govern all communications and information accessible on the Internet.
3) Monitoring
a) Use of the Internet will be monitored. Network administrators may review files, web sites visited, and communications to maintain system integrity and ensure that users are using the system properly.
b) Users should know that files stored on computers or on the network are not private.
c) All staff are asked to report violations or attempts to bypass security. Reporting may be done anonymously.
d) Promptly disclose to your supervisor any message you receive that is inappropriate or makes you feel uncomfortable.
4) Privilege
a) Since the use of on line services, Internet providers, and electronic bulletin boards is a privilege, any inappropriate use will result in cancellation of that privilege.
b) Each individual who receives an account shall be required to acknowledge in writing the receipt and understanding of the rules and regulations appertaining to telecommunicating to out of district resources.
5) Illegal and Unethical Uses
Inappropriate uses of the Internet include:
a) Using the Internet for any illegal activity.
b) Using the Internet for financial or commercial gain.
c) Gaining unauthorized access to resources or entities.
d) Posting personal communications without the author's consent.
e) Posting information that could cause damage or a danger of disruption to Internet use.
f) Sending "chain letters" or jokes through school email, and any other type of use which would cause congestion of the networks or otherwise interfere with the work of others.
g) Using the Internet to lobby for votes.
h) Using the Internet to send/receive/access pornography or other inappropriate material.

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i) Using the Internet to send/receive information that advocates racism, sexism, religious bigotry or that contains obscenities.

j) Making deliberate attempts to disrupt the computer system, disconnect electrical, mouse or keyboard plugs, or destroy data by any means, especially by spreading computer viruses.

k) Using the Internet to send/receive messages that are inconsistent with the school's code of conduct.

l) Allowing a student to access a computer/internet/e-mail using your log-in.

m) Walking away from your computer without locking your workstation.

n) Leaving Genesis logged on when you walk away from your computer.

o) Accessing Netflix, Blockbuster or other movie rental company to stream a movie.

p) Using the Internet to harass others.

q) Vandalizing or modifying data, software, hardware.

6) **Other Restrictions**

The following are additional limitations to be adhered to while using the Internet.

a) NO information or software may be downloaded.

b) NO chat rooms or chat sites may be used.

c) NO shopping, ordering items, or gambling online is allowed.

7) **No Warranties**

Users of the Internet must understand that the Black Horse Pike Regional School District does not control the content of the information on the Internet. Therefore, the Board of Education of the Black Horse Pike Regional School District denies any responsibility for the accuracy or quality of information accessed.

The District makes no guaranties of any kind, either expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

The Black Horse Pike Regional School District reserves the right to restrict access to other areas not specifically covered in this Acceptable Use Policy. Users will comply with Board of Education policies dealing with the internet and e-mail behavior and conduct. This policy will be reviewed on a periodic basis.

User: I am honor bound to uphold the rules contained in this document and to indicate if any violation has taken place. I will abide by the previously stated conditions and rules of this Acceptable Use Policy.

A copy of this Acceptable Use Policy is available on the district web site for your reference Please return the signed original to your supervisor.

I have read, understand, and agree to adhere to this policy.

Signature _____ Date _____

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BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
Acceptable Use Policy Agreement

RETURN THIS TO YOUR HOMEROOM TEACHER
Your account will be disabled if not returned by September 17th!

PrintFull Name (Last, First, Middle Initial): _____

_____ *Graduation Year* _____

Username (Student ID#)								

Computer & Network Policies:
1.   Do not share your password with others. Only logon yourself. Be sure to log off when finished.
2.   Access only your personal account.
3.   Report violations or attempts to bypass security. Reporting may be done anonymously.
4.   Do not attempt to log on as a system administrator or change a system configuration.
5.   Use of the network will be monitored. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system properly.
6.   Users should know that files stored in computers are not private.
7.   Do not damage or modify the equipment in any way.
8.   No wasteful printing.
9.   Social Networking sites are not allowed unless being used for a class project.
10.   Do not attemptunauthorized access to resources or entities by trying to bypass security features.
11.   Do not postmessages.
12.   Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
13.   Do not make deliberate attempts to disrupt the computer system or destroy data by any means, especially by spreading computer viruses.
14.   Do not use the network in any way which might cause congestion or otherwise interfere with the work of others.
15.   Do not bring food, drink or gum into the computer labs or near the computers in classrooms.

I read, understood, and agree to the computer and network policies listed above. I have received a copy of the Acceptable Use Policy (AUP). I further understand that I share in the responsibility of ensuring that all online computers and databases are maintained properly for everyone's use. I am honor bound to uphold the rules contained in this document and to indicate if any violation has taken place. To not do so would be an Honor Code Violation. I will abide by the stated conditions and rules of the Acceptable Use Policy until I graduate. My signature and

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that of my parent indicate that I agree to use the Internet and all other school computer services for legitimate educational purposes only.

Student's Signature: _____ Date: _____

? I grant my child permission to use the Internet.

? I do not grant my child permission to use the Internet.

Parent's/Guardian's Signature: _____ Date: _____

BLACK HORSE PIKE REGIONAL ACCEPTABLE USE POLICY

I. Introduction

The Board of Education encourages the use of technology in the classroom as an educational tool and to promote student achievement. To achieve this, the Black Horse Pike Regional School District strives to maintain an array of technology and telecommunication equipment, which is made available to all students and staff members. In an effort to maintain high standards of technology, the following policies have been put into place to ensure the safety and security of the district network, as well as the safety and security of those who are using it.

Technology, as defined in this policy, refers to any software, computer hardware, video conferencing equipment, or device owned by the District or student/staff member that makes a connection to the Black Horse Pike Regional School District (BHPRSD) network.

The Internet connectivity and other network resources that are provided by the Board of Education are for the purpose of allowing students and staff to access unique resources, to support research, and to promote collaboration.

II. What constitutes acceptable use?

The Board of Education supports the use of technology and the Internet in the district's instructional program. "Acceptable use" is defined as any educational activity involving technology that is approved by the teacher in a classroom setting, including research and collaboration. Students are allowed to utilize school devices in conjunction with the district network to retrieve information and run specific software

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applications as directed by their teachers for enhancing the classroom learning experience. For instructional purposes, the use of technology and the district network shall be consistent with the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities and developmental levels of the students. Teachers may create videos for flipped classrooms streamed from our network. Students may not be in videos that are streamed from our domain unless a signed release by the parents is on file. These videos must be educationally sound and in line with the curriculum. Any websites or other links should reflect appropriate educational value for both students and staff. The use of blogging on our domain must be moderated by the teacher to be sure posts are appropriate and do not violate and of the guidelines outlined below.

III. Computer / Internet is a privilege

Use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules may result in cancellation of the privilege. The Board of Education, under this agreement, is delegated the authority to determine appropriate use and may, revoke, suspend or deny access to any user account at any time based upon its determination of inappropriate use by an account holder or user.

IV. Liability Disclaimer / No Warranties

The district makes no warranties of any kind, expressed or implied, that the functions or the services provided by or through the BHPRSD network will be error-free or without defect. The District will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruption of service. The district is not responsible for financial obligations arising through the unauthorized use of the BHPRSD network.

V. Filtering

The district is in compliance with the Children's Internet Protection Act (CIPA) and uses technology protection measures that block and/or filter visual depictions that are obscene. Technology protection measures have been put into place with respect to any of our computers with Internet access that protects against access through such computers to visual depictions that are obscene, child pornography, or harmful to minors.

When an Internet site with legitimate educational value is inadvertently blocked, a district technology staff member may override the protection measures that blocked and/or filtered that site upon receiving a written request from a district staff member.

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VI. Illegal/ Prohibited Activities

Use of BHPRSD network for any illegal activities that violate federal, state, or local laws and regulations is prohibited. Illegal activities include, but are not limited to:

- Accessing or distributing material that is obscene, pornographic, harmful to minors or otherwise inappropriate for educational use.
- Downloading or storing movies, music, software, games, documents or other materials on the district network which would violate copyrights or licensing agreements. Students' folders are subject to inspection by members of the technology department, and files that violate this policy will be deleted without notice.
- Accessing any district system or file without authorization, stealing data or other intellectual property, invading the privacy of others, vandalizing data of another user, intentionally disrupting network traffic.
- Tampering with district equipment or computers to crash, degrade, disrupt or bypass the district network.
- The use of proxies, remote software or any other means to bypass the district web filter.
- Utilizing the district computer network to operate a business, or to publish/host a website unless authorized by a staff member for educational purposes.
- Sending "chain letters"
- Using the internet to lobby for votes
- Using the Internet to send/receive/access pornography or other inappropriate material
- Using the internet to send/receive information that advocates racism, sexism, religious bigotry or that contains obscenities.
- Using the network to raise funds without the expressed permission of School District Administration.

VII.   Monitoring of equipment

Technology equipment and the BHPRSD network is 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, e-mail, computers and the district network. The system is designed to keep a record of all activity on and off the Internet, and this information is also district property. It is important for all users to understand that no use of the Internet or e-mail can ever be guaranteed private.

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School building staff and/or faculty will have the ability to monitor students' use of the Internet, through direct supervision, or monitoring Internet use history, to ensure enforcement of this policy.

VIII. Security / Safety

a. *Password security*

Staff and students entering the BHPRSD are issued a network login and password for their exclusive use. The combination of a user login and password is not to be shared with anyone at any time. Logins and passwords are in place to protect information contained in district network resources. User names and passwords will be used to log into the wireless BHPRSD SSID on personal devices as well as district owned devices.

b. *Private information*

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.

The district respects and values privacy. In order to maintain system integrity and to ensure responsible use of district technology however, the district technology department has the capability to view the contents of any file server, workstation, laptop or district e-mail. Therefore, users of BHPRSD equipment, network, or website should have no expectation of privacy regarding their use of district property, network and/or Internet access.

c. *Information Security*

Students should only use electronic mail, chat rooms, blogs, social media and other forms of direct electronic communication for school related purposes as directed by staff, and will not disclose personal information such as name, school, address, and telephone number to others outside of the district network except under the direct supervision of a staff member. Use of e-mail, chat rooms, blogs, social media and other forms of direct electronic communication for school related purposes shall not be used to harass, intimidate, or bully. Swift and thorough investigations will take place and proper disciplinary action will be taken, including but not limited to the revocation of network privileges.

d. *Staff Communication with students*

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Electronic communication with students shall be conducted only via district online facilities and systems or outside/public systems or services explicitly approved by the administration of the

district. Be aware that electronic mail (e-mail) is not private. Be cautious about student confidentiality. Remember that staff member e-mails sent or received through the district is the property of the district and is archived for seven years. This includes communications with students via e-mail. Communication of staff with students via e-mail must remain professional, appropriate, reasonable and have a legitimate curricular purpose. E-mail communications with students must be done through the district e-mail system. Staff e-mailing students or students e-mailing staff from personal accounts is not permitted.

By signing this Acceptable Use Policy, parents and students give consent to delete or discard their e-mails if they wish; however, e-mails back and forth with staff members will be archived for 7 years.

e. Electronic Gradebook:

Since the district uses an electronic grading system, staff members must lock their workstation when walking away from their computer. Staff members may not allow students to use their computer sign-in when the electronic gradebook is active.

IX. Personally Owned Electronic Devices

A Personal Electronic Device is described as any electronic device that would have the capability to connect wirelessly to a network. The district offers filtered wifi access in each building. Students and Staff are permitted and encouraged to use personally owned electronic devices as educational tools within the classroom to expand the access to knowledge and enable the communication between students, staff, parents and the world around us. Please be aware that once a personal device is connected to the district's SSID, the staff member and the device will be governed by the district's Policy and Regulation # 2361 Acceptable Use Policy, Policy # 4282 Use of Social Networking Sites, Policy # 5516 Remotely Activating Communication Devices, and all other district policies and regulations. The district will only allow up to two (2) personal devices per staff member and one (1) personal device per student.

- Staff and students utilizing personal devices while on district property, do so at their own risk. The district assumes no

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responsibly for personal devices that are stolen, damaged or lost.

- Staff and students are advised to take reasonable precautions to prevent damage or theft of personal devices.
- Functionality, including but not limited to, wifi set-up/connection, maintenance/updating, charging, software and operation of the personal electronic device, is solely the device owner's responsibility. Charging facilities may not be available or provided at school, students should plan to bring personal devices to school fully charged.
- The district Technology Department will confirm that the district wifi network is working correctly within the building, but will not provide technical support for personal electronic devices.
- Personal devices may have the ability to connect to cellular networks and enable features beyond what is available on the district wireless network. (i.e. Text Messaging) Use of any of these features may involve costs or charges that are not within the control of the district and will be the responsibility of the owner of the device. Should a device connect to a network other than the district's, the device may have access to content not suitable for school, and the user of the device is still expected to abide by district acceptable use guidelines while the device is in use on school property.
- Using personal devices is a privilege and may be revoked at any time.

X.   Violations of this Acceptable Use Policy

Individuals violating this policy shall be subject to the consequences as indicated below and other appropriate discipline which is listed in the district code of conduct, including but is not limited to:

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

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Signature for AUP / Consent

No student shall be allowed to use the BHPRSD network (SSID) and the district Internet connection unless a consent form signed by the student and his/her parent(s)/guardian(s) is on file at the schools which the student attends.

No staff member shall be allowed to use the BHPRSD network (SSID) and/or the district Internet connection unless a signed consent form is on file with the District.
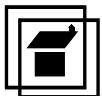
_____   _____
Student PRINT NAME   Parent PRINT NAME

_____   _____
Student Signature   Parent Signature

_____   _____
Staff Member PRINT NAME   Staff Member Signature

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BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
STUDENT ACCEPTABLE USE POLICY FOR INTERNET AND OTHER ONLINE USE

The Black Horse Pike Regional School District's Internet and other online sources (hereafter referred to as Internet) are provided for students and staff to facilitate communications in support of research and education. The Internet is a tool for life-long learning and with it comes a need for proper and ethical use. The goal of educators who manage the Internet should be teaching individual users the skills and propriety necessary to use the Internet appropriately rather than controlling online information.

Conditions and rules for use:

1)   Compliant Use

Internet use must be in support of and consistent with the educational objectives of the Black Horse Pike Regional School District. All Internet users must comply with existing rules incorporated into this document.

2)   Network Etiquette

a)   Do not reveal personal information regarding yourself or others. Anything saved or sent using our network is not private.
b)   Be polite when communicating with others.
c)   Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
d)   Do not engage in activities which are prohibited under state or federal law.
e)   Follow copyright regulations which govern all communications and information accessible on the Internet.
f)   Cite properly all borrowed information, which is the intellectual property of the databases.

3)   Monitoring

a.   Use of the Internet will be monitored. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system properly.
b.   Users should know that files stored in computers are not private.
c.   Users are asked to report violations or attempts to bypass security. Reporting may be done anonymously.

4)   A Privilege, not a Right

a.   Internet access is a privilege, not a right. Inappropriate use or any violation of these conditions and rules may result in the cancellation of the privilege. Depending upon the severity of the infraction, any of the following consequences could occur: a warning; revocation of privileges for a specified period of time or permanently; detention; suspension from school; and/or other disciplinary sanctions.

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b. ~~The Acceptable Use Policy Committee and its representatives will deem what is inappropriate use.~~

5) ~~Illegal and Unethical Uses~~
~~The following list indicates **SOME** inappropriate uses of the Internet:~~
a) ~~Using the Internet for any illegal activity.~~
b) ~~Using the Internet for financial or commercial gain.~~
c) ~~Gaining unauthorized access to resources or entities.~~
d) ~~Posting personal communications without the author's consent.~~
e) ~~Posting information that could cause damage or a danger of disruption to Internet use.~~
f) ~~Sending "chain letters", "broadcast" messages, or "attachments" to lists or individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others~~
g) ~~Using the Internet to lobby for votes.~~
h) ~~Using the Internet to send/receive/access pornography or other inappropriate material.~~
i) ~~Using the Internet to send/receive information that advocates racism, sexism, religious bigotry or that contains obscenities.~~
j) ~~Making deliberate attempts to disrupt the computer system, disconnect electrical, mouse or keyboard plugs, or destroy data by any means, especially by spreading computer viruses.~~
k) ~~Using the Internet to send/receive messages that are inconsistent with the school's code of conduct.~~
l) ~~Using the Internet to cyber-harass or cyber-bully others.~~
m) ~~Vandalizing or modifying data, software, hardware, or anything else (including but not limited to changing icons, wallpaper & screensavers).~~
n) ~~Using the Internet to play games without permission.~~
o) ~~Attempting to bypass our internet filters to access unauthorized sites.~~

6) ~~Other Restrictions~~
~~The following are additional limitations to be adhered to while using the Internet.~~
a) ~~NO information or software may be downloaded unless permission is given for a school assignment.~~
b) ~~NO chat rooms or chat sites may be used.~~
c) ~~NO shopping, ordering items, or gambling online is allowed.~~
d) ~~No Email.~~
e) ~~NO video may be accessed.~~
f) ~~Printing is limited to school research only.~~
g) ~~If inappropriate materials are accidentally accessed, students must back out of the site immediately.~~
h) ~~Promptly disclose to your media specialist, teacher, or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.~~
i) ~~The social networking sites MySpace and Facebook may not be accessed on school property. Ning, Wiki's and Google Docs may be used for school projects ONLY. If using a Wiki for class, you may not delete someone else's work, or make any unauthorized changes.~~

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7) No Warranties

Users of the Internet and parents of users must understand that the Black Horse Pike Regional School District does not control the content of the information on the Internet. Therefore, the Board of Education of the Black Horse Pike Regional School District denies any responsibility for the accuracy or quality of information accessed.

The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

The Black Horse Pike Regional School District reserves the right to restrict access to other areas not specifically covered in this Acceptable Use Policy. Users will comply with Board of Education policies dealing with student behavior and conduct. This policy will be reviewed on a periodic basis.

User: I am honor bound to uphold the rules contained in this document and to indicate if any violation has taken place. Not to do so would be an Honor Code Violation. I will abide by the previously stated conditions and rules of this Acceptable Use Policy until I graduate.

Please keep Acceptable Use Policy for your reference and return the signed New Account Application.