

**CRITICAL POLICY REFERENCE MANUAL**  
**Pleasantville Board of Education**  
**Pleasantville, New Jersey 08232**  
**Policy**

**FILE CODE: 6142.10**

**Monitored**

**Mandated**

**Other Reasons**

---

Information Technology  
**Acceptable Use Policy (AUP)**

**BACKGROUND:**

On August 13, 2002 the Pleasantville Board of Education established Board Policy #6142.10 as the Acceptable Use Policy for the Internet as required by the Children's Internet Protection Act. All connections to the Internet by the Pleasantville District students and employees are subject to the Pleasantville Board of Education Acceptable Use Policy (AUP). This document will undergo annual review to ensure that it reflects current laws and regulations.

This annual review dated August 8, 2007 reflects current laws, regulations and upgrades to technology. The Acceptable Use Policy for the Internet, and technology use, is required by the Children's Internet Protection Act and the Pleasantville Public Schools District's Technology Plan, Goal 8-Ethical Use. All uses of the computer network and Internet by the Pleasantville District students and employees are subject to the Pleasantville Public Schools Board of Education's Acceptable Use Policy (AUP).

## **ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGIES**

### **Reasons for this Policy**

Pleasantville Public Schools District ("District") is providing computer network, Internet access, and other technologies ("Technologies") for its students and employees. These services allow employees and students to share information, learn new concepts, research diverse subjects, and become technologically educated in a changing world.

The District has adopted this Acceptable Use Policy ("Policy") to set guidelines for access to the Technologies provided by the District. Every student and employee who wants access to Technologies is required to sign the agreement to the Policy and submit it to the District. All students who are under 18 also must have his/her parent/guardian sign the agreement to the Policy. By signing the agreement to this Policy, the student, employee, and parent/guardian agree to follow the rules set forth in this Policy and to report any misuse of the Technologies to a teacher or supervisor. The Policy will remain in effect until the Pleasantville Board of Education adopts changes to the Policy, at which time a new agreement to the Policy must be signed.

To obtain access to Technologies, all students and staff must follow all Policy procedures developed by the District. A signed Acceptable Use Policy Agreement must accompany any request to activate a Pleasantville Public Schools District's User Account ("Account"), which provides access to district technologies.

The Account may only be used during the time the user is a student or employee of the District. Anyone who receives an account is responsible for making sure it is used properly.

### **Acceptable Uses of the Computer Network, Internet and Other Technologies**

The Account provided by the District should be used only for educational or professional purposes. Staff may use the Technologies for personal use only if such use is incidental and occurs during their duty-free time. If a user is uncertain about whether a particular use of the Technologies is appropriate, he or she should consult a teacher or supervisor.

1. Students and staff are encouraged to use District Technologies, which contain computer software programs, databases, student work and access to the Internet.
2. In compliance with the Children's Internet Protection Act ("CIPA"), the District monitors all activity on District Technologies. Users are identified by login and workstation.
3. The District's Technology Department (District Network Engineer and Educational Technology Supervisor) reserves the right to set quotas for disk storage on the system in order to ensure efficient operation of the network. Users should check their personal files and e-mail (if applicable) frequently and delete files or data that take up excessive storage space.

4. The use of personal technology equipment is prohibited. This includes, but is not limited to, personal computer equipment, music devices, VCR, and DVD players. The use of district computer CD/DVDs and videocassettes should be for curriculum-related activities.
5. Electronic (e-mail) and/or instant messages may be inspected for content and use and should not be considered as private. This inspection by the District may be done without consent of the sender or identifiable recipient. This may be done to comply with the law and/or policies of the District or to investigate complaints concerning mail that may contain inappropriate or illegal material. The District will cooperate fully with local, state or federal officials in any investigation concerning any e-mail transmitted on the district network.
6. All users of the District's Technologies must not engage in Chat Room activity. Account users, for their own safety, should not meet, in person, anyone they have met on the Internet. A user shall not respond to any unsolicited contact or attempt to access personal information from an unknown source.
7. Copyrighted materials must not be placed on any system connected to the network without the author's permission. Users, for their own use, may review copyrighted materials. Users will adhere to all software copyright and licensing laws.
8. User's participation in any activities deemed offensive or illegal is prohibited. These activities include but are not limited to: hacking, purchasing illegal substances, pornography, gambling, terrorist threats, slander, obscenities, and hate crimes. Displaying or printing material containing objectionable language or images is strictly prohibited.
9. Misuse or damaging of any computer, computer system, computer network, technologies or similar school property is prohibited. No user may install, upload or download software without the consent of the District Technology Department. Any attempts to purposely disrupt the District's computer system performance or alter/destroy data, by spreading computer viruses that can damage computer files, systems, servers or network systems, is prohibited.
10. Any attempt to log in using another user's account or password is prohibited. Users should not let others know their password. If a user has reason to believe that his or her password has been compromised, he or she should notify the building technology coordinator.
11. Posting on any district web page is for educational, non-commercial use only.
12. Security on the District's Technologies is a high priority. Account users will abide by all District security policies as set forth in this Policy. If a user suspects a potential security risk, he or she should report the incident.
13. Student information shall only be used in a District publication and/or District technology source if the student's parent/guardian has granted permission by signing the **Pleasantville Student Media Consent and Release Agreement**.

14. The use of the District's Technologies to play games should be limited to curricular goals. Game playing must be supervised and confined to sites that are predetermined and pre-screened by the instructor.
15. In compliance with the Children's Internet Protection Act ("CIPA"), the District has made every effort through filtering devices to eliminate access to offensive content over the Internet. The District utilizes software protection measures that block or filter Internet access to pictures that: (1) are obscene, (2) are child pornography, or (3) are harmful to minors. The software will work by scanning for objectionable words or concepts, as determined by the District. [Note: CIPA does not enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that the District determine which words or concepts are objectionable.] However, **no software is foolproof, and there is still a risk a user may connect to a site containing such materials.** No filtering device is 100% effective; therefore, if offensive content slips past the filtering device, the user should report this occurrence to a staff member immediately. A user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor.
16. Any violations of the conditions of this Policy may result in penalties by the Administration, that include, but are not limited to:
  - Verbal or written warning
  - Loss of computer privileges
  - Detention, Suspension, Expulsion
  - Restitution
  - Notification of Local, State or Federal authorities
  - Termination

### **Privacy Policy**

The District has the authority to monitor all Accounts and Users. All such materials are the property of the District. Account users do not have any right to or expectation of privacy regarding such materials.

### **Disclaimer**

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the Accounts. The District also denies any responsibility for the accuracy or quality of the information obtained through the Account.

Revised 8-07

Any statement, accessible on the computer technologies is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Account users are responsible for any losses sustained by the District or its affiliates, resulting from the Account user's intentional misuse of the Account.

# PLEASANTVILLE PUBLIC SCHOOLS

## ACCEPTABLE USE POLICY

### **Employee Agreement of the Acceptable Use Policy**

I have read, understand, and agree to abide by the provisions of the Acceptable Use Policy (located on the District web page, in the District Technology Manual, and available from the building technology coordinator) of the Pleasantville Public Schools District (“District”).

I understand and agree in the event a third party makes a claim against the District as a result of my use of the computer network, Internet, or technologies provided by the District, the District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the District, its affiliates, and its employees from any claims or damages of any nature arising from my access or use of the computer network, Internet, or technologies provided by the District. I also agree not to hold the District responsible for materials improperly acquired on the system or for violations of copyright restrictions, user’s mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the State of New Jersey.

As an Account User of the Pleasantville Public Schools District’s technologies, I hereby agree to comply with the stated rules of the Acceptable Use Policy and use all technologies in a responsible and proper fashion while adhering to all relevant rules and restrictions.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Location/ Position \_\_\_\_\_

***This form is to be kept on file at the school or office by the school site administrator. It is required for all employees that use the District's technologies. It is to be renewed each year prior to any usage.***