

NORTH CALDWELL PUBLIC SCHOOLS  
North Caldwell, New Jersey

**RULES AND REGULATIONS FOR INTERNET ACCESS**

The use of the Network is a privilege, not a right, and when it has been determined that inappropriate use has occurred, suspension of that privilege will result. The Board of Education, school administration, faculty, or staff may request that an individual's access be temporarily denied, revoked, or suspended by the system administrator. Serious infractions will lead to permanent revocation of Network privileges. In these cases, the decision will be determined at a formal Board of Education hearing.

**CODE OF ETHICS AND ETIQUETTE**

**1. Maintain Privacy**

- Your username and password belong only to you. Keep your password secret. Do not allow anyone to use your username or password.
- Do not allow anyone to use a login session which you have established with your username and password.
- Do not use anyone else's username and password.
- Do not reveal personal information (yours or someone else's), including home addresses and/or telephone numbers to anyone you communicate with over the Internet.
- Do not assume that everything you read on the Internet is true.
- Assume that any message you send or any data you store online may be read by others. Do not reveal personal or sensitive information about yourself or others.

**2. Be Considerate**

- Use appropriate language.
- Do not send abusive messages.
- Do not attempt to read or modify the files of other users.
- Do not use the network in a way that disrupts or hampers its use by others.

### 3. Be Responsible

- Do not review, download or print any materials that obscene, vulgar, sexually explicit, degrading, or otherwise inappropriate.
- All employees shall strictly adhere to the copyright laws of the United States. No software shall be copied and or distributed except in accordance with these laws. All software placed on media which there is public access shall be copy protected by the Supervisor of Technology who shall assure that individuals who have access to such programs shall not copy them without authorization.

### 4. Be Honest and Ethical

- Conform to all copyright and licensing laws.
- Do not plagiarize.
- Cite all information sources properly.
- The Network may not be used to promote any unauthorized business, political, or religious activity. All illegal activities are strictly forbidden.
- Do not attempt to access resources to which you are not entitled.
- Do not make, use, download or attempt to install unauthorized copies of files or software on any district systems.
- Do not post anonymous messages.

The rights of privacy will be respected unless legal or ethical violations are suspected. Administrators may review files and communications to maintain system integrity and insure that the users are using the system in a responsible manner. Users should **not** expect that files stored on district servers will always be private. E-Mail is subject to monitoring as well.

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ACCEPTABLE USE POLICY

The Board recognizes that the use of technology in the educational process is essential as part of the schooling experience. Technology is viewed as a tool to enhance the learning process among other tools that are required for teachers and students to fully explore the curriculum. In addition, technology can be used to enhance the administration of the schools and the district. In order to provide direction and meaning to the use of technology as an instructional tool, the Board directs that the Superintendent and the teaching and support staff use technology as a regular part of the learning process in appropriate areas of curriculum.

For purposes of this policy, “technology” means the use of computers and computer peripherals, communications networks, access to databases and libraries of information and the integration of audio, video, multimedia devices and media for purposes of teaching and learning.

The North Caldwell internet connections will provide access to vast amounts of resources that will be beneficial to both staff and students. Because of the large amount of data, a usage policy must be established to regulate some of this exchange.

**Permitted Activities and Uses**

The district’s computers and networks exist to support its curricular objectives.

**Prohibited Activities and Uses**

All of the district’s existing regulations on conduct and behavior are deemed applicable in the context of computer and network use. Any use which violates any regulation is expressly prohibited. Moreover, prohibited activities include, but are not limited to actions which would:

- Violate any local, state, or federal law or any international accords or treaties to which the U.S. is a party;
- Compromise the security of the district’s computers or network, or the security of other institutions’ computing resources accessible over the network;
- Invade someone’s privacy’
- Infringe copyright, software licensing rights and all other state and federal laws governing intellectual property;

- Cause an event or outage on the network that results in a denial of service to others;
- Result in the destruction or damage of computer hardware, software, or data;
- Be threatening to others;
- Be commercial activities;
- Be partisan political activity in support of candidates for elected office; or
- Be for personal advertising.

### **“Acknowledgement, Consent and Waiver” Form Required**

Prior to receiving an account allowing Internet access, each user of the district’s network (including, but not limited to students, teachers, and other staff) must read a copy of the district’s administrative regulations on Internet use and sign and return the district’s “Acknowledgement , Consent and Waiver” form as developed by the Superintendent. Such form shall include, at a minimum: (1) an acknowledgement of the district’s regulations governing its networks and computers; (2) an acknowledgement that a user has no reasonable expectation of privacy with respect to messages sent or data stored online; and (3) an acknowledgement and acceptance of the risks inherent in Internet use, holding the district harmless with respect to such risks. In the case of students, a parent or guardian must also read the indicated materials and sign a copy of the “Acknowledgement, Consent and Waiver” form on the student’s behalf.

### **Revocation of Internet Access and Other Penalties**

The district’s regulations on computer and Internet usage promulgated hereunder are another part of the district’s regulations on student conduct and, as such, are subject to the same mechanisms of discipline and punishment.