

HANOVER TOWNSHIP PUBLIC SCHOOL DISTRICT Acceptable Use Policy (AUP) Consent and Waiver

Hanover Township Public School District offers student access to a computer network and the Internet. To gain access to the Internet as per Board of Education policy, all students must obtain parental permission as verified by your signature on the forms below. Should a parent or guardian prefer that a student not have Internet access, use of the computers is still possible for purposes such as word processing (see below).

What is possible?

We believe that the benefits to students from access to the Internet in the form of information resources and opportunities collaboration exceed the possible disadvantages. Ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access. Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, obscene, pornographic, potentially offensive, or harmful to minors. While the purpose of students having access to the Internet while at school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We have installed software on district computers, which should restrict students from accessing materials that are illegal, obscene, pornographic, or harmful to minors. District personnel will monitor networks and online activity to ensure their proper use and compliance with Federal and State laws.

What is expected?

Students are responsible for appropriate behavior on the school's computer network while on school property, in school vehicles or at school sponsored events just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the Rules of Appropriate Use?

Privacy – Network storage areas may be treated like school lockers or desks. Network administrators may review communications to maintain system integrity to insure that students are using the system responsibly.

Storage capacity – Users are expected to remain within allocated disk space and delete material that takes up excessive storage space.

Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language – No profane, obscene, vulgar, abusive, or impolite language may be used to communicate (including but not limited to communication through electronic mail, chat rooms, and other forms of direct electronic communications) nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Unauthorized use – Students should never seek unauthorized access to the files, data, or resources of other individuals or entities.

Please sign and return page two of this agreement.

HANOVER TOWNSHIP PUBLIC SCHOOL DISTRICT
Acceptable Use Policy (AUP) Consent and Waiver

Guidelines to follow to prevent the loss of network privileges at Hanover Township Public Schools:

- Do not use a computer, device (i.e.: tablets, smart phones) or network (Google Drive, etc.) to harm other people or their work. Users may not use network systems to insult, harass or attack others.
- Do not use the network for financial gain, commercial (purchasing products online) or illegal purposes.
- Do not damage or change the computer, operating system or the network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright or intellectual property laws or plagiarize someone's work and present it as your own.
- Do not share your password (if assigned) with another person.
- Do not waste limited resources such as disk space or printing capacity.
- Do not "trespass" in another's folder, work, or files.
- Do notify an adult immediately if by accident you encounter materials that violate the Rules of Appropriate Use.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.
- Students may access home or personal email accounts while in school with teacher permission.

Hanover Township Public School District supports the integration of technology into the curriculum and encourages district teachers to participate in internet based projects with their students. Participation by students in internet based projects may take several forms, such as social networks, social bookmarking, podcasting, blogs, wikis, virtual environments/simulations and global collaboration/communication.

Guidelines for Student Internet Projects include:

Students may not disclose any confidential, private or personal contact information about themselves, other students or any other individuals while engaged in an online classroom project. (Pursuant to New Jersey law, N.J.S.A. 18A:3635, students are precluded from releasing "personally identifiable information" without parental consent, which in addition to names, photos or images, residential addresses, email addresses, and phone numbers, includes locations and times of class trips.)

Teachers must act as project managers, that is, no students may directly post to any electronic forum before the teacher reviews such work.

Material posted as part of a school or classroom related project may only be posted while student is under the supervision of a teacher.

While engaged in educational projects, students only identify themselves by first name or as a member of a teacher's class, i.e., Jane in Mrs. Jones's class. They may include their teacher's name and their grade only.

USER (Student): I understand and will abide by the Acceptable Use Policy (AUP). I further understand that any violations of the above conditions, rules, and AUP, is unethical and may constitute a criminal offense. Should I commit any violations, my access privileges may be revoked; disciplinary action and/or appropriate legal action may be taken.

USER (Student) _____ Grade: _____

Signature: _____ Date: _____

*Students in 3rd through 8th grade, please sign above.

PARENT OR GUARDIAN: As parent or guardian of this student, I have read the Acceptable Use Policy (AUP), and I understand that this access is designed for educational purposes. I also recognize that it is impossible for the Hanover Township Public School District to fully restrict access to controversial materials and I will not hold the school district responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the Internet at school and certify that the information contained on this form is correct.

I/We Grant Permission for INTERNET access Date: _____

I/We Withhold Permission for INTERNET access. Date: _____

Parent/Guardian: _____ Signature _____

THIS AGREEMENT IS VALID FOR THE CURRENT SCHOOL YEAR