

# REGULATION

## — WASHINGTON TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2361/Page 1 of 14

Student Acceptable Use of  
Computer Network/ Computers  
and Resources

### R 2361 STUDENT ACCEPTABLE USE OF COMPUTER NETWORK/ COMPUTERS AND RESOURCES

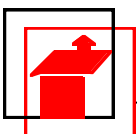
The school district provides computer equipment, computer services, and Internet access to its pupils and staff primarily for educational purposes and school district related business. The primary purpose of providing technology resources is to improve learning and teaching through research, teacher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

For the purpose of this Policy and Regulation, “computer network/computers” includes, but is not limited to, the school district’s computer network, servers, computers, email/mobile messaging, other computer hardware and software, mobile communications devices, 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 network/computer systems. School district personnel will monitor network and online activity, in any form necessary, to maintain the integrity of the network, 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 network/computers must adhere to stipulated 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 a district approved Consent and Waiver Agreement 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 the school district computer network/computers. Communications on the computer network/computers are often public in nature and policies and regulations governing appropriate behavior and communications apply. The school district's network, Internet access, mobile devices and computers are provided for pupils primarily to conduct research, complete assignments, and communicate with others. Access to the computer network services/computers is given to pupils who agree to act in a considerate, appropriate, and



# REGULATION

## — WASHINGTON TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2361/Page 2 of 14

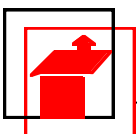
### Student Acceptable Use of Computer Network/ Computers and Resources

responsible manner. Parent(s) or legal guardian(s) permission is required for a pupil to access the school district's computer network/computers. Access entails responsibility and individual users of the district computer network/computers are responsible for their behavior and communications over the computer network/computers. It is presumed that 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 network/computers who violate the policies and regulations of the Board.

The Computer network/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, that 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:

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 file 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, that does not have educational value.
6. Cyberbullying;
7. Inappropriate online behavior, including inappropriate interaction with other individuals, regardless of age or relationship, on social networking sites and in chat rooms;
8. Harassing, discriminating against, insulting or attacking others;



# REGULATION

## WASHINGTON TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2361/Page 3 of 14

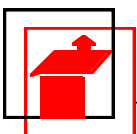
### Student Acceptable Use of Computer Network/ Computers and Resources

9. Knowingly or recklessly posting false or defamatory information about a person or organization;
10. Damaging computers, computer systems or computer network/computers, or software;
11. Tampering with or disabling the district's filtering software.
12. Use of any technology to circumvent the district's firewalls in order to gain access to otherwise prohibited material.
13. Violating copyright laws (copying or using commercial software without proper licensing and/or in violation of copyright laws including copying of district software to removable or cloud storage. (The Copyright Act U.S.C. §106)
14. Unauthorized manipulation of Washington Township's computer system, programs, or data; including tampering with or altering the district's student records/grading program or files.
15. Breaching network security and/or workstation security;
16. Attempting to log on without proper authorization and/or using another's password;
17. Trespassing in another's folders, work or files;
18. Intentionally wasting limited resources that does not have educational value;
19. Employing the network/computers for commercial purposes including but not limited to product advertising or political activity; and/or
20. Engaging in other activities that do not advance the educational purposes for which computer network/computers are primarily provided.

#### INTERNET SAFETY

##### *Compliance with Children's Internet Protection Act*

As a condition for receipt of certain Federal funding, the school district has firewalls and content filters installed which all computers and mobile devices must pass through, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene and harmful to minors, and/or which constitute child pornography, as defined in 2, 3, 4, 5, 6, and 7 above and in the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA). The school district will certify that the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and that the district complies with and enforces Policy and Regulation 2361.



# REGULATION

## WASHINGTON TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2361/Page 4 of 14

Student Acceptable Use of  
Computer Network/ Computers  
and Resources

### Compliance with Neighborhood Children's Internet Protection Act

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

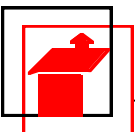
1. Access by minors to inappropriate matter on the Internet;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking" and other unlawful activities by minors online;
4. Cyberbullying;
5. Inappropriate online behavior, including inappropriate interaction with other individuals, regardless of age or relationship, 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, if necessary, 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/Acceptable Use of Computer Network/Computers and Resources - 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 Network

Pupils may not to publish on or over the network 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 network to conduct any business or solicit the performance of any activity, which is prohibited by law.



# REGULATION

## — WASHINGTON TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2361/Page 5 of 14

### Student Acceptable Use of Computer Network/ Computers and Resources

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 that the Board and school district personnel have no control over content. While much of the content can be a valuable educational resource, some objectionable material exists. Even though the Board provides pupils access to Internet resources through the district's computer network/computers with appropriate content filters installed, 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.

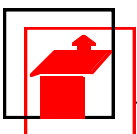
Pupils and their parent(s) or legal guardian(s) are advised that some systems and Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material. The Board and the school district personnel do not condone the use of such materials and do not permit usage of such materials in the school environment. A user who incidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or supervisor. If a user observes another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. Such user shall not be considered in violation of the Acceptable Use policy if the notification is done in a timely manner. 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 network and their independent use of computers.

#### Errors, Omissions, and Risks

The Washington Township School District cannot be responsible for any damages to a user's files or work. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information via the Internet is at the user's own risk and the District is not responsible for the accuracy or the quality of information obtained through this service.

#### On-line Conduct

Any action by a pupil or other user of the school district's computer network/computers that is determined by school district personnel to constitutes an inappropriate use of the district's computer network/computers or to improperly restricts or inhibits other persons from using and enjoying those resources is strictly prohibited and may result in limitation, or termination of, an offending person's access and other consequences in compliance with Board policy and regulation. The user specifically agrees not to purposely submit, publish, or



# REGULATION

## — WASHINGTON TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2361/Page 6 of 14

Student Acceptable Use of  
Computer Network/ Computers  
and Resources

display any defamatory, 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 Agreement).

Pupils and their parent(s) or legal guardian(s) specifically agree to indemnify the Washington Township Public 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.

### Software Libraries on the Network

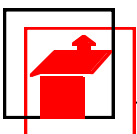
Software libraries on or through the school district's network computers, and mobile devices are provided to pupils primarily as an educational resource. No pupil may install, upload, or download software without the expressed consent of appropriate school district personnel. Any software, online service, or online tool having the purpose of damaging another person's accounts or information on the school district computer network/ computers (e.g., computer viruses) is specifically prohibited. School district personnel reserve the rights 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 network/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. (The Copyright Act U.S.C. § 106)

### Public Posting Areas (Message Boards)

Messages are posted from systems connected to the Internet around the world. The school district system 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 and will permit access to these sites through the school district computer networks. School district



# REGULATION

## — WASHINGTON TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2361/Page 7 of 14

Student Acceptable Use of  
Computer Network/ Computers  
and Resources

personnel may remove messages that are deemed to be unacceptable or in violation of Board 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/text/audio/video).

### Electronic Mail

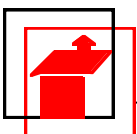
Electronic mail ("e-mail") is an electronic message sent by or to a person in correspondence with another person having e-mail or texting access. The school district may or may not establish pupil email accounts. In the event the district provides email accounts, all messages sent and received on the school district computer network 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. School district personnel may inspect the contents of e-mails 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 e-mail transmitted or any other information on the school district computer networks or computers.

### Disk Usage

The district reserves the right to establish maximum storage space a pupil receives on the school district's file servers. 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 that may be provided. A pupil who remains in noncompliance of the storage space allotment after seven school days of notification may have his/her files removed from the school district's file servers.

### Security

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 network/computers, the pupil must notify the appropriate school district staff member. The pupil should not



# REGULATION

## — WASHINGTON TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2361/Page 8 of 14

### Student Acceptable Use of Computer Network/ Computers and Resources

inform other individuals of a security problem. Passwords provided to pupils by the district for access to the district's computer network/computers or created by the pupil for access to an Internet site should not be easily guessable, discernible, 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 network/computers or may be terminated as a user and be subject to other disciplinary action.

#### Vandalism

Vandalism to any school district owned computer network/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/network, or any of the agencies to the network or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses, malware, and network attacks.

#### Printing

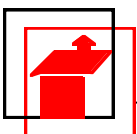
The printing facilities of the computer network/computers should not be abused. Unauthorized printing for other than educational purposes is prohibited.

#### Internet Sites

Designated school district personnel may establish an official district and/or individual school website. Such sites shall be administered and supervised by designated school district personnel, who shall ensure that the content of the site complies with Federal, State and local laws and regulations as well as Board policies and regulations.

#### Violations

Violations of the Acceptable Use of the Computer Network/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 Network/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.





# REGULATION

## — WASHINGTON TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2361/Page 9 of 14

### Student Acceptable Use of Computer Network/ Computers and Resources

Additionally, because the district takes bullying and harassment seriously, students shall not use the Internet or any other communication device to intimidate, bully, harass, threaten, or embarrass other students or staff members. Students who engage in such activities on school grounds or who engage in such activities off campus, including one's home and personal Internet use, and create a material disruption of school operations shall be subject to discipline for threats, bullying, and/or harassment, as outlined in the student handbook and policy 5600, as well as possible criminal penalties.

#### Determination of Consequences for Violations

The particular consequences for violations of this policy shall be determined by the 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 are not limited to:

1. Use of the computer network/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. School Disciplinary Action (e.g., detention, Saturday School, Suspension)
7. Expulsion from school;
8. Withdrawal from course with loss of credit (Middle School/High School)
9. Legal action and prosecution by the authorities.

Issued: 23 October 2001

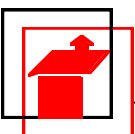
[Policy Alert 157]

Revised & Approved: 29 June 2004

Revised & Approved: 25 August 2015

[Policy Alert 197]

Revised & Approved: 26 April 2016



# REGULATION

## WASHINGTON TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2361/Page 10 of 14

Student Acceptable Use of  
Computer Network/ Computers  
and Resources

### School District of Washington Township Student Account Agreement

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_

I have read and understand the Washington Township Public School District Acceptable Use Policy and Regulation 2361. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, my account and access to the district network/computers can be terminated and I may face other disciplinary measures.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Parent(s) or Guardian(s) Section

I have read and understand the Washington Township Public School District Acceptable Use Policy. If the school district provides access to any network resources, I will supervise my child's use of the District Network when my child is accessing the District Network from home.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District Network, including, but not limited to claims that may arise from the unauthorized use of the District Network to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials as set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

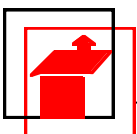
**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name:** (Please Print) \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_



Washington Township Public Schools will provide students with an email account and productivity software. This includes free web-based programs providing email, word processing, spreadsheets, presentation software, cloud storage, and other collaboration tools to our students and staff.

The services are available at school and at home via the internet. Even though content from known inappropriate sites are blocked on school computers/devices, there is always a chance students will be exposed to inappropriate content. School staff will monitor student use of the internet when students are at school. Parents are responsible for monitoring their child's use of the internet when accessing programs from home. Students are responsible for their own behavior at ALL times.

#### Students - Acceptable Use, Privacy and Safety

Student email and productivity tools are primarily for educational use. Students may use the tools for personal use subject to the restrictions below and other school rules/policies which may apply.

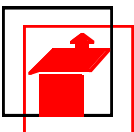
Privacy: -District staff have access to student email and cloud storage for monitoring purposes. Students have no expectation of privacy using district provided email or cloud storage.

Limited Personal Use: -Students may use email and productivity software for personal projects. The following list, though not covering every situation, specifies some of the conduct that violates the acceptable use of technology:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a web site to sell things)
- Use of profanity, threatening, racist, obscene, abusive or harassing language in any correspondence
- Threatening another person
- Misrepresentation of Washington Township Public Schools, staff or students. (Email and productivity tools are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.)

#### Data Security

Student files and email are safe when stored in district provided cloud storage but it is the responsibility of the student to make backups of important documents as no system is 100% safe/secure.



### Safety

- Students may not post personal contact information about themselves or other people. This includes last names, addresses and phone numbers.
- Students will agree to not meet with someone they have met online without their parent(s)' approval and participation.
- Students will tell their teacher or other school employee about any message they receive which is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

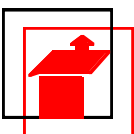
### Limits on email senders and recipients

E-mail is to provide another way for students to communicate with their teachers, and for students to collaborate together on group projects. Also, some educational websites require students to have an email address in order to take advantage of the provided tools. The following limits are set on email use:

- Students in grades 4-12 cannot send or receive email from anyone outside the domain ([wtps.org](http://wtps.org)) unless it is coming from an approved source (whitelisted).
- Students in grades K-3 will not have access to email, but will have access to the other productivity tools. Special Education and ESL students in K-3 who are participating in a 1:1 learning program will have access to internal and whitelisted external email.

### Digital Responsibility

- Treat others well and respectfully.
- Be kind when using email or making a post on a forum, collaborative document or web page. Everyone will see what you write so think before you type.
- Be careful with what you say about others and yourself. It is never acceptable to use profanity, threatening, racist, obscene, abusive or harassing language in email correspondence, web site or on collaborative documents.
- Do not send email containing a virus or other malicious content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.



- Respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work (text, pictures, video, music, etc.) protected by a copyright.
- If a work contains language specifying acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner. Any time a student uses another person’s pictures, video, music or writing, a citation should be present. See the Creative Commons website for specifics.
- Students have First Amendment rights to free speech. Your rights can be limited in school, though. If you post something via email or on a school web page which disturbs the learning environment in your school, your right of speech may be limited.
- School web sites, email and groups are for educational use and are not considered public forums for debating ideas. This means a school has the right to limit student speech that disturbs the learning process in these areas.

Access Restriction

Access to and use of e-mail and productivity software is considered a privilege accorded at the discretion of the Washington Township Public School District. The district maintains the right to immediately withdraw the access and use of e-mail and productivity software when there is reason to believe violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and account restoration, suspension or termination.

**I agree to follow the rules contained in this Addendum. I understand that if I violate the rules, my account and access to the district network/computers can be terminated and I may face other disciplinary measures.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

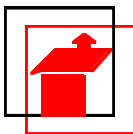
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

Parent(s) or Guardian(s) Section

I have read and understand the Washington Township Public School District Acceptable Use Policy. If the school district provides access to any network resources, I will supervise my child’s use of the District Network when my child is accessing the District Network from home.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the **District**



Network, including, but not limited to claims that may arise from the unauthorized use of the District Network to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials as set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: (Please Print) \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

