



Monroe Township Public Schools

**MAPLE GROVE ADMINISTRATION BUILDING
75 E. ACADEMY STREET
WILLIAMSTOWN, NJ 08094
(856) 629-6400 • Fax (856) 262-2499**

CHARLES M. EARLING
Superintendent of Schools
JAMES M. HENDERSON
Interim Director of Secondary School Education
EARL J. VASSALLO
Interim Bs. Administrator/Bd. Secretary
D. DIANE BERNSTEIN
Supervisor of Technology
DAVID S. SULLIVAN
Director of Plant Operations
CAROL G. MIZRAHI
Elementary Supervisor of Curriculum
SHAWNEQUA CARVALHO, Ed.D
Secondary Supervisor of Curriculum

Dear Parent/Guardian:

I am pleased to offer the students of Monroe Township Public Schools access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. Access to the technology network will enable students to explore thousands of libraries, databases, web sites, and videoconference locations for purposes of research and exchange of information and ideas with users throughout the world.

To gain access to the Monroe Township Public School District electronic network, all students must obtain parental permission and must sign and return both the Acceptable Use Policy Student Agreement Form and the Web Site Posting Parental/Guardian Consent Form. You must return these forms whether or not you consent to your child's participation on the technology network or use of student photos, images or other media on the district or school web sites.

The district maintains filtering software designed to block access to certain Internet sites. However, no filtering software is entirely effective in blocking access and, therefore, we cannot guarantee that your child will not gain access to inappropriate material. Monroe Township Public Schools district staff will make every effort to ensure proper access and usage of the Internet and the computer network. The district's Internet Safety Plan, http://www.monroetwp.k12.nj.us/Technology/InternetSafetyPlan_May_2k7.pdf will supply you with information regarding the steps the district has made to provide the safest environment possible for students when spending time online. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information resources.

In addition to the Acceptable Use documents, attached is a Student Media & Video Waiver. Signing "I DO" on this document will allow your child's voice, physical presence, and participation to be possibly transmitted, recorded, or viewed by others. Examples of use would be in print for local or national magazines, newspapers, or other professional periodicals as well as potentially electronically as a part of the Internet, district or school web site, on local television stations, or as a CD/DVD. This form must be returned promptly to your child's home school whether or not you consent to your child's participation.

Thank you for your time during a very busy part of the school year. Your support in the area of technology makes it possible to give your child the best opportunities for experiencing 21st Century learning!

Sincerely,

Diane Bernstein
Supervisor of Technology

Enclosures: Student Acceptable Use Policy Rules & Procedures
Student Acceptable Use Policy Agreement Form
Web Site Posting Parental/Guardian Consent Form
Student Media & Video Waiver



Student Acceptable Use Policy Monroe Township Public Schools Rules & Procedures



Educational Purposes

Monroe Township Public Schools is providing students with access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. This document contains the rules and procedures for acceptable student use of the Monroe Township Schools electronic network.

- The Monroe Township Public Schools electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Monroe Township Public Schools electronic network has not been established as a public access service or a public forum. Monroe Township Public Schools has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege - - not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. Beyond the clarification of standards outlined in this policy, the district is not responsible for the actions of students who violate them.
- The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district against any damage that is caused by the students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Monroe Township Public Schools electronic network.

General Unacceptable Behavior while using any portion of the Monroe Township Public Schools electronic network - Behaviors include, but not limited to the following are prohibited:

- Students will not post information that, if acted upon, could cause damage or a danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Students will not abuse network resources.
- Students will not display, access or send offensive messages or pictures. (As defined in section 1460 of Title 18, United States Code and section 2256 of Title 18, United States Code)
- Students will not use the Monroe Township Public Schools electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.

- Students will not use the Monroe Township Public Schools electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.

E-Mail

- E-mail for students in the elementary will only be provided through a teacher or classroom e-mail account.
- High school and middle school students may be provided with e-mail, with the approval of the building level administrator, for specific educational projects or activities.
- Students will not establish or access web-based e-mail accounts on commercial services through the district network unless such accounts have been approved for use by the individual school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

Internet

- Elementary School Level - Access to information for students on the web will generally be limited to prescreened sites that are closely supervised by the teacher.
- Middle and High School Level - Access to information for students on the web will generally be provided through prescreened sites and in a manner prescribed by their school.

Interactive Communication Areas

- Students may use chat or instant messaging, but only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the district or individual school.

Web Sites

- Elementary and Middle School Level - Group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number).
- High School Level - Students may be identified by their full name, with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/middle school level of use.
- All student posted work will contain the student's copyright notice using the student identifier.
- With the approval of the building principal and supervisor of technology, students may establish web pages for specific educational objectives. Material presented on the student web pages must be related to educational activities and/or career preparation activities. Student web pages must include the following notice:

"This is a student web page. Opinions expressed on this page shall not be attributed to the district."

- Material that fails to meet established educational objectives or that is in violation of this policy or student disciplinary code will be removed. Student material will not be removed on the basis of a disagreement with the views expressed by the student.
- Student web pages will be removed at the end of the school year unless special arrangements are made.
- Material placed on student web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on web sites unless formal permission has been obtained.
- All student web pages should have a link back to the home page of the classroom, school or district, as appropriate.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Elementary and middle school students will not disclose their full names or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Monroe Township Public Schools electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the district technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Monroe Township Public Schools electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers are private.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

Videoconference

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real time.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

Student Rights

- Students' right to free speech applies to communication on the Internet. The Monroe Township Public Schools electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a student has violated the district acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

- Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline which includes, but is not limited to:
 - Use of district network only under direct supervision
 - Suspension of network privileges
 - Revocation of network privileges
 - Suspension of computer privileges
 - Suspension from school
 - Expulsion from school and/or
 - Legal action and prosecution by the authorities
- The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the

authorities are the appropriate course of action. Decisions may be appealed in accordance with Policy Number 5710 Student Grievances.

**Monroe Township Public Schools
Acceptable Use Policy Student Agreement Form
Williamstown High School**

****Please Complete BOTH SIDES and Return to School****

Student Section

Student Name (please print): _____

Grade (circle one) : 9 10 11 12

I have read the Monroe Township Public Schools' Student Acceptable Use Policy Rules and Procedures document. I agree to follow the rules contained in this policy. I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures.

Student Signature: _____ Date: _____

Parent/Guardian Section

I have read the Monroe Township Public Schools' Student Acceptable Use Policy Rules and Procedures document.

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 electronic network. This includes, but is not limited to, claims that may arise from the unauthorized use of the network components.

I give permission for my child to access all components of the district electronic network which includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

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Monroe Township Public Schools
Web Site Posting Parental/Guardian Consent Form
Williamstown High School

****Please Complete BOTH SIDES and Return to School****

*Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. **Personal identifiable information** includes student names, photos or images, residential addresses, e-mail addresses, phone numbers and locations and times of class trips.*

Please Check Only 1 Below:

_____ I give permission to allow a photo/image of my child to be published on the school and/or district web site. Only photos/images with my child in a group will be posted and NO personal identification information will be provided.

_____ I give permission to allow a photo/image **and** name of my child to be published on the school and/or district web site.

_____ I give permission to allow a photo/image **and** personal identifiable information of my child to be published on the school and/or district web site.

_____ I DO NOT give permission for a photo/image of my child to be published on the school and/or district web site.

Please Check Only 1 Below:

_____ I give permission for my child's school work (artwork, writing, projects, etc.) to be published on the school and/or district web site. NO personal identification information will be provided.

_____ I give permission for my child's school work (artwork, writing, projects, etc.) to be placed on the school and/or district web site. Only FIRST NAME will be displayed.

_____ I DO NOT give permission for my child's school work (artwork, writing, projects, etc.) to be placed on the school and/or district web site.

Student's Name: (please print) _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

If you, as parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal.

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