

ACCEPTABLE USE POLICY (AUP)

Electronic Resource and On-line Technology Guidelines and Procedures

As part of Ocean Township School District's (OTSD) commitment to the utilization of new technologies, staff members and students have been provided with access to a variety of electronic resources (i.e., but not limited to, e-mail, OTSD networked and non-networked computer systems, the Internet, and phone voice mail). In addition, the **Ocean Township High School** (OTHS) allows students and staff members to utilize their own personal electronic devices at school. In order to maintain system integrity and performance, to limit the threat and effect of security threats like hacking and viruses, and to ensure compliance with copyright law, end users of these resources must adhere to strict guidelines. They are provided here so that staff, students, their parents/guardians, and the community are aware of their responsibilities. Your use of these electronic resources is a privilege, not a right.

According to the Federal Electronic Communications Privacy Act (ECPA), an employer/organization provided computer system is the property of the employer/organization. As such, they have the right to monitor all e-mail traffic and Internet surfing on their systems. The District (and its authorized representatives) may access and monitor their electronic resources at any time for any reason, without notice. This includes the district's right to access and monitor the personal devices of students and staff members who have conducted activities using the OTSD system. You should not expect or treat any of these electronic resources, including but not limited to e-mail, as confidential or private. Except for authorized District personnel (and under the specific request of the Superintendent), no one is permitted to access another person's e-mail, or electronically stored files without prior consent.

The district may modify these rules at any time by publishing the modified rule(s) on the system. The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

REGULATIONS AND REQUIREMENTS

- 1.) Network and Internet access is provided as a tool for conducting district business and for specific educational purposes (as stated in the various curricula). The District reserves the right to monitor, inspect, copy, review, delete, and store, at any time and without prior notice, any and all materials, files, information, software, communications, and other content that is created, transmitted, received or stored using any of its electronic resources including personal devices of students and staff.

All information created, accessed, or stored using OTSD applications, systems, and internet is the property of OTSD. Users (staff and students) do not have a right to privacy to any activity conducted using the district's electronic resources. The district and its authorized representatives can review, read, access, or otherwise

monitor all activities on the district systems, or any other systems accessed by use of the OTSD system.

- 2.) OTSD allows the use of personal electronic devices (PEDs), including but not limited to PDAs, flash drives, laptops, iPod/MP# players, digital cameras, iPads/tablets, and smart phones) at OTHS provided their use conforms to the use outlined in this document. OTSD does not assume any liability for the loss or damage of these devices or their content. Users of PEDs connected to the OTSD technology resources may be held responsible for damages to those resources as the result of the transmission of mal-ware or hacking tools, regardless of intent or lack of intent. OTSD reserves the right to monitor and inspect these devices after the device has been connected to the District's network infrastructure including the internet.
- 3.) While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The district has and continues to take steps to block objectionable areas, but potential pitfalls remain. The district monitors all web-sites visited. It is specifically prohibited for employees and students to knowingly visit sites that feature pornography, terrorism, espionage, theft, or drugs.

Electronic resources, district or personal, are not to be used to send or receive harassing, discriminatory, threatening, or otherwise offensive content. Also prohibited is the use of the District's systems for the operation of any unauthorized commercial enterprise, product advertisement, political lobbying, or any activity prohibited by law.

- 4.) In addition to #3 above, students and staff may not access objectionable or illegal material on the internet using a 3G or 4G connection.
- 5.) Among uses that are considered unacceptable and constitute a violation of this policy are downloading, transmitting, importing, or storing any and all copyrighted materials (i.e. music, pictures, video, text, software) without the expressed permission from the copyright owner. Even if materials on the district's network or the Internet are not marked with the copyright symbol © you should assume that they are protected under copyright laws, unless there is clear permission on the materials to use them. Doing otherwise may violate application licensing agreements and/or copyright law.
- 6.) Only authorized district personnel are permitted to install, modify, or remove software applications, utilities, operating systems, and system configurations. Hacking tools and any software having the purpose of damaging user accounts, files, or breaching network security measures is specifically prohibited.
- 7.) Theft of district property electronic or physical, as well as any act of vandalism will 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, the hardware, software, and files that

comprise district systems, or any of the agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to the intentional uploading or creation of computer viruses, worms, Trojan horses, and other mal-ware.

- 8.) Although drawing, painting and games (when it conforms to the curricular goals of that program and the district) have legitimate academic use, those activities are prohibited when done for recreational purposes. Game playing over direct-wire links or other inter-machine communications is prohibited.

DISCLAIMER

The Ocean Township School District has no control over information transmitted over the Internet, including items automatically collected into news groups or e-mail items sent into or stored within this network.

**ACCEPTABLE USE POLICY (AUP)
USER CONTRACT
FOR STAFF**

I hereby acknowledge that on this date I received, a copy of the OTSD Acceptable Use Policy (AUP) on district electronic resources (i.e. Internet, e-mail, and the network system) and Personal Electronic Devices (PDAs, flash drives, laptops, iPod/MP# players, digital cameras, iPads/tablets, and smart phones). I hereby acknowledge that I have read and understand the policy and procedure. I agree to abide by this policy and specifically understand that a violation of this policy may lead to discipline deemed appropriate by administration. Furthermore, a violation of this policy may also be a violation of the law and subject the user to investigation and criminal or civil prosecution. Such action may lead to monetary fines and/or imprisonment.

User Name (Please Print)

User Signature

Date