

OXFORD PUBLIC SCHOOLS

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

The purpose of this policy is to meet the requirements of state and federal law (i.e., Children's Internet Protection Act, CIPA) and to provide guidelines for safe, legal, moral, and ethical use of District Technology by our students and staff. In order to comply with CIPA, this document will serve as the Oxford Public Schools' Internet Safety Policy. Questions regarding this policy or computer use should be directed to the Director of Technology, Principal, Superintendent or his/her designee.

A PRIVILEGE NOT A RIGHT: Use of the District computer network, including hardware, software (both locally installed and web-based), Internet access, the District website, and e-mail is a privilege, not a right. All users must complete and return, the appropriate "agreement acknowledgement".

USERS WILL

- only access the District's computers, network, Internet, applications and e-mail with the username(s) and password(s) assigned to them.
- keep private the username and password assigned to them.
- change their password(s) frequently and when requested.

USERS WILL NOT

- access the district's computers, network, Internet, applications, or e-mail with the username(s) and password(s) of others.
- store their assigned username and password in a location where others may easily find it.
- use password(s) that can be easily guessed such as names and birthdates.

NO EXPECTATION OF PRIVACY: The District reserves the right to monitor all computer use and reserves the right to access and examine all data stored on or accessed from District computers or its network. Users are advised that they should have no expectation of privacy.

USERS WILL

- respect the privacy and confidentiality of others.

USERS WILL NOT

- attempt to access or delete the files of others.

LIABILITY AND RESPONSIBILITY: The District will not be liable for the actions of users; each user bears full legal and financial liability for their use of District technology. The District takes no responsibility for any information or materials that are accessed or transmitted by users via the Internet. Student use of District technology will only occur under the supervision of faculty or staff.

USERS WILL

- take full moral, legal, and financial responsibility for their actions while using District technology.
- limit their use of District technology to purposes deemed appropriate by the District.
- demonstrate appropriate etiquette when using District technology.
- inform a staff member if they receive or intercept a threatening or inappropriate message or file.

USERS WILL NOT

- use the District's technology to engage in illegal activity, such as the purchase or sale of drugs, criminal gang activity or "hacking."
- violate any local, state, or federal statute.
- create, copy, distribute material that is threatening or obscene.
- use profane, vulgar, racist, sexist, harassing or other inappropriate language or images.
- use the system for political lobbying or commercial purposes.

CONTENT FILTERING AND SECURITY: The District maintains a firewall that filters material deemed obscene or harmful to minors, including child pornography. Anti-virus software protects the network and computers. The District will monitor the activities of users for compliance with this policy.

USERS WILL

- only access websites that are not blocked by the District's content filters.
- immediately close out of a website if the content displayed is inappropriate.
- inform a staff member if they become aware of a possible security issue.

USERS WILL NOT

- attempt to subvert network security or to impair the functionality of any District technology.
- attempt to bypass the District's content filters and restrictions.
- post chain letters, distribute spam, create and/or infect the District's network with a virus.

HARDWARE AND SOFTWARE: The District provides users with hardware and software appropriate for use in an educational setting. Users will respect District owned technology and use personal devices with caution.

USERS WILL

- understand that computers and peripherals are the property of the District.
- be permitted to use personal portable devices in conjunction with district technology as long as they are not left in the District overnight. This includes the use of laptops, memory sticks, digital cameras, etc.
- ensure their personal laptops are running an up-to-date anti-virus program.
- only use software purchased by and licensed to the District on District computers.

USERS WILL NOT

- take any action that impairs the operation of any piece of the District's technology.
- bring large technology devices into the District. This includes desktop computers, monitors, printers, scanners, televisions, etc.
- place food or beverages in close proximity to District technology.
- attempt to install software on District computers.
- copy District owned software or use District computers to copy software owned by others.

INTERNET ACCESS AND SAFETY: The District provides Internet access to staff and students for the purpose of research, dissemination of information, collaboration, and access to curriculum/professional materials.

USERS WILL

- participate in Internet safety instruction provided by the District. Instruction will occur annually by assembly, guided lessons or distributed materials.
- only use District computers and Internet for educationally relevant purposes and school related business.
- access only oxps.org e-mail accounts from District computers. Personal accounts, including but not limited to AOL, Hotmail, Charter, Yahoo, et al., are not allowed.
- inform a staff member if they become aware of a safety issue.

USERS WILL NOT

- use other Internet services to display information/material to students on school property. Internet access through an outside provider is not allowed.
- post or share personal information about themselves or anyone else on the Internet.
- access social websites including, but not limited to, Myspace, Twitter and Facebook, as well as, chat rooms and instant messaging services.
- use District technology to offer, provide, or purchase products or services.

COPYRIGHT AND PLAGIARISM: Users will obey all copyright laws and agree not to plagiarize.

USERS WILL

- agree to use copyrighted material only when permission has been granted.
- correctly cite all materials referenced in their work.

USERS WILL NOT

- take the ideas or writings of others and present them as their own.
- "copy/cut and paste" from the Internet or other digital sources to a document which they will submit as their work.

Website: The district maintains and posts an up-to-date website for the benefit of faculty, staff, students, parents, guardians and the community at large. Users granted permission to post information will do so using good judgment. All guidelines listed in this document apply to the use and design of the District's website.

USERS WILL

- only post information that is educationally relevant and/or related to school business.

USERS WILL NOT

- attempt to disable or impair the functionality of the District website.

Exceptions: In order to allow individual users and groups to function and operate as necessary, the following exceptions are allowed:

- The NJROTC unit is required, and therefore authorized, to utilize computers to purchase supplies required for unit operation.
- Faculty and staff may access e-mail accounts other than oxps.org using the computers designated as teacher workstations, as long as such use does not violate other sections of this policy.
- The Superintendent and/or Director of Technology may approve additional exceptions to this policy. Requests for exceptions must be submitted and approved in writing. Exceptions will not violate local, state or federal statute nor compromise student safety and the security of the network.

Consequences of Misuse: Prohibited conduct may result in loss of computer/network privileges, disciplinary action and/or criminal or civil prosecution under State and Federal law.

- For students, violations of any of the above guidelines may result in the loss of access and/or additional disciplinary action as deemed appropriate at the building level.
- For staff, a violation of this policy may result in disciplinary action ranging from a verbal warning or suspension of system privileges up to discharge from employment.
- For students and staff, when applicable, the District will advise appropriate law enforcement agencies of suspected illegal activities conducted through the District's network.

Parents who do not want their child to use the Internet at school must notify their principal in writing.

The District reserves the right to seek reimbursement and/or indemnification from the user, for any losses incurred or penalties paid as a result of a user's disallowed activities. District administration will make the final determination as to what constitutes unacceptable use and their decision is final.

{Adoption Date – March 8, 1999}

{Revised Policy Adoption Date – September 5, 2003}

{Revised Policy Adoption Date – June 22, 2009}

Please detach and return the appropriate portion only.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY AGREEMENT ACKNOWLEDGMENT FOR STAFF

I hereby acknowledge that I have received and read the Oxford Public Schools' Computer and Internet Acceptable Use Policy. I hereby agree to comply with the terms and conditions of this Policy.

STAFF NAME (please print): _____ SCHOOL: _____

STAFF SIGNATURE: _____ DATE: _____

Please sign and return this acknowledgement to the principal's office as soon as possible.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY AGREEMENT ACKNOWLEDGMENT FOR STUDENTS

I hereby acknowledge that I have received and read the Oxford Public Schools' Computer and Internet Acceptable Use Policy. I hereby agree to comply with the terms and conditions of this Policy.

Student Name (please print): _____

School: _____ Grade (if applicable): _____

Student Signature: _____ Date: _____

COMPUTER AND INTERNET ACCEPTABLE USE POLICY AGREEMENT ACKNOWLEDGMENT FOR PARENTS/GUARDIANS

As the Parent/Legal Guardian of _____, I have read the Oxford Public Schools' Computer and Internet Acceptable Use Policy. As parent/legal guardian of the above-named student, I grant permission for my child to use District technology and access networked computer services, including Internet access and electronic mail ("e-mail"), if provided. I agree to accept responsibility for guiding my child and conveying to him/her appropriate standards for selecting, sharing, and/or exploring information and media contained on the Internet. I agree to take whatever steps I can to ensure that my child complies with this Policy.

I agree to indemnify and hold harmless the Town of Oxford and the Oxford Public Schools for any liability, legal or otherwise, incurred as a result of violations of the Policy.

Parent/Legal Guardian Name (please print): _____

Parent/Legal Guardian Signature: _____ Date: _____

Please sign and return this acknowledgement to the principal's office as soon as possible.

**Failure to sign, date and return this acknowledgement will
prohibit your child's access to computers and the Internet.**