

Acceptable Use Policy

1. Introduction

We are pleased to offer users (students, parents, faculty, staff, administrators, and authorized vendors and guests) of the Franklin Township Public Schools, access to the district's computer network. It is important for all users and potential users to understand that access to the district's computer network is a privilege, and not a right; and that such privilege will be terminated if the user violates this policy, other applicable policies or generally accepted standards of behavior with respect to the use of the network.

The district's computer network is not a public forum of any kind. The network is closed forum, designed and maintained solely for educational/administrative purposes. It is not intended as a means to express ideas, political views or opinions of users.

All users accessing district network resources (e.g., hardware, software, bandwidth, storage, etc.) agree to be bound by the terms of this Acceptable Use Policy. A copy of this Policy will be provided to all students, faculty and staff annually. It may also be viewed by visiting the Franklin Township Board of Education website (www.franklinboe.org) and clicking on the "Acceptable Use Policy" link located on the homepage. The requirements and prohibitions of this Policy, and any revisions that may occur from time to time, will follow every district student throughout his/her enrollment in the Franklin Township Public Schools.

No expectation of privacy. The District retains control, custody and supervision of all computers, networks and Internet services (including email) that are owned or leased by the District. The District reserves the right to monitor any and all computer and Internet activity (including email) by any and all users of the computer network, including use by students and staff. No user should have any expectation of privacy in the use of the computer network, including email messages, a record of websites accessed and stored files. The District reserves the right, without further notice, to examine and reproduce email and other files or data at any time. Reasons for such examination/reproduction include: random review to check compliance, suspicion of misuse and the need to respond to a discovery request.

If any student or parent/guardian disagrees with the provisions of this Policy, s/he may "opt out", and forfeit the student's and/or parent's/guardian's opportunity to use all district network resources or internet where applicable, by submitting a written notice of this decision to the student's Principal.

2. General Use of Network Resources

a. The network and its associated resources are provided solely as an educational and productivity tool, designed to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and staff. All users are responsible for appropriate behavior on the computer network, just as in a classroom, library, or office. Users may utilize district network resources ONLY for teacher-directed educational purposes, administrative/professional purposes within the scopes of their District job responsibilities, and/or limited personal use as described elsewhere in this Policy. Limited personal use is defined as occasional (not routine) use for personal communications that cannot be accomplished outside of school/work time. Commercial and political uses of District network resources are strictly prohibited.

b. **Safety:** For each user's safety, never give out your (or anyone else's) personal information (address, phone number, social security number, etc.) over the Internet. Passwords are private and personal and should not ever be given out to anyone. Using another person's password, and/or password stealing software, is prohibited.

c. **Inappropriate Resource and Data Access ("Hacking"):** No user shall:

- Disrupt or destroy district network resources, or attempt to do so;
- Attempt to affect performance of district network resources by introducing or spreading computer viruses, worms, "Trojan Horses", or other similar malicious software, hardware or program;

- Use software or hardware to modify any district network resources or system settings.
- Use the district network resources to commit the above acts on non-district networks or systems
- Unauthorized or inappropriate access of district data/systems and/or non-district data/systems by a student, employee, vendor, or guest, using district network resources or any other means, is prohibited. Any unauthorized access of data may also be a violation of privacy, confidentiality and/or proprietary rights.

d. Inappropriate Data Transmission: By using district network resources, each user specifically agrees s/he will not use those resources to: i) access, download, submit, publish, or display any defamatory, knowingly inaccurate, abusive, obscene, profane, sexually oriented, threatening, illegally discriminatory, or otherwise illegal material; ii) encourage or facilitate the use, sale or distribution of alcoholic beverages or controlled substances, or other illegal acts; iii) use language that is abusive or otherwise inappropriate for a school environment (including, but not limited to: hate speech, and language threatening or inciting violence); iv) engage in harassment or stalking of any person; or v) engage in any non-District “for profit” activities of any sort. Transmission of material, information or software in violation of any local, state or federal law is prohibited, and is a breach of the terms and conditions of this Policy.

e. Charges, costs, damages: The District assumes no responsibility for any unauthorized costs or charges incurred by users, including credit card charges and damages for illegal use, such as copyright violations.

f. Confidential information: Users must use appropriate judgment and exercise appropriate caution in communications concerning students or staff in order to assure that confidential materials are not disclosed without proper authorization.

g. Supervision of students: Users who are generally responsible for student supervision are also responsible for the proper supervision of the use of network resources by students. If any user becomes aware of misuse by a student, the user should immediately stop such misuse, or, if the user is not in a position to take immediate action, the misuse should be reported immediately to the building principal or other appropriate supervisor.

h. Censorship: The District retains the right to censor the content of materials that students may produce or read, based on legitimate pedagogical concerns.

3. E-mail

a. Electronic Mail (e-mail) is intended for District business and educational use. The administration retains the right to access e-mail records as described above. The use of e-mail should follow ordinary rules appropriate for public language. Language that is abusive or otherwise inappropriate for a school environment (including, but not limited to: hate speech, and language threatening or inciting violence) will not be tolerated. Employees are allowed to use district e-mail for limited personal use as long as: i) they do not violate the terms of this policy; and ii) their effective and efficient job performance is not compromised.

b. The administration has the authority to monitor all communications on the district network. Except as may be authorized in writing and/or implemented by the Technology Department, students and staff are prohibited from accessing non-district e-mail, and/or downloading any instant messages and participating in chat sessions of any kind, at any time using district network resources.

4. Internet Access

a. Access to the Internet using district network resources must follow the same code of conduct generally expected of Franklin Township Public School students and employees while they are at school or work. Users are to conform to the same etiquette, customs, and courtesies expected with any other form of

media. Employees are allowed to access the Internet for limited personal use via district network resources as long as: i) they do not violate the terms of this policy; and ii) their effective and efficient job performance is not compromised.

b. The district employs an Internet filter that attempts to block objectionable websites, but in today's environment there cannot be 100% guarantees of safety. Students are generally supervised during their use of the Internet at school, but the ability to access objectionable material is always a possibility. Students must report accidental or intentional access to objectionable or inappropriate material to their teachers immediately. Staff members must report such accidental or intentional access to their supervisors immediately.

c. Users are prohibited from using district network resources to access websites that circumvent the district's Internet filtering system. Since bandwidth, equipment and time are District resources, the administration retains the right to monitor Internet use and access Internet use records as described above.

5. Copyright Laws

Digital material, such as software and images may be copyrighted and each person must abide by the licensing agreement published with the Digital material. Only authorized personnel are to install software or other digital material. Any user or other person who wants to install a program or digital material on a computer must obtain permission from the Technology Department.

6. Handheld Devices

Wireless or infrared portable devices, or other portable devices capable of interfacing with the network or a computer on the network (e.g., USB Drives, cameras, CD/DVD burners, MP3 players, etc.), are not allowed to be used with district network resources without permission from the Technology Department.

7. Policy Violations & Consequences

a. Violations of this Policy will result in the same disciplinary action that would result from similar violations in other areas (e.g., plagiarism, dishonesty, theft, sexual harassment, destruction of property, etc.). Discipline taken will be in accordance with the Student Code of Discipline, applicable Board Policies, applicable contractual provisions, and/or applicable law. Policy violations may also result in civil and/or criminal legal action.

b. Violations of this Policy may also result in the user's loss of access to all district network resources, or to specific network privileges such as use of district e-mail, Internet access via district network resources. Parents and employees should be aware that from time to time district employees will monitor e-mail, Internet and system usage; and records of inappropriate use will be maintained.

8. Remote Technical Support for Non-District Computer Equipment and Software

Any user who has permission to access the Franklin Township Board of Education computer network from home is eligible for support from the Technology Department's Helpdesk at the published number. However, the following restrictions apply:

a. The Helpdesk is only available on weekdays during published hours.

b. The Helpdesk can only assist remote users with matters pertaining to accessing the district's network or the use of services on the district's network.

c. The user accepts full responsibility for any additional software or hardware issues that may arise during the support call.

d. Given the many different versions and types of operating systems, technical support services may be denied if the helpdesk does not possess the level of expertise needed to resolve the issue.

e. Circumstances beyond our control may arise given the many different versions and types of operating systems, the unique configurations of the hardware they run on, how well instructions are followed, and how well the user provides feedback. In such an event, any data loss, disruption of service, and/or other consequences that may arise from these unforeseen events are not the responsibility of the Franklin Township Board of Education or its members, employees, or agents.

f. Any real or apparent failure of non-District hardware during a support call, and/or any data loss, disruption of service, and/or other consequences that may arise from such a failure, are not the responsibility of the Franklin Township Board of Education or its members, employees, or agents.