

Hillsborough Board of Education Acceptable Use Policy for Using the Hillsborough Township Public Schools Network

It is the goal of the HTPS (Hillsborough Township Public Schools) Network to promote educational excellence by facilitating resource sharing, information access, and communications. Access to and educational use of the information available from the Internet and other electronic communication sources are consistent with the goals and objectives of the district.

The Hillsborough Township Board of Education firmly believes that the information available through access to such sources as the Internet is invaluable to our students and far outweighs the potential for our students to be exposed to controversial material. It is the student's responsibility to access information specifically related to curriculum goals and objectives and to use that information appropriately. This information includes all electronic and Internet based sources including, but not limited to websites, electronic mail, information and news, software, wikis, blogs, discussion groups and other social media.

Hillsborough Township educators will provide guidance and instruction to the students in the appropriate use of such resources. The board of education expects that students will use appropriate and responsible behavior on the school network and in the accessing of all electronic information as independent researchers. Student conduct while using the HTPS network is to be in keeping with board of education policy for general school behavior (Policy 5500 and 5600).

To this end, the Hillsborough Township Public Schools retains the following rights and recognizes the following obligations:

- To monitor the use of online activities.
This may include real-time monitoring of network activity, file storage and/or maintaining a log of all activity for later review.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to HTPS-owned equipment and, specifically, to exclude those who do not abide by the HTPS's acceptable use policy or other policies governing the use of school facilities, equipment, and materials.
- HTPS reserves the right to restrict online destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the HTPS.
- Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
- Every effort is made to provide staff with the resources necessary for classroom instruction. Posting school related content to external resources beyond the scope of the district, without direct district authorization, is not permitted.

All use of the HTPS network must be in support of educational and research objectives consistent with the mission and objectives of the HTPS. Proper codes of conduct in all electronic communication must be used.

The smooth operation of the HTPS network relies upon responsible use of the network and requires the adherence to ethical and legal use of this resource. Access to the HTPS network is a privilege, not a right; therefore, students will be permitted to use these resources upon the submission of an agreement form signed by the student and by the minor student's parent/guardian at grades K (no student signature), 3, 5, 7, 9 and upon entry to the school district. The signed Acceptable Use Policy form will be kept on file as a legal binding document. Failure to comply with the agreement for acceptable use may result in the student's loss of access to the HTPS network as well as other disciplinary and legal actions.

Staff will be required at time of employment to sign an Acceptable Use Policy as well. These signed Acceptable Use Policy forms will be kept on file as a legal binding document.

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Revised: 9 September 2013

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- appropriate school personnel and with the consent of my parent/guardian
 - Revealing or displaying any personally identifiable information about another student, including the name, address, photographs, social security number, or other personal characteristics that would make the student easily identifiable.
 - Engage in other activities that do not advance the educational purposes for which the computer network/computers are provided
- I understand that the use of the HTPS network is a privilege, not a right, and that inappropriate use may result in my suspension of those privileges in varying degrees and my suspension from school by the building administrator. The Board of Education may deny me future computer privileges at all board facilities and I may be subject to further disciplinary, as well as legal actions for violation of copyright and/or licensing laws.
 - Users will be personally charged for any unauthorized costs incurred in their use of the HTPS network and held responsible for any damages caused by their misuse of the HTPS network equipment.
 - I agree to report any knowledge of policy violations that I am aware of to the building's staff and/or administration.

Disciplinary action as a result of any violation of the regulations set forth in the Hillsborough Township Public Schools Acceptable Use Policy may include one or all of the following:

- Revoking of my access privileges to the HTPS network
- School disciplinary actions including detention, suspension and/or expulsion
- Legal action, including criminal prosecution
- Reimbursement of expenses

(Students Signature)

(Date)

PARENT OR GUARDIAN

As a condition of _____ being permitted to use the HTPS network, I have read the policy and this agreement. I understand that access to electronic information, which includes the Internet, is designed for educational purposes. Policies and procedures which require classroom teachers and library/media specialists to monitor and restrict access to inappropriate material are in place, but the Hillsborough Township Public Schools cannot monitor users at all times and thus cannot guarantee that students will not gain access to educationally-inappropriate material. Therefore, I will not hold the Hillsborough Township Public Schools responsible for any inappropriate material acquired from this network. In addition, I understand that the Hillsborough Township Public Schools does not assume responsibility for the accuracy or reliability of information obtained through access to remote sites.

The use of online information retrieval and sharing is a privilege, not a right. Inappropriate use may result in a cancellation of this privilege and/or disciplinary action.

Please sign below and return to your child's school.

(Parent/Guardian signature)

(Date)

Please be sure to complete all areas of this form. Thank you.

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STAFF ACCEPTABLE USE OF THE HTTPS NETWORK

School computers, Internet access, voicemail and email are provided to all staff of the Hillsborough Township School District to support the educational mission of the school. All electronic communications systems and all information transmissions received or stored in the HTTPS network are property of the Hillsborough Township Board of Education. Data stored and transmitted on school computers can and will be monitored and all employees have no rights to privacy with regards to that data.

Internet access and email technology is to be used primarily for school related purposes. Incidental personal use of the school network and email services must not interfere with the normal operations of the information network, employee's job performance and must not violate any tenets of the student Acceptable Use Policy or district/state/federal regulations on sexual and all other forms of discriminatory harassment. School employees are also prohibited from using district technology to support outside business activities, communicating announcements or solicitations for non-profit organizations, or representing personal views.

I acknowledge receiving a copy of the Hillsborough Board of Education Acceptable Use Policy and consent to the Hillsborough administration's monitoring my use of district technology at any time. Such monitoring may include printing and reading all files and email entering, stored on, or leaving the servers or services employed by the Hillsborough Township Public Schools.

(Staff Signature)

(Date)

____ I give permission for my photo to be used on the district/school website.

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