

SAMPLE: POLICY SUMMARY FOR STUDENT HANDBOOK

The Board of Education and the Administration of the Holmdel Township Public Schools are pleased to provide the students with access to the district computer network for electronic mail and the Internet.

While accessing e-mail and the Internet, it is possible that your child may find material on the Internet that you would consider objectionable. The Board has established an Acceptable Use Policy to restrict access to material that is inappropriate in the school environment and has directed the installation of an Internet filtering system that limits access to inappropriate material. **However**, because new web sites are posted daily, it is impossible to block all sites or guarantee that your child will not gain access to inappropriate material. While the Board's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. The Board believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Board and Administration of the Holmdel Township Public Schools support and respect each family's right to decide whether or not to deny access.

District Internet and E-mail Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

The network is provided for students to tap educational resources, conduct research and communicate with others. Access to network services is maintained for students who act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

Network storage areas will be treated like school lockers. District personnel may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on District servers will be private.



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Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities, the following rules apply:

1. Personal Safety
 - a. Users will not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone numbers, home address, etc.
 - b. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
2. Illegal Activities
 - a. Users will not attempt to gain unauthorized access to the District network. This includes attempting to log in through another person's account or access another person's files.
 - b. Users will not make deliberate attempts to disrupt the network performance or destroy data by spreading computer viruses or by any other means.
 - c. Users will not use the District system to engage in any illegal act.
3. System Security
 - a. Users are responsible for the use of their individual account. They should take reasonable precautions to prevent others from access.
 - b. Users will immediately notify their teacher or the Network Engineer if they have identified a possible security problem.
4. Inappropriate Language
 - a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - b. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

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5. Unacceptable Activities

Users are not permitted to:

- a. Send or display offensive messages or pictures;
- b. Harass, insult or attack others;
- c. Intentionally waste limited resources;
- d. Download songs, games and other non-curriculum information;
- e. Use a password other than their own;
- f. Utilize the network for banking, political lobbying, commercial ventures, gambling or personal purchases; and/or
- g. Copy or display any unauthorized or inappropriate information received on district hardware.

Violations may result in disciplinary action, in a loss of access and in legal action in accordance with Board policy as well as federal and state laws.

If you do not want your child(ren) to have Internet access, please indicate this fact in writing to the relevant building principal(s) on an annual basis. Be aware that your child(ren) will be provided with alternate resources, reference materials and/or means of communication.

DATE: June 23, 1999