

**ACCEPTABLE USE POLICY FOR STAFF and STUDENTS  
for COMPUTING and INFORMATION TECHNOLOGY RESOURCES**

**Date of Adoption:** February 21, 2002

The Scotch Plains-Fanwood Board of Education believes that the use of technology and computer-assisted communications is vital to our students' success. It is the responsibility of our educators to foster an understanding of appropriate technology and to teach those technological skills which are necessary to promote academic excellence. The proper use of technology and technological skills will be integrated into our instructional programs when learning is enhanced by its use.

The district encourages the use of computer-assisted communications such as the Internet and student collaboration when it supports the curricula of the district and advances the learning process.

The Internet provides connections to other computer systems located all over the world. Neither the individual school nor the Scotch Plains-Fanwood Board of Education controls the content of the information available on these other systems. Some of the information available may be controversial and/or inappropriate.

Preserving the access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical use:

**All Users Shall:**

- Use only those computing and information technology resources for which you have authorization.
- Use computing and information technology resources only for their intended purpose.
- Protect the access and integrity of computing and information technology resources.
- Abide by applicable laws and district policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.
- Respect the privacy and personal rights of others.
- Only use network accounts for the authorized purpose and only as authorized by the owner of the account.
- Only load software on the network or individual computers which have been approved by the District Technology Coordinator.
- Follow specific directives from the instructor-in-charge regarding use of or access to on-line information.
- Report any misuse, malfunctioning equipment or missing components to the proper person.

**All Users Shall Not:**

- Purposely change a system configuration without permission of the network administrator or use the network to access files dangerous to the integrity of the network.
- Intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Use the network to maliciously develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
- Use the network for personal financial gain, commercial activity or any illegal purpose.
- Use the network to send hate mail, or for the purpose of harassment, discrimination or other antisocial behaviors.
- Use the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network.
- Use profanity, obscenity, or other language which may be offensive or threatening to another user.
- Intentionally search for materials on the Internet and/or other computer networks or systems inappropriate for the users' age, grade level or academic objective.

Teachers, including the media specialists, are responsible for monitoring student use when the student is under their supervision.

The Scotch Plains-Fanwood Board of Education expects all users to exercise ethical and legal behavior when using the district network and resources. Consequences for violations may range from temporary loss of Internet access and/or other computer use to expulsion. Disciplinary actions may be determined consistent with existing policies and regulations concerning staff or student conduct. Where applicable, law enforcement agencies may be involved.

The Superintendent will require users to sign an agreement to adhere to district policies and/or procedures.

Scotch Plains-Fanwood Public Schools

**Cross Reference:**

Policy 6142.20 Internet Safety

**Supersedes Policy and Regulations 6142.10 and 6142.10-R dated March 20, 1997, Use of Computers, Computer Systems and Computer Networks.**