

District Resources

Camden City Public Schools

CAMDEN CITY BOARD OF EDUCATION FILE CODE: File Code 6142.10

Camden, New Jersey
Regulation

CAMDEN CITY PUBLIC SCHOOL DISTRICT COMPUTER NETWORK (CPSnet) STUDENT APPLICATION FOR INTERNET USE

The Camden City Public School District is now offering Internet access for student use. This document contains the Acceptable Use Policy for your use of the Camden City Public School District's network (CPSnet).

A. Educational Purpose

1. CPSnet has been established for a limited educational purpose only. The term "educational purpose" includes classroom activities and career development.
2. CPSnet has not been established as a public access service or a public forum. The Camden City Public School District has the right to place restrictions on the material you access or post through CPSnet. You shall follow the rules set forth in the Camden City Public School District Discipline code and the law in your use of CPSnet.
3. You may not use CPSnet for commercial purposes. This means you may not offer, provide, or purchase products or services through CPSnet.
4. You may not use CPSnet for political lobbying. But you may use CPSnet to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

1. All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab only.
2. Elementary students will have e-mail access only under their teacher's direct supervision using a classroom account. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent.
3. Secondary students may obtain an individual e-mail account with the approval of their parent.
4. You and your parent must sign an Account Agreement to be granted an individual e-mail account on CPSnet. Your parent can withdraw their approval at any time.

C. Unacceptable Uses

The following uses of CPSnet are considered unacceptable:

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met online.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to CPSnet or to any other computer system through CPSnet or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use CPSnet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide our password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problem, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. Users will not repost a message that was sent to them privately without permission of this person who sent them the message.
- b. Users will not post private information about another person.

6. Respecting Resource Limits

- a. Users will use the system only for educational and professional or career development activities.
- b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
- c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
- e. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or career development.

7. Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the yours.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use at work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. Inappropriate Access to Material

- a. Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. this will protect you against a claim that you have intentionally violated this Policy.

- c. Your parent should instruct you if there is additional material that they think would be inappropriate for you to access. The District fully expects that you will follow your parent's instructions in this matter.

D. Your Rights

1. Free Speech

Your right to free speech, as set forth in the Discipline Code, applies also to your communication on the Internet. The CPSnet is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of CPSnet may lead to discovery that the the you have violated this Policy, the Discipline Policy, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Discipline Policy, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your email files.

3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through CPSnet.
- b. In the event there is a claim that you have violated this Policy or Discipline Policy in your use of CPSnet, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the principal or his/her designee or you will be provided with notice and opportunity to be heard in the manner set forth in the Discipline Policy.
- c. If the violation also involves a violation of other provisions of the Discipline Policy, it will be handled in a manner described in the Discipline Policy. Additional restrictions may be placed on your use of your Internet account.

E. Limitation of Liability

The Camden City Public School District makes no guarantee that the functions or the services provided by or through CPSnet will be error-free or without defect. The Camden City Public School District will not be responsible for any damage you may suffer, including but not limited to loss of data or interruptions of services. The Camden City Public School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Camden City Public School District will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility

When you are using the CPSnet, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprint," so the odds of getting caught are really about same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong--and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

**CAMDEN CITY PUBLIC SCHOOL DISTRICT COMPUTER NETWORK (CPS NET)
PARENT LETTER**

Dear Parent(s) or Guardian(s):

The Camden City Public School District is pleased to announce the establishment of free school Internet services for its students. This letter describe the Internet services. Attached are the Student Acceptable Use Policy and the Access Release Form.

The Internet is a global network that will provide your child with access to a wide range of information from throughout the world. Your child will also be able to communicate with people from throughout the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21st Century.

It is possible that your child may find material on the Internet that you would consider objectionable. The Camden City Public School District Acceptable Use Policy restricts access to material that is inappropriate in the school environment and we have installed network proxy software to limits access to inappropriate material. However, the software is not entirely effective in blocking access and, therefore, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

Each school will be holding information meetings which will include a live demonstration on the Internet and the opportunity to explore the Internet on your own.

Please contact us if you have any questions or concerns.

Sincerely,

School Staff

**CAMDEN CITY PUBLIC SCHOOL DISTRICT COMPUTER NETWORK (CPS NET)
ACCESS RELEASE AND AUTHORIZATION FORM**

USER

I have read and agree to comply with the Camden City Public School District Acceptable Use Policy. I also understand that any violation of this policy or applicable state and federal laws is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken. I hereby release the Camden City Public School District and it's officers, employees and agents from any claims and damages arising from my use or inability to use CPSnet.

User Name (Please Print): _____ School _____

Signature: _____ Date ____ / ____ / ____

PARENT OR GUARDIAN

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes only. The Camden City Public School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Camden City Public School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on CPSnet. I also understand that any violation of this policy or applicable state and federal laws is unethical and may constitute a criminal offense. Should my child commit any violation, his/her access privileges may be revoked and disciplinary action taken. I hereby the Camden City Public School District and it's officers, employee and agents from any claims and damages arising from my use or inability to use CPSnet.

Parent or Guardian's Name (Please Print) _____

Signature _____ Date ____ / ____ / ____

CAMDEN BOARD OF EDUCATION GOVERNANCE MANUAL

Camden, New Jersey 08102 Policies/Regulations/Bylaws