

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
FACULTY AND STAFF
ACCEPTABLE USE POLICY FOR INTERNET AND OTHER ONLINE USE**

Last Name: _____ First Name: _____
School & Department: _____ Phone ext.: _____
Position: _____

The Black Horse Pike Regional School District's Internet, email and other online sources (hereafter referred to as Internet) are provided for staff to facilitate communications in support of education. The Internet is a tool for life-long learning and with it comes a need for proper and ethical use. The goal of educators who manage the Internet should be teaching individual users the skills and propriety necessary to use the Internet appropriately rather than controlling online information.

Conditions and rules for use:

1. Compliant Use

Internet use must be in support of and consistent with the educational objectives of the Black Horse Pike Regional School District. All Internet users must comply with existing rules incorporated into this document.

2. Network Etiquette

- a. Do not reveal personal information regarding yourself or others. *Be aware that electronic mail (e-mail) is not private. Be cautious about student confidentiality. Remember that e-mail sent or received through the district BELONGS to the district!*
- b. Be polite when communicating with others.
- c. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- d. Do not engage in activities which are prohibited under state or federal law.
- e. Follow copyright regulations which govern all communications and information accessible on the Internet.

3. Monitoring

- a. Use of the Internet will be monitored. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system properly.
- b. Users should know that files stored on computers or on the network are not private.
- c. All staff are asked to report violations or attempts to bypass security. Reporting may be done anonymously.
- d. Promptly disclose to your supervisor any message you receive that is inappropriate or makes you feel uncomfortable.

4. Privilege:

- a. Since the use of on-line services, Internet providers, and electronic bulletin boards is a privilege, any inappropriate use will result in cancellation of that privilege.
- b. Each individual who receives an account shall be required to acknowledge in writing the receipt and understanding of the rules and regulations appertaining to telecommunicating to out-of-district resources.

5. Illegal and Unethical Uses

Inappropriate uses of the Internet include:

- a. Using the Internet for any illegal activity.

- b. Using the Internet for financial or commercial gain.
- c. Gaining unauthorized access to resources or entities.
- d. Posting personal communications without the author's consent.
- e. Posting information that could cause damage or a danger of disruption to Internet use.
- f. Sending "chain letters", and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others.
- g. Using the Internet to lobby for votes.
- h. Using the Internet to send/receive/access pornography or other inappropriate material.
- i. Using the Internet to send/receive information that advocates racism, sexism, religious bigotry or that contains obscenities.
- j. Making deliberate attempts to disrupt the computer system, disconnect electrical, mouse or keyboard plugs, or destroy data by any means, especially by spreading computer viruses.
- k. Using the Internet to send/receive messages that are inconsistent with the school's code of conduct.
- l. Using the Internet to harass others.
- m. Vandalizing or modifying data, software, hardware.
- n. Using the Internet to play games.

6. **Other Restrictions**

The following are additional limitations to be adhered to while using the Internet.

- a. NO information or software may be downloaded unless permission is given.
- b. NO chat rooms or chat sites may be used.
- c. NO shopping, ordering items, or gambling online is allowed.

7. **No Warranties**

Users of the Internet must understand that the Black Horse Pike Regional School District does not control the content of the information on the Internet. Therefore, the Board of Education of the Black Horse Pike Regional School District denies any responsibility for the accuracy or quality of information accessed.

The District makes no guaranties of any kind, either expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

The Black Horse Pike Regional School District reserves the right to restrict access to other areas not specifically covered in this Acceptable Use Policy. Users will comply with Board of Education policies dealing with the internet and e-mail behavior and conduct. This policy will be reviewed on a periodic basis.

User: I am honor bound to uphold the rules contained in this document and to indicate if any violation has taken place. I will abide by the previously stated conditions and rules of this Acceptable Use Policy.

A copy of this Acceptable Use Policy is available on the district web site for your reference Please return the signed original to your supervisor.

I have read, understand, and agree to adhere to this policy.

Signature _____ Date _____