

North Arlington Middle School

Acceptable Use Policy

To the Parents:

It is very important that you read this document and discuss the content with your child. There are several areas where you need to *indicate your option* and *sign the document*.

If you sign the document but neglect to indicate your option, it will be assumed that you are agreeing to the conditions set forth.

Your choices will stay in effect throughout your child's Middle school years. If conditions change, you must notify the office in writing. For example, if you agree to let your child's picture appear in the newspaper or on the Internet but then decide that you no longer want to allow this, you must notify the school as soon as possible.

To the Students:

You must read this document and understand the conditions under which you are entitled to use the technology provided in school—the network, classroom computers, etc. You should understand that your technology privileges could be terminated if you fail to comply with these conditions.



North Arlington Middle School and Computer/Internet Acceptable Use Policy

The North Arlington School District provides the use of computer facilities and Internet access for **educational use only**.

The term, "Computer Facilities", is defined to include computers and their peripherals, computer networks, connections to external computer networks, and Internet access.

"Licensed Software" refers to copyrighted programs, data and documentation.

Educational use is defined to include classroom activities, career development, and limited Middle-quality, self-discovery activities. Access to the Internet has not been established as a public access or public forum. Access to the Internet is available through this school only with permission of the principal or his or her designee and your parents.

The North Arlington school system has the following rights:

1. to place reasonable restrictions on the material you access or post
2. to determine the training you need to have before you are allowed to use the system
3. to enforce all rules set forth in the school code and the laws of the state of New Jersey

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

The following activities involving the use of computer facilities are unacceptable:

Personal Safety and Privacy

- Posting contact information (address, phone number, etc.) about yourself or any other person;
- Agreeing to meet with someone you have met online without approval of your parents;
- Posting a message that was sent to you privately without the permission of the person who sent you the message.

Use of External Devices

- Unauthorized access to a computer, the Network, or the Internet via external devices such as cell phones, MP3 players, iPods, or flash drives. Any use of a flash drive should be monitored by a teacher.

Inappropriate Access to Material

- Accessing material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature).

Inappropriate Language

- Using or transmitting material containing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks or harassment of another.

Illegal and Inappropriate Activities

- Internet game playing, portal hunting to gain access to My Space and/or Facebook or any other “personal-post” site, blogging, instant messaging, etc. is considered to be inappropriate activities during school time.
- Attempting to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account number or accessing another person's files;
- Attempting to deliberately disrupt the computer system or destroy data by spreading computer viruses or by any other means;
- Engaging 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 a person, etc.
- Initiating or forwarding “chain” e-mails, which tax network resources and slow its performance.

Plagiarism and Copyright Infringement

- You will not plagiarize words that you find on the Internet. Plagiarism is taking the ideas or writings of others and representing them as if they were your own.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.

System Security

- Harming or destroying data or equipment;
- Making unauthorized copies of software;
- You are responsible for your individual files and should take all reasonable precautions to prevent others from being able to use your account. Under no circumstances should you give your password to another person.
- You will immediately notify a teacher if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.

Violations of this Computer/Internet Acceptable Use Policy will cause immediate suspension of your computer facilities and Internet privileges and may result in further disciplinary actions being taken by North Arlington Middle School, the North Arlington Board of Education, the State of New Jersey, or Federal authorities. Such activities may also result in forfeiting access to elective technology courses for the remainder of the student's Middle school experience.

**North Arlington Middle School and
Computer/Internet Acceptable Use Policy**

Student/Parent Agreement Form



Student Agreement

I have read the Computer/Internet Acceptable Use Policy of North Arlington Middle School and agree to abide by its provisions. I understand that any violations of the policies may result in immediate suspension of Internet and computer privileges and that school disciplinary and/or legal action may be taken.

Student Name (please print) _____ **Grade** _____

Signature _____ **Date:** _____

Parent/Guardian Agreement

As the parent or guardian of this student, I have read and discussed with my child the Computer/Internet Acceptable Use Policy of North Arlington Middle School. I understand that the computer facilities and the Internet are designed for educational purposes. I further understand that North Arlington Middle School and the Board of Education have taken precautions to restrict access to inappropriate material, but my son/daughter is ultimately responsible for restricting himself/herself from this inappropriate material and will not hold them or their designees responsible for materials acquired on the network. I also understand that any misuse of the facilities may result in a financial obligation in order to repair or remedy any problem that develops as a result of this misuse.

Parent or Guardian Name (please print) _____

Signature _____ **Date** _____

Telephone _____ **Email** _____

Student Photographs

_____ I give permission for my child's *photograph and name* to appear in the following venues:

- _____ Public newspapers
- _____ School newspaper
- _____ School yearbook
- _____ School's Student Management System

Parent/Guardian Signature _____ **Date** _____

Student Art Work or Writing

It is the policy of the North Arlington School District that a student's artwork or writing may be published on a web page developed for educational purposes with parental permission. Such published work will be identified by student's initials only.

A copy of all such student publishing prepared for the Internet will be printed out and brought home for the parent/guardian to see.

The work will appear with a copyright notice prohibiting the copying of such work without written permission of the parent/guardian. In the event anyone requests permission, that request will be forwarded to the parent/guardian for permission.

_____ I give permission for Internet publishing of my child's work as described above.

_____ I do not give permission for Internet publishing of my child's work.

Parent/Guardian Signature _____ **Date** _____

Name of Student (Please print) _____

School _____ **Grade** _____

Name of Parent/Guardian (Please print) _____

Telephone _____ **Email** _____

**North Arlington Middle School and
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Parent Teleconferencing Agreement Form



The North Arlington School District is involved in a number of innovative technology programs, including the use of teleconferencing equipment. This equipment allows students and teachers to communicate with students and teachers in other schools in our district and in schools in other districts and other countries. Students may also take virtual tours of museums and other places of interest!

Your child may have an opportunity to participate in one or more of these telecommunications programs throughout the year. We need your permission to allow your child to do so.

- I/We grant permission for our child to participate in teleconferencing program activities that may be offered during the school year.

- I/We **DO NOT GRANT** permission for our child to participate in teleconferencing program activities that may be offered during the school year.

Student's Name (please print) _____ Grade _____

Print Name of Parent/Guardian (print) _____

Signature of Parent/Guardian _____

Relation to Student _____

Date _____

North Arlington Middle School
(In Compliance with New Jersey State Legislature Bill A592)



Parental/Guardian Consent Form

We are sending you this parental consent form to both inform you and to request permission for your child's photo/image and personally identifiable information to be published on the district and/or school's web site.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. *Personally identifiable information includes student names, photo or image, residential addresses, e-mail address, phone numbers and locations and times of class trips.*

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

Check one of the following choices:

- I/We GRANT** permission for a group photo/image that includes this student *without any other personal identifiers* to be published on the school and/or district's public Internet site.
- I/We GRANT** permission for this student's photo/image and *name* to be published on the school and/or district's public Internet site.
- I/We GRANT** permission for this student's photo/image and *all other personal identifiers listed above* to be published on the school and/or district's public Internet site.
- I/We DO NOT GRANT** permission for photo/image that includes this student to be published on the school and or district's public Internet site.

Student's Name: (please print) _____

Student's School _____ Student's Grade: _____

Print name of Parent/Guardian: (print) _____

Signature of Parent/Guardian: (sign) _____

Relation to Student: _____ Date: _____