

## Hanover Park Regional High School District

Below are district policies related to Student Acceptable Use on the Internet as well as information on student publicity. It is REQUIRED that all students have an Acceptable Use Policy Waiver signed and on file prior to gaining computer access in school. Student publicity via the school district will only occur if the enclosed form indicates a proper selection and signature. Please read the policies below and return the Acceptable Use Policy and Publicity consent signature page to your high school's central office.

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### INTERNET – STUDENT ACCEPTABLE USE POLICY (AUP)

Hanover Park Regional High School District offers student access to a computer network and the Internet. To gain access to the Internet as per Board of Education policy, all students must obtain parental permission as verified by the signatures below form. Should a parent or guardian prefer that a student not have Internet access, use of the computers is still possible for purposes such as word processing.

#### What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of students having access to the Internet while at school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We have installed software on district computers, which should prevent students from accessing offensive materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the possible disadvantages. 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. Therefore, we support and respect each family's right to decide whether or not to apply for access.

#### What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. **THE USE OF THE NETWORK IS A PRIVILEGE, NOT A RIGHT, AND MAY BE REVOKED IF ABUSED.** The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

#### What are the Rules of Appropriate Use?

**Privacy** – Network storage areas may be treated like school lockers or desks. Network administrators may review communications to maintain system integrity to insure that students are using the system responsibly.

**Storage capacity** – Users are expected to remain within allocated disk space and delete material that takes up excessive storage space.

**Illegal copying** – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

**Inappropriate materials or language** – No profane, obscene, vulgar, abusive, or impolite language may be used to communicate nor should materials be accessed which are not in the line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

#### Guidelines to follow to prevent the loss of network privileges at Hanover Park Regional High Schools:

1. Do not use a computer/network to harm other people or their work. Users may not use network systems to insult, harass or attack others.
2. Do not use the network for commercial (purchasing products online) or illegal purposes.
3. Do not damage the computer or the network in any way.
4. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
5. Do not violate copyright laws.

6. Do not share your password (if assigned) with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another's folder, work, or files.
9. Do notify an adult immediately if by accident you encounter materials that violate the Rules of Appropriate Use.
10. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Hanover Park Regional High School District supports the integration of technology into the curriculum and encourages district teachers to participate in internet-based projects with their students. Participation by students in internet-based projects may take several forms, such as Educational Discussion Forums, Classroom Project Exchanges and Shared Technology Resources.

**Guidelines for Student Internet Projects include:**

1. Students may not disclose any confidential private or personal contact information about themselves, other students or any other individual while engaged in an online classroom project. (Pursuant to New Jersey law, N.J.S.A. 18A:36-35, students are precluded from releasing "personally identifiable information" without parental consent, which in addition to names, photos or images, residential addresses, e-mail address, and phone numbers, includes locations and times of class trips.)
2. Teachers must act as project managers, that is, no students may directly post to any electronic forum before the teacher reviews such work.
3. Material posted as part of a school or classroom related project may only be posted while student is under the supervision of a teacher.
4. While engaged in educational projects, students only identify themselves by first name or as a member of a teacher's class, i.e., Jane in Mrs. Jones's class. They may include their teacher's name and their grade only.

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**PUBLICITY CONSENT**

In accordance with New Jersey Statute, N.J.S.A. 18A:36-35, 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.

**As you are aware, there are potential dangers associated with the posting of personally identifiable information on a website 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.**

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 your building principal and such rescission will take effect upon receipt by the school.

**HANOVER PARK REGIONAL HIGH SCHOOL DISTRICT**  
**INTERNET – Student Acceptable Use Policy (AUP) Consent and Waiver Form**

USER (Student): I understand and will abide by the Acceptable Use Policy (AUP). I further understand that any violations of the above conditions, rules, and AUP, is unethical and may constitute a criminal offense. Should I commit any violations, my access privileges may be revoked; disciplinary action and/or appropriate legal action may be taken.

USER (Student) \_\_\_\_\_ Period 1 Teacher \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

PARENT OR GUARDIAN: As parent or guardian of this student, I have read the Acceptable Use Policy (AUP). I understand that this access is designed for educational purposes. I also recognize that it is impossible for the Hanover Park Regional High School District to restrict fully access to controversial materials and I will not hold the school district responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the Internet at school and certify that the information contained on this form is correct.

Permission is hereby granted for INTERNET access. Date \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Signature \_\_\_\_\_

THIS AGREEMENT IS VALID UNTIL THE END OF THE 2011-2012 SCHOOL YEAR

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**HANOVER PARK REGIONAL HIGH SCHOOL DISTRICT**  
**Publicity Consent Form**

Select ONE of the options listed below, sign and return this form to the school office where it will be kept on file for future reference.

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_

School: HP/WP (*circle one*) Grade: \_\_\_\_\_ Date: \_\_\_\_\_

- Photo & Name:** I/We GRANT permission for this student's name, photographs and personally identifiable information to be used for publicity purposes for ALL MEDIA which includes print media, television/video and websites.
- Name only:** I/We GRANT permission for this student's name without any other personal identifiers to be used for publicity purposes for ALL MEDIA which includes print media, television/video and websites.
- Photo only:** I/We GRANT permission for a photo/image that includes this student without any personal identifiers to be used for publicity purposes for ALL MEDIA which includes print media, television/video and websites.
- Photo & Name:** I/We GRANT permission for this student's name, photographs and personally identifiable information to be used for publicity purposes in PRINT MEDIA only.
- Name only:** I/We GRANT permission for this student's name without any other personal identifiers to be used for publicity purposes for PRINT MEDIA only.
- Photo only:** I/We GRANT permission for a photo/image that includes this student without any personal identifiers to be used for publicity purposes for PRINT MEDIA only.
- No permission:** I/We DO NOT GRANT permission for this student's name, photographs and personally identifiable information to be used for publicity purposes.

Name of Parent/Guardian (Print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_