

# Appendix B - Student Acceptable Use Policy

TOWNSHIP OF FRANKLIN PUBLIC SCHOOLS  
3228 Coles Mill Road  
Franklinville, New Jersey 08322-3029  
Phone: 609-629-9500 x 201

Dear Parent,

We are pleased to offer students of the Township of Franklin Public School District access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return this form to their classroom teacher.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration, exceed any 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. To that end, the Township of Franklin Public School District supports and respects each family's right to decide whether or not to apply for access.

## District Internet and E-Mail Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege, not a right, and requires parental permission.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

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. However, within reason, freedom of speech and access to information will be honored.

During class, a teacher will guide students toward appropriate materials. Outside of school, families bear the same responsibility for guidance as they might exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board Policy 6142.8 - District Electronic Communication System Use, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using or sending obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.

TOWNSHIP OF FRANKLIN PUBLIC SCHOOLS

Internet and Electronic Mail  
Student Permission Form

The Township of Franklin Public School District is pleased to offer students access to the Internet and electronic mail for educational purposes. The student and parents need to read the guidelines and sign this form before they can use the Internet or e-mail. Please return this form to the homeroom teacher.

**Guidelines to follow to prevent loss of Internet and e-mail privileges:**

1. I will not give out personal information such as my name, address, telephone number or parents' name.
2. I will use the Internet and e-mail for educational purposes only.
3. I will inform my teacher or other responsible adult if I come across any information that makes me feel uncomfortable.
4. I will not use a "chat room".
5. I will not send e-mail that in any way would make someone uncomfortable. If someone sends me e-mail that is mean or makes me uncomfortable I will notify my teacher or other responsible adult.
6. I will treat the computers and other equipment carefully.
7. I will respect the rights of other students and teachers by only using my own files, or disks. I will not change, delete or move anything that belongs to another person.
8. Privacy is important. I will respect this privacy by not sharing my password. I will respect others privacy by not trying to find out someone else's password.
9. I will print and save files only if I have permission from my teacher or other responsible adult.
10. I will not use the system to purchase goods or services.

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Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

I have read the rules for using the Internet and e-mail and I agree to follow these rules. I know if I don't follow these rules I will lose my Internet and e-mail privileges and I may be subject to other disciplinary measures as determined by the Administration.

Student's Signature \_\_\_\_\_

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For Parents:

I have read the Township of Franklin Public School District's rules for using the Internet with my child and I agree to allow my child to use the Internet and e-mail while my child is attending the Township of Franklin Public School District.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_