WALDWICK PUBLIC SCHOOLS
NETWORK ACCESS RIGHTS AND RESPONSIBILITIES POLICY

INTRODUCTION

Waldwick Public Schools provides computer equipment, computer services and network access for educational purposes only. These services are provided to improve learning and teaching through research, teacher training, collaboration, dissemination, and use of materials and resources. Access to networks carries with it the responsibility for proper use of those resources and of the Waldwick Public Schools' computing facilities. Guidelines for network use are detailed in this document. It is expected that all Waldwick Public Schools' users read, agree to, and adhere to these guidelines. These guidelines may be modified at any time and will be posted for users as appropriate.

The Waldwick Public Schools' recognize that most computer users are responsible, thoughtful users. However, the actions of a few irresponsible users can disrupt and interfere with the operation of the computer system.

Network users are often allowed to access other networks and the computer systems attached to those networks. Each network or system has its own set of policies and procedures. Actions which are routinely allowed on one network or system may be controlled, or even forbidden, on other networks. It is the responsibility of the user to abide by the policies and procedures of these other networks or systems.

The Waldwick Public School District is not responsible for all of the information found on networks. The Waldwick Public Schools do not have control over information residing on other systems to which there is access. Some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. The Waldwick Public School District cannot completely eliminate access to such information. The Waldwick Public Schools do not condone the use of such information in the educational environment and have taken steps to educate users in appropriate uses of network resources and to limit access to objectionable material. Users are responsible for their actions when accessing information on networks. The Waldwick Public Schools are not responsible for information that may be lost due to system interruptions.

Users are expected to keep their disk storage space at an acceptable level. Unnecessary files should be removed on a regular basis. System administrators reserve the right to set quotas for disk usage on the system and to remove files if the user fails to maintain their storage area properly. System administrators also reserve the right to moderate, monitor, and modify the network hardware, software, and communications.

Each user is responsible for his/her own individual account. Any policy violations that can be traced to an individual account name will be treated as the sole responsibility of the account owner.

It is impossible to document all appropriate conduct and use of computer facilities. To help users determine appropriate use and conduct, the following guidelines are provided. They are not intended to be all inclusive, but should serve as a guide for appropriate use of computer facilities and network resources.

The following infractions of network use will not be tolerated:
- Use of networks for purposes that are not educational in nature.
- Introduction of viruses
- Vandalism, including equipment damage and willful tampering with data or software.
- System tampering which is any unauthorized alteration of operating systems, software, networking facilities, and/or other programs.
- Letting others use your personal e-mail address.
- Attempts to read, delete, copy or modify the electronic mail of other users.
- Attempts to decrypt passwords.
- Attempts to gain a higher level of privilege.
- Attempts to gain unauthorized access to remote systems.
- Interference with other users
- Forgery or attempted forgery of e-mail messages.
- Use of obscene, vulgar, abusive or inappropriate language.
- Use of the network for purposes other than academic or professional.
- The use of commercial advertising, chain letters, game playing.
- Unauthorized copying or transfer of copyrighted materials.
- Placing copyrighted material on the network without permission of the author.
- Violation of copyright laws.
- Use of networks for illegal activities.
- Attempts to libel, slander, or harass other users via e-mail or newsgroups (or similar groups).