



# **Essex Regional Educational Services Commission**

## **INTERNET ACKNOWLEDGEMENT, CONSENT & WAIVER FORM**

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### **PURPOSE**

The Internet provides the Essex Regional Educational Services Commission with a significant opportunity to enhance its educational services. The Internet provides instant access to a significant fraction of human knowledge. The purpose of these guidelines is to define appropriate & allowable use of the Internet at Essex Regional Educational Services Commission. Any Commission limitations on the Internet supercede any permitted uses found herein.

### **RESOURCE ALLOCATION**

Online access is a finite resource @ Essex Regional Educational Services Commission. The Principal [or Designee] approves all resource allocations, scheduling & curricular decisions before implementation.

### **PERMITTED ACTIVITIES & USES**

All computers, networks, Internet service and telephone lines at Essex Regional Educational Services Commission exist to support its curricular objectives. All uses consonant with these objectives, and after obtaining the PRIOR approval of the Principal [or designee] are permitted.

### **PROHIBITED ACTIVITIES & USES**

All of Essex Regional Educational Services Commission's existing rules and procedures are applicable in the context of computer, network, and telephone lines & Internet service use. Any use, which violates any rule or procedure, is expressly prohibited. Prohibited activities include, but are not limited to all actions that would:

- Violate any local, state, or Federal law or any international accords or treaties to which the U.S. is a party.
- Compromise the security of any of the Commission's computers or network, or the security of other institutions' computing resources accessible over the network or Internet.
- Invade someone's privacy.
- Infringe copyright, software licensing rights & all other state and federal laws governing intellectual property.
- Cause an event or outage on the network that result in a denial of services to others.
- Results in the destruction or damage of computer hardware, software, or data.
- Be threatening to others.

In addition, staff and students of Essex Regional Educational Services Commission shall NOT use ECA's computers, network, telephone lines & Internet service resources for:

- Commercial Activities
- Partisan political activity in support of candidates for elected office.

- Personal advertising.

### **PERMISSION to ACCESS the INTERNET**

Prior to accessing the Internet using Essex Regional Educational Services Commission computer, network, telephone lines or Internet service resources all staff & students **MUST** read & sign **and return**, to the Principal, the Essex Regional Educational Services Commission's "Acknowledgement, Consent & Wavier" form. **Not until** the Principal counter signs this form and returns a signed copy, may staff or students access the Internet.

The form includes:

- Acknowledgement of Essex Regional Educational Services Commission procedures & regulations pertaining to computers, networks, telephone lines & the Internet.
- Acknowledgement that the user has no expectation of privacy with respect to use of computers, networks, telephones, or Internet services. This includes files, data, messages sent, inquiries, sites visited, etc., stored or not stored.
- Acknowledgement & acceptance of the risks inherent in Internet use, holding Essex Regional Educational Services Commission and the Commission harmless with respect to such risks.
- In the case of students, a parent or guardian must also read the indicated materials and sign a copy of the "Acknowledgement, Consent & Wavier" form in addition to the student.

### **DISALLOWED INTERNET SITES**

The following is a list of types of Internet sites that are **NOT** to be accessed by staff or students on Essex Regional Educational Services Commission's computers, network & Internet service. Additional sites may also be deemed inappropriate. Be sure all types of sites visited have the **PRIOR** approval of the Principal [or Designee]

- Any form of a Chat Room
- Any site containing material of a sexual nature.
- Any site containing drug or alcohol related material or information.
- Any site containing hate material or reflecting Intolerance toward any group or individual.
- Any sit containing any reference to gambling.
- Any site with any reference to violence.
- Any site with any reference to any weapons.
- Ant site with any reference to any weapons of mass destruction.
- Any site charging for a service.
- Any site soliciting monies.
- Any site offering any type or versions of electronic mail [e-mail]. *This currently applies to students only.*

**Note:** Student purchases [or orders] of any kind are not to take place on Essex Regional Educational Services Commission computers, networks or Internet service.

## REVOCATION of INTERNET ACCESS & OTHER PENALTIES

Regulations, rules, procedures, etc. on the use of Essex Regional Educational Services Commission computers, network or Internet services are considered part of the Code of Conduct. Staff or student violations of these regulations, rules, procedures, etc. will be subject to the appropriate action(s).

The use of Essex Regional Educational Services Commission computers, networks or Internet service is a privilege, not a right, and when it has been determined that inappropriate use has occurred, suspension of that privilege will result. The Principal or other Commission Administrator may request that an individual's access be temporarily denied, revoked, or suspended. Serious or repeated infractions will lead to permanent revocation of privileges.

### CODE of ETHICS & ETIQUETTE

#### 1. MAINTAIN PRIVACY

- Any **assigned** password belongs only to you. Keep the password secret. Do not allow anyone else to use your password.
- Do not allow anyone to use a login session that you have established with your password.
- Do not use anyone else's password.
- Never reveal personal information [yours or anyone else's], including home address and/or telephone number over the Internet or network.
- Assume that others may read any data or message you enter or store. Do not reveal any personal, confidential, or sensitive information about anyone on ECA computers, networks or Internet service.

#### 2. BE CONSIDERATE

- Use only appropriate language
- Do not send abusive, harassing or threaten messages, files, or data.
- Do not attempt to read or modify the files, messages or data of others.
- Do not use ECA computers, networks or Internet service in a way that disrupts or hampers their use by others.

#### 3. BE RESPONSIBLE

- Do not review, download, or print any materials that are obscene, vulgar, sexually explicit, degrading, or otherwise inappropriate.
- View, download, or print only materials that are educationally appropriate and directly related to instruction.

#### 4. BE HONEST & ETHICAL

- Do not send anonymous messages.
- Conform to all copyright & licensing laws.
- Do not plagiarize.
- Cite all information sources properly.
- ECA computers, networks or Internet service is not to be used to promote any unauthorized business, political, or religious activity. All illegal activities are strictly forbidden.
- Do not attempt to access resources, programs, data or files to which you are not authorized.
- Do not make, use, download or attempt to install any unauthorized programs.
- Do not make, use, download or attempt to install unauthorized copies of any ECA computers, networks or Internet service on any system.
- Network information storage areas are considered school property. The Principal [or other Commission authorized staff] may review files, messages, programs, etc. Users should NOT expect that files, messages, etc. would be private.

**Note:** Staff is only to use the dedicated Internet line for Internet Access. Staff is not to access the Internet from Business telephone lines, the Fax telephone line or the dedicated Alarm telephone lines. Business telephone lines must be connected and available at all time to accommodate any emergency.



**Essex Regional Educational Services Commission**  
**ACKNOWLEDGEMENT, CONSENT & WAVIER SIGNATURE FORM**  
**STUDENT**

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Please read the attached information before signing this agreement. Access is denied until the Principal approves this form. Return this form to the Principal.

**STUDENT SECTION**

\_\_\_\_\_  
Printed Name of Student

I have read Essex Campus Academy's Acknowledgement, Consent & Wavier form. I agree to follow all of the rules, regulations, procedures, etc. I understand that if I violate any my access to computers, network or Internet service will be suspended or terminated. I may face other disciplinary and/or legal charges. Furthermore, I realize that I am not to expect the right to privacy of any information entered into computers, network or the Internet. Any file, data, information, etc. may be subject to examination. I am aware that some information found on computers, network or Internet might not be accurate.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**PARENT SECTION**

I have read Essex Regional Educational Services Commission's Acknowledgement, Consent & Wavier form. I agree with all of the rules, regulations, procedures, etc. I understand that my child is expected to adhere to them all. I understand that Internet Access is being provided for educational purposes only. I release Essex Regional Educational Services Commission, the Essex County Educational Services Commission, its Administrators & staff from any and all damages of any nature arising from my child's use of, or inability to use computers, network or Internet. I am also aware that some information found on computers, network or Internet might not be accurate. I will take responsibility to instruct my child against materials that are in violation of this agreement and the law. Furthermore, I realize that I am not to expect the right to privacy of any information entered into computers, network or the Internet. Any file, data, information, etc. may be subject to examination.

\_\_\_\_\_  
Printed Name of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Principal

\_\_\_\_\_  
Date

**I DO NOT WANT MY CHILD TO HAVE INTERNET ACCESS**

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**Essex Regional Educational Services Commission**  
**ACKNOWLEDGEMENT, CONSENT & WAIVER SIGNATURE FORM**  
**STAFF**

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Please read the attached information before signing this agreement. Access is denied until the Principal approves this form. Return this form to the Principal.

**STAFF SECTION**

\_\_\_\_\_  
Printed Name of Staff

I have read Essex Regional Educational Services Commission's Acknowledgement, Consent & Waiver form. I agree to follow all of the rules, regulations, procedures, etc. I understand that if I violate any my access to computers, network or Internet service will be suspended or terminated. I may face other disciplinary and/or legal charges. Furthermore, I realize that I am not to expect the right to privacy of any information entered into computers, network or the Internet. Any file, data, information, etc. may be subject to examination. I am aware that some information found on computers, network or Internet might not be accurate. I release Essex Regional Educational Services Commission, the Essex County Educational Services Commission, its Administrators & other staff from any and all damages of any nature arising from my use of, or inability to use computers, network or Internet.

\_\_\_\_\_  
Signature of Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Principal

\_\_\_\_\_  
Date