



SADDLE RIVER DAY SCHOOL

ACCEPTABLE USE POLICY COMPUTERS AND NETWORK RESOURCES

The Saddle River Day School provides its students with access to computers, networks, and the information superhighway (Internet). Individual users of the computer networks are responsible for their behavior and for their communications over those networks. It is presumed that users will comply with SRDS standards and will honor the agreements they have signed. Every member of the school community is expected to conduct himself/herself in a responsible, self-disciplined manner at all times.

SRDS provides access to the computer network for educational purposes only. The Administration retains the right to restrict or terminate pupil access to the computer network and school computers at any time, for any reason. The Administration retains the right to have school personnel monitor network activity in any form necessary, to maintain the integrity of the network and insure its proper use.

Any individual engaging in the following actions when using the computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school for commercial purposes, financial gain or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;

6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this policy; and/or
11. Engages in other activities that do not advance the educational purposes for which the computer network and computers are provided.
12. Harassment of individuals, verbally or otherwise.
13. Accesses information or files other than those available on the desktop.
14. Participates in game playing on school computers

Access is a privilege – not a right. Access entails responsibility. All students must obtain parental permission and sign and return the attached form to Saddle River Day School.

Each student will have an individual Login Account comprised of his/her first initial and last name. Please supply a password for this account (4-8 characters; numbers and/or letters) on the attached form. Passwords should be kept private and not shared with other students. Sharing of information is a violation of this AUP and will result in a suspension of computer privileges.

****No SRDS student shall be allowed to use the computer network and the Internet unless they have returned the attached consent form signed by the student and his/her parent or guardian.**

Our thanks to Westwood School District for allowing us to use portions of their AUP.

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PARENT/STUDENT NETWORK RESPONSIBILITY CONTRACT

I understand and agree to abide by Saddle River Day School's Acceptable Use Policy for access to the school's electronic network and computer equipment. It is understood that the system administrators of the computer network may monitor student activity on the computer network and the Internet and that they may access any files stored by students. It is further understood that the system administrators, the Headmaster, or the Board of Trustees may discontinue the computer network and Internet access privileges and may discipline any student, in accordance with the Student Handbook, who violates the terms of this Acceptable Use Policy.

As user of the Saddle River Day School computer network, I agree to comply with the Acceptable Use Policy and use the network in a constructive manner.

STUDENT NAME: (PRINT) _____

STUDENT SIGNATURE: _____

GRADE: _____ **PASSWORD:** _____

The parent(s) or legal guardian (s) legally responsible for the student must sign this agreement to grant the student access to the school computer networks and the Internet.

As parent or guardian, I have read and agree to the Acceptable Use Policy concerning the appropriate use of computers at Saddle River Day School and understand this contract will be kept on file at the school.

PARENT/GUARDIAN: (PRINT) _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____