

**Chester School District
415 Route 24
Chester, NJ 07930**

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**Dr. Christina Van Woert
Superintendent of Schools**

**Mary Jane Canose
Business Administrator/Board Secretary**

September, 2010

Dear Parents/Guardians:

Attached to this letter please find two permission forms (double-sided document) that must be signed and returned to your child's school office regarding the following topics:

- **INTERNET – Student Acceptable Use Policy (AUP) Consent and Waiver Form**
- **Student Media Release Form**

With regard to the Student Acceptable Use Policy (AUP) Consent and Waiver Form

Your signature gives permission for your child to access the Internet at school. The signatures of both you and your child signify your agreement that this access must be used in a responsible manner and that you and your child agree to abide by the restrictions in this document. Please take some time to go over the material with your child.

Ultimately, parent(s) and guardian(s) of minors are responsible for conveying the standards that the child should follow. To that end, the Chester School District supports and respects each family's right to decide whether or not to apply for INTERNET access.

The specific conditions and services being offered may change from time to time. The Chester School District makes no warranties with respect to Internet service or content. Further, the student and his/her parent(s) or guardian(s) should be aware that the Chester School District does not have control of the information on the Internet, nor can it provide barriers to students accessing the full range of information available. We have an Internet filter in place that should ensure that the sites visited by students are educational in nature and suitable for student academic needs. The supervising adult on school property shall monitor usage of the Internet and its content. A fuller description of the Acceptable Use Policy – Consent and Waiver Form and Guidelines for Students is attached.

The Chester School District believes that the benefits to educators and students gained from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. We are looking forward to enhancing your child's school curriculum with the educational experience of using the Internet.

Please use the enclosed form to permit your child to use the Internet while in school. We are requesting that every parent sign and return one form for each child in attendance. If you, as parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

In accordance with N.J.S.A. 18A:36-35, the official form for parent/guardian approval of personal student information to be posted to a school or district website is part of the Chester Schools Students Acceptable Use Policy (AUP) Consent and Waiver Form. This form is approved by the New Jersey Department of Education and must be signed by a parent or guardian.

With regard to the Student Media Release Form

As the world of media opportunities expands, we are seeking ways to involve our staff and students in a number of meaningful media-based activities. The range of involvement may include newspapers and television, as well as website text and images, school or district newsletters, and informational material prepared to showcase our district educational programs. We consider these opportunities to be excellent vehicles for sharing with our parents and the general public the wide array of activities and events that occur within our educational community.

Our district views the wise use of media as a powerful means of communicating and sharing a broad spectrum of positive elements associated with our school district. Along with the benefits accrued by the district, we are aware of the positive effect student involvement can have on the lives of our children. It is for these reasons that we ask for your permission to include your child in the media opportunities noted above.

Please use the enclosed form to communicate your preference in this matter. We are requesting that every parent sign and return one form for each child in attendance.

If you, as parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

Sincerely,

Chester Schools Administrative Staff

Chester Schools

INTERNET – STUDENT ACCEPTABLE USE POLICY (AUP) Consent and Waiver Form

The Chester Schools offer students 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 on the attached form. Should a parent 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 Chester 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. For disciplinary consequences, please see Policy 5131 Discipline/Conduct under Cyber Bullying section.
11. Student **may not** access home or personal email accounts while in school.

The Chester Schools 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, email 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.

INTERNET – Student Acceptable Use Policy

USER (Student in Grades 3-8) _____
(Please Print)

Homeroom Teacher: _____

☐ Permission is hereby granted for **INTERNET access** _____

Parent/Guardian: _____ Date: _____

THIS AGREEMENT IS VALID UNTIL THE END OF THE 2014

Chester School District

September, 2010

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Schools Students Acceptable Use Policy (AUP) Consent and Waiver Form. This form is approved by the New Jersey Department of Education and must be signed by a parent or guardian.

Please see the reverse of this letter for additional information about our District's Student Acceptable Use Policy, Rules for Appropriate Use of the Internet, and Student Internet Project Guidelines.

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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.

CHESTER SCHOOL DISTRICT

INTERNET – Student Acceptable Use Policy (AUP) Consent and Waiver Form

USER (Student in Grades 3-8): I understand and will abide by the Acceptable Use Policy (AUP). Should I commit any violations, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

USER (Student in Grades 3-8) _____
(Please Print)

Signature: _____ **Date:** _____

Homeroom Teacher: _____

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 Chester 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: _____

(Please print)

Signature

THIS AGREEMENT IS VALID UNTIL THE END OF THE 2010-2011 SCHOOL YEAR

Parental/Guardian Student Media Release Form Consent Form

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 on the district and/or school's website.

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.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photos or images, residential addresses, email address, phone numbers and locations and times of class trips.

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 the principal of your child's school and such rescission will take effect upon receipt by the school.

Check ONE of the following choices:

- ☐ **I/WE GRANT** permission for a photo/image that includes this student without any other personal identifiers to be published on the school and/or district's public Internet site.
- ☐ **I/WE GRANT** permission for this student's photo/image and name to be published on the school and/or district's public Internet site.
- ☐ **I/WE GRANT** permission for this student's photo/image and all other personal identifiers listed above to be published on the school and/or district's public Internet site.
- ☐ **I/WE DO NOT GRANT** permission for photo/image that includes this student to be published on the school and or district's public Internet site.

I/WE agree to hold the Board of Education completely harmless and faultless, from any claims or suits of any kind whatsoever, of or relating to the public display of my child's name, and if applicable, accompanying photograph, and class trip information only after said trip has occurred, on the school's website, school bulletin board, school newsletter, school bulletins and on school promotion and advertisement for school-sponsored activities.

Student's Name: (please print) _____ Student's Grade _____

Parent/Guardian: (please print) _____