

**MONROE TOWNSHIP SCHOOL DISTRICT**  
**ACCEPTABLE USE POLICY (AUP) FOR**  
**ALL EMPLOYEES AND STUDENTS**  
**ACCESS to INFORMATION, SOFTWARE, and COMPUTING**

As a user of Monroe Township School District's computing facilities, I agree to the following rules and provisions. Please refer to district policies and regulations #'s 3321, 4321, and 5512.02 for further information.

**Users will:**

1. only use the computer account provided and will take the responsibility to protect their account from unauthorized access. Users will not give their personal password to anyone and will take steps to prevent others from learning their password. Users who become aware of attempts to violate or bypass security mechanisms will promptly report such attempts to their teacher or administrator.
2. respect the privacy of information stored in Monroe Township School District's computing facilities. Users will not acquire or modify, in any way, information that belongs to another person nor will they attempt to access restricted portions of the network or operating system.
3. only use the software to which express rights have been granted by the school administration.
4. not copy unauthorized software onto the local drive or onto the network drive.
5. agree to abide by any patent, copyright, or license restrictions that may relate to the use of the computing facilities, products, programs or documentation. Users agree not to copy, disclose, modify, or transfer any such materials that they did not create without the express consent of the original owner or copyright holder. Users agree not to use Monroe Township School District's computing facilities to violate the terms of any software license agreement, or any applicable local, state, or federal laws.
6. agree not to use Monroe Township School District's computing facilities for any purpose other than that for which it was intended.
7. not to use e-mail and district technology equipment for personal use, personal gain, harassment, or cyber bullying.
8. agree that the district's Internet connection and e-mail is a privilege, not a right. Good judgment should be used to access only information having sound educational value. Users understand that accessing inappropriate materials will result in the cancellation of their network account. Staff are required to use their professional Monroe district e-mail address in all school related correspondence.
9. **understand that violation of any provision of this agreement will result in disciplinary action as listed in district policies and regulations #'s 3321, 4321, and 5512.02. Students also face removal from present courses that require the use of the system resulting in a failing grade for these courses. Criminal charges may be brought against students or district employees, if warranted.**
10. This AUP agreement remains in force as long as the user makes use of Monroe Township School District's computing facilities or services.