



Prospect Heights Volunteer Fire Company #1

Ewing Township, NJ – Station 31

Computing Acceptable Use Policy



The computing resources of the Prospect Heights Volunteer Fire Company #1 supports the administrative, firematic and membership activities of the fire company. Examples of these computing resources include, but are not limited to, computer workstations, local and wide networks, electronic mail, and access to the Internet. Consequently, it is appropriate for all users to behave in a responsible, ethical and legal manner. In general, appropriate use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements.

Access to the Prospect Heights Volunteer Fire Company computing facilities is a privilege granted to all members of the fire company. The Prospect Heights Volunteer Fire Company vests the responsibility for ensuring the integrity and performance of its computing systems in its system administrator(s). While respecting the rights of all users, when the integrity of the system is threatened, systems administrators are authorized to take those actions necessary to maintain the system.

The guidelines apply to all users of computing resources owned and/or managed by the Prospect Heights Volunteer Fire Company #1, including its members and their immediate family as well as guests of the fire company.

Account Security, Passwords, and Integrity

The person to whom an account is allocated is the only person allowed to use that account. No password sharing is permitted. Additionally, it is the user's job to be sure he or she does not create a security hole in the system. For instance, users must select passwords which are not guessable or "breakable" and should not write the password down anywhere. Breakable passwords are ones found in any common dictionary, parts of the user's name, etc. The best passwords tend to be multiple words utilizing both numbers and characters.

The Prospect Heights Volunteer Fire Company provides reasonable security against intrusion and damage to files stored on fire company computers. The fire company provides some facilities for archiving and retrieving files and for recovering files after accidental loss of data. However, neither the Prospect Heights Volunteer Fire Company nor its system administrators can be held accountable for unauthorized access by other users, nor can they guarantee protection against power or media failure, fire, flood, or other disaster. Users may copy and backup files onto recordable any number of devices or cloud services to which they own and/or subscribe to.

Although the fire company backs up its file server(s) and makes reasonable attempts to protect those file servers from intrusion, it does not provide the same level of protection or offer restoration of files stored on the local drives of computer workstations. Therefore, it is especially important that users save their files to the fileservers(s) and use all available means to protect their data.

Privacy

System administrators are expected to treat the contents of electronic files as private and confidential and to respect the privacy of all users. System administrators are forbidden to log on to a user account or to access a user's files unless the user gives explicit permission. An exception to these privacy guidelines may be made when a program or individual is suspected of threatening the integrity of the network or other shared services. Examples of such programs include malware or viruses.

Encountering Controversial Material

Users may encounter material which is controversial and which users may consider inappropriate or offensive when working on the Internet. A content filtering software application is utilized to minimize encounters of controversial material. If it is believed a website is blocked in error, please note this to systems administrators. However, on a global network such as the Internet, it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material.

Changes in the Computing Environment

When significant changes in hardware, software, services or procedures are planned, the Prospect Heights Volunteer Fire Company membership will be notified through electronic and other media to ensure that all users have enough time to prepare for the changes and to voice any concerns that may be present.

Appropriate Computer Behavior

Those who avail themselves of the Prospect Heights Volunteer Fire Company computing resources are required to behave in their use of the technology in a manner consistent with the Prospect Heights Volunteer Fire Company By-Laws and administrative policies as well as this Acceptable Use Policy.

The following list does not cover every situation which pertains to proper or improper use of computer resources, but it does suggest some of the responsibilities which you accept if you choose to use a computer resource or the network access which the Prospect Heights Vol. Fire Company provides.

1. You will only use a computer account that belongs to you and not log in with someone else's credentials.
2. You must not intentionally seek information about, browse, obtain copies of, or modify files, or passwords belonging to other people unless specifically authorized to do so by those individuals. You must not attempt to decrypt or translate encrypted material to which you are not entitled. Nor may you seek to obtain system privileges to which you are not entitled. Attempts to do any of these things will be considered serious transgressions.
3. If you encounter or observe a gap in system or network security, you must report the gap to a system administrator. You must refrain from exploiting any such gaps in security.
4. You must refrain from any unauthorized action which deliberately interferes with the operating system of either individual workstations or of network servers. This would include the creation and distribution of destructive and interfering programs such as malware and viruses.
5. You must be sensitive to the public nature of shared facilities and take care not to display on screens in such locations images, sounds, or messages which could create an atmosphere of discomfort or harassment for others. You must also refrain from transmitting to others in any location inappropriate images, sounds or messages which might violate fire company harassment policies as well as state and federal harassment laws.
6. In general, Prospect Heights Volunteer Fire Company-owned hardware, software, manuals, and supplies must remain at the firehouse. Any exception to the rule requires proper authorization.
7. Use of Prospect Heights Volunteer Fire Company computing resources for personal financial gain or for political purposes is not permitted.
8. Use of impolite or abusive language will not be tolerated.
9. Members and guests under the age of 18 must seek fire company officer permission to use the computing resources and supervise their work.
10. Copying of commercial software in violation of copyright laws will not be tolerated. In addition, no installation of computer programs, commercial or otherwise, will be configured on district computers without the knowledge of network and/or systems administrators.
11. No vandalism. Vandalism is defined as a malicious attempt to harm, modify, and destroy data of another user as well as the hardware equipment and software of the fire company.

Violations of the Guidelines for Responsible Computing

Violations of the Prospect Heights Volunteer Fire Company Acceptable Use Policy is to be treated like any other legal or ethical violation as outlined in the Prospect Heights Volunteer Fire Company Constitution and By-Laws. Violators may also be subject to prosecution under applicable Federal and New Jersey statutes. Any violation of this Acceptable Use Policy may result in a cancellation of network computing privileges and/or disciplinary action.

Acknowledgment

This document contains excerpts and paraphrased sections from similar documents prepared by Montclair State University, Brown University and the Hopewell Valley Regional School District. We gratefully acknowledge their contributions.