

# POLICY

## EAST WINDSOR BOARD OF EDUCATION

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### ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

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#### 2361 ACCEPTABLE USE OF COMPUTER NETWORK/ COMPUTERS AND RESOURCES

The Board of Education recognizes the value of the computer as both an instructional resource and for data management. In order to ensure that staff and students utilize the computer hardware and software solely for the purpose(s) for which they were provided, the following regulations apply to the use of all district hardware and software by all users. Use of the Internet is a privilege and not a right and inappropriate use will result in cancellation of this privilege. A violation of any provision of this policy will result in disciplinary action. Criminal charges and/or civil liability may be sought, if appropriate.

1. The user shall use the district's computing facilities including Internet access only for the express purpose of supporting the district's educational programs or for data management authorized by a representative of the district.

2. Individuals with budget responsibilities shall use only the computer account provided to them and will take responsibility to protect the account from unauthorized access.

3. Users will not give their password to anyone and will take steps to prevent others from learning their password. If the user becomes aware of attempts to violate or bypass security mechanisms, the user will promptly report such attempts to the appropriate supervisor.

4. Users will respect the privacy of information in the East Windsor Regional School District's computing facilities. Users will not acquire or modify, in any way, information that belongs to another person nor will the user share electronically or via hard copy, emails which refer to a third party(ies) in any manner which could be considered negative, critical or controversial without the expressed permission of the author.

5. The user will not attempt to access restricted portions of the network or operating system.

6. The user will only use the software to which the user has



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been granted express rights by the network supervisor.

7. The user will not copy onto or use unauthorized software on either the local drive or the network drive.

8. The user agrees to abide by any patent, copyright or license restrictions that may relate to the use of the computing facilities, products, programs or documentation. The user agrees not to copy, disclose, modify or transfer any such materials that the user did not create without the express consent of the original owner or copyright holder. The user agrees not to use the East Windsor Regional School District's computer facilities to violate the terms of any software license agreement, or any applicable local, state or federal laws.

9. The user shall not use his/her privileges to access other computing facilities to which the East Windsor Regional School District is connected without appropriate authorization to do so.

10. Because all computer hardware and software belong to the district, the district retains the right to review computer use including e-mail and network activity and to inspect all files and analyze usage patterns to assure that district resources are being appropriately used and that the users comply with this policy. Thus, users do not have a personal privacy right to any files including but not limited to e-mail messages they create, send or receive. This includes files labeled "personal." The Board reserves the right to monitor computer use and inspect any and all files stored in district computers in order to assure compliance with this policy. Inspection will occur.

11. Users of the system should delete e-mail messages in a timely manner to avoid overload.

12. Users shall not create, access, display, send or store any messages or pictures that contain material that may be defined by a reasonable person as obscene or that reflect bias, harass or insult others, or promote illegal or unethical activity.

13. All reasonable precautions should be taken by staff who utilize computers to eliminate controversial material from student access. It is recognized that it is impossible for the school district to restrict access to all controversial materials and the East Windsor Regional School District will not be held responsible for the material acquired on the network.



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14. Any student or staff member found to have deliberately, through abuse or the disregarding of administrative directive, e.g., virus warnings, damaged computer equipment will be responsible for payment of any costs incurred by the district for replacement or repair of any software or hardware. Parents or legal guardians will be responsible for damage caused by their children/wards. Employees will be subject to disciplinary action.

15. The user will be personally responsible for any misuse of the computers or networks and any liability for such misuse will be the responsibility of the user. The district will not assume any liability for any claim, suit, criminal prosecution or judgment against a user because of any intentional activity that is unlawful, improper inappropriate or a violation of this policy.

16. Users shall not deliberately propagate any virus, worm, "Trojan Horse," trap door program code or any similar product that is intended to or does damage to computer systems, firewalls, servers or network systems.

17. Users may not use network facilities to knowingly disable or overload any computer system, network or security system or to circumvent any system intended to protect the privacy or security of another user or network.

18. Student users of the Internet for assigned classroom projects must adhere to the same standards of conduct required and expected in the classroom.

#### Web Pages

The Superintendent will establish procedures for Web page development to ensure that information placed in the district web page(s) is accurate, consistent with district policies, current and provides for written parental permission to include identifying student information such as name, photo, or list of personal characteristics that would make the student identifiable. With or without parental consent, personal information such as address and social security number shall not be published.

#### Acceptable Use Agreement

The Superintendent will develop an Acceptable Use Agreement



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for student computer use and procedures for the annual dissemination of the agreement to students' parents/guardians.

#### Internet Safety/Protection

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act and the school district enforces the requirements of this policy.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the visual depictions prohibited in the Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors. The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361.



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#### Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless they shall have filed a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

#### Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3  
Federal Communications Commission: Children's Internet  
Protection Act.

Adopted: 22 November 2004

