

### **Acceptable Use of Computer Networks/Computers and Resources**

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The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

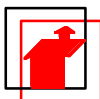
The Ewing Public Schools believes the Internet provides unique and diverse resources to both students and staff. The district's goal in providing Internet service is to promote educational excellence in schools by facilitating resource sharing, innovation and communication. The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

Computer access and global communication make material available that may not be of educational value in the context of the school setting. The Ewing Public Schools has taken precautions to restrict access to controversial materials. The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial material. The Ewing Public Schools firmly believes that the value of information and interaction available on this worldwide network far outweigh the possibility that users may inappropriately procure material that is not consistent with the educational goals of the district. The Ewing Public Schools believes that the educational value of Internet access is the joint responsibility of students, parents and staff of the school district.

Every school in the district has a code of conduct that details appropriate school behavior, outlines rights (e.g., freedom of expression), and sets expectations for students and staff. The use of the Internet is part of a school's daily routine and the school's code of conduct applies to all network activities.

The smooth operation of the network relies upon efficient, ethical and legal utilization of network resources and requires proper conduct of users. Guidelines are provided to make users aware of their responsibilities when using the Internet at school. If a user violates any of these guidelines, appropriate disciplinary actions will be taken.

#### **Standards for Use of Computer Networks - Acceptable Use**



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

- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. 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 networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer networks 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 district 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 person;
  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 computer networks/computers are provided.

User access must be consistent with the educational objectives of The Ewing Public Schools. Therefore:

- Use of other organizations' network or computing resources must comply with the rules appropriate for that network.



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- Transmission of any material in violation of any State, Federal or international law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or pornographic material, or material protected by trade secret.
- Use for non-school related activities or for commercial, religious or political promotion is prohibited. System administrators will be monitoring access to all system usage, including e-mail.
- Material relating to or in support of illegal activities or unauthorized activities will be reported to the appropriate authorities.

#### **Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and other disciplinary actions. Prior to receiving access privileges, users will be informed of the school district's Technology Code of Conduct-Acceptable Use Policy (this document). A team of system administrators (which includes the Superintendent, Director of Technology, administrators, computer coordinators, computer teachers and other instructional staff members) will deem what is inappropriate use. The system administrators may deny, revoke, or suspend access privileges at any time as required.

#### **Internet Etiquette**

All students are expected to abide by the generally accepted rules of Internet etiquette. These include (but are not limited to) the following:

- Use the Internet in a way that is not abusive in communications to others.
- Use only appropriate language and never swear or use vulgarities or any other inappropriate language.
- Keep personal information private and do not reveal personal addresses, phone numbers, social security numbers, or other identifying personal information.
- Only use the network appropriately and not in ways that would disrupt the use of the network by other users.
- Engage only in legal activities.

#### **Other Responsibilities**

- Users exercising their privileges to use the Internet as an educational resource assume responsibility for all material received.
- Users assume the responsibility of not committing copyright violations.
- Users are required to obtain permission from a systems administrator prior to subscribing to any listserv.
- Users assume the responsibility for using the electronic mail system in accordance with the guidelines. Users have the responsibility to report all violations of privacy.
- Users assume the responsibility of making only those contacts leading to some justifiable educational end.



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- Users are responsible for making sure all files sent and/or received do not contain pornographic material, inappropriate information, or viruses.

#### Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and 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 material or 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.

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 material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyber bullying awareness and response.

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. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

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



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and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

#### **Consent Requirement**

No pupil shall be allowed to use the school district computer networks/computers and the Internet unless they have completed a consent form signed by the pupil and his/her parent(s) or legal guardian(s). Documentation will be kept in the student database and will apply for the duration of the pupil's schooling in the Ewing Public Schools unless changed in writing and signed by the pupil and his/her parent(s) or legal guardian(s).

#### **Disciplinary Action for Violation of Acceptable Use Policy**

The guidelines on the preceding pages are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct which is not listed may also be subject to disciplinary action. All illegal activities will be reported to the authorities.

Staff intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent contacts are to be made for violations of the acceptable use policy. Any or all of the following intervention strategies and disciplinary actions may be used by administrators. Illegal activities will be reported in accordance with the disciplinary code.

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 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.

#### **Minimum actions**

- Administrator/student conference or reprimand.

#### **Additional Actions as Deemed Appropriate**



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- Requirement to seek assistance in learning the proper procedure before he or she is allowed to use computer equipment.
- Administrator/parent contact.
- Referrals and conferences involving various support staff or agencies.
- Behavioral contracts.
- Confiscating of inappropriate items.
- Restitution/restoration.
- Denial of participation in class and/or school activities.
- Denial of access to the Internet for a specified period of time.
- Denial of access to computer equipment and other technology resources.
- Suspension from school and/or other appropriate disciplinary action.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act-

Federal Communications Commission: Neighborhood Children's Internet Protection Act

#### **Mandated**

Adopted: 22 November 1999

Revised: 27 June 2011

Revised: 25 June 2012

