

2361 ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

The Tenafly Board of Education believes that the members of its educational community should be able to utilize every possible learning resource to maximize achievement and increase the probability for future success. Providing pupils and staff with easy access to state of the art computer technology and opportunities for instruction will foster problem solving and the application of critical thinking skills. Educators should be given opportunities to acquire, adapt, and develop materials that incorporate technology into the learning process. The district should utilize technologies effectively to minimize the cost of administrative services. To ensure improved productivity and learning, pupils, faculty and staff must also be provided with on-going training and appropriate resources.

The Board of Education believes that all pupils in the Tenafly School District must develop expertise in using and applying current and emerging technologies to support lifelong learning. Educational technologies include hardware (e.g. computers, satellite, interactive video), software, network communications, and information resources. These technologies have a tremendous potential to enhance curriculum, provide opportunities for individual learners, and enable the community to become a partner in the district's educational enterprise. Through the use of technology, pupils can access extensive information resources, participate in global communication and utilize powerful tools for creating and learning across the curriculum.

A. Disclosure

Pupils, faculty, and staff should have no expectation of privacy with respect to their files on Board provided computer network/computers. All data stored or transmitted or accessed by users, including e-mail, can and will be monitored by the Board.

Users will be personally charged for any unauthorized costs incurred in their use of the technology and held responsible for any damages caused by their intentional misuse of the data or voice network.

B. Safety

1. Pupils are prohibited from disclosing personal information such as addresses, phone numbers, pictures, or the name and location of the school.



2. Users, particularly pupils, are obligated to disclose to an administrator any information or electronic messages which make them uncomfortable.
3. Users, particularly pupils, shall never meet in person with someone they have met online. The Board does not condone such meetings and strongly suggests that they do not occur.

C. Responsibilities

Technology Staff Development, which falls under the office of the Assistant Superintendent, will provide both a comprehensive professional development plan for teachers and administrators and on-going support for the use of technology in education.

The Assistant Superintendent and the Technology Coordinator are responsible for developing a formal district-wide process for assessing instructional materials and technology-based tools to determine their benefits to the educational process; reviewing and purchasing software; assuring that technology is accessible to and usable by all in the school community, bearing in mind the importance of equity among schools and; developing and enforcing rules of conduct related to the ethical and legal use of technology.

In order to ensure that the above statement of belief is implemented and remains current, the Board directs the Superintendent or his or her designee to develop plans for a formal district-wide process for funding the necessary resources (hardware, software, communications, support services, subscriptions, training, etc.)

D. Computer Facilities Access

Let it be understood that computer networked services are provided exclusively for educational purposes. Educational purposes are those that relate to or necessitate preparing for or completing lessons or classroom assignments, and, for employees, those purposes that relate to job performances.

The Board supports access by pupils to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes; therefore, the district provides electronic filtering, adult supervision and guidance while pupils use the Internet. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use. The users of the school computer facilities will adhere to the district's contractual responsibilities as well as local, State, Federal and international laws. Pupils are prohibited from bringing in their own equipment to access the Internet, such as cell phones or laptops. Pupils must use school equipment to access the Internet. The Superintendent or Technology Coordinator may allow access on other devices only under direct supervisor of staff.



Users are prohibited from engaging in the following conduct and shall be subject to discipline and/or legal action for such conduct:

1. Using the computer system for or in support of illegal activities;
2. Using the computer system in a way that violates district policy;
3. Using the computer system to obtain or to transmit obscene materials;
4. Using the computer system to send or display harassing, demeaning, offensive speech or materials;
5. Using the computer system to violate intellectual property rights;
6. Using the computer system in a way that intentionally disrupts the network or the operation of the computer system, or wastes limited resources;
7. Violating copyright laws that adhere to the provision of Public Law 96-517, Section 7 (b). Illegal copies of copyrighted programs shall not be used on district/school equipment. The legal or insurance protection of the district shall not be extended to employees who violate copyright laws;
8. Using others' accounts or giving others access to your account;
9. Trespassing in others' folders, work or files;
10. Employing the network for commercial purposes, financial gain, or fraud;
11. Posting anonymous messages; and
12. Gaining or seeking unauthorized access to resources, entities, or areas.

Individuals violating this policy shall be subject to appropriate discipline which could include, but which is not limited to, loss of email privileges, use of network only under direct supervision, suspension of network privileges (pupils), revocation of network privileges (pupils), limited use of network privileges to attendance and grades (staff), suspension from school (pupils), letters of reprimand, increment withholding or loss of employment for employees, and legal action and prosecution by the authorities without liability by the Board of Education.



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Users are required to report any security problem or misuse of the services to a building administrator or the Technology Coordinator.

The Superintendent will direct school building administrators to disseminate to every pupil this Acceptable Use of Educational Technology Policy, including the Network and Internet agreement, which must be signed by both the pupil and the pupil's parent(s) or legal guardian(s) before access is granted. This agreement will be in effect for the length of time that the pupil is enrolled in a particular school. Parent(s) or legal guardian(s) may request revocation of Internet privileges at any time.

The Superintendent will distribute to faculty and staff this policy. Faculty and staff will sign an agreement stating that they have received the Acceptable Use of Educational Technology Policy.

E. Network/Internet Use

Because the Internet is a fluid environment, the information that will be available to pupils is constantly changing; therefore, it is impossible to predict with certainty what information pupils might locate. Just as the purpose, availability, and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to pupils imply endorsement of that content.

The ability to access the network and the Internet is a privilege, not a right. Inappropriate use may result in a suspension of an individual's network account and/or the use of the Internet.

F. Email

District employees and pupils must use email as they would a physical school mailbox. There is little to no difference between the two. The broadcasting of any message without first seeking documented authorization from a building or district administrator is not permitted. Broadcasting can be defined as sending an email to a group or all of the staff for work and/or school related purposes, including the "reply to all" function.

Officially recognized organizations may receive advanced or regular documented approval for broadcasting, but that does not exempt those organizations from following other content related guidelines.

Employees and pupils should consider the content of their email and the impact that it will have on recipients. To be absolutely safe, their purpose should be work and/or school related. If an individual chooses to communicate with a single employee or pupil about a matter that is not work related, he or she assumes full responsibility for that communication's impact and interpretation. Email content must never violate district policy.



Individuals violating this email policy will receive a documented verbal warning for the first offense and a formal written warning for the second offense. Subsequent offenses will result in the loss of email privileges. Penalties of the actions listed under Section D above supersede the procedures in this section.

G. Web Authoring Guidelines: General

Use of copyrighted material will not be allowed. Copyrighted material includes any material produced by a third party with rights of distribution maintained. This includes images, video, music, and written material. Explicit permission must be gained by and/or provided to the district to publish copyrighted material to a web Page.

The school district expects web Pages to reflect positively on the Tenaflly School District's image, standards and policies.

1. Each school is responsible for the performance and maintenance of its part of the district website.
 - a. Website authors may not violate any existing applicable Federal, State or local laws, codes, statutes or policies that apply to the content or conduct of the site.
 - b. Each technology staff developer shall act as a liaison between his or her level - elementary, middle or high school - and the Technology Coordinator or designee will serve as the webmaster, oversees the publication and maintenance of the district website, which will be reviewed by the Assistant Superintendent, the Superintendent, or designee for final approval.
2. The Technology Coordinator or designee will supervise the following responsibilities and duties:
 - a. Maintaining the server with the goal of providing continuous service, constant server up time and timely responses to requests from users. Whenever possible, the system administrator of the web server will keep the server software current;
 - b. Prominently displaying contact information for users needing to contact the Technology Department;



- c. The designee will roam the website, looking for broken links and/or Pages out of compliance with district policy and looking for ways to improve the various sites' missions; and
 - d. The designee will deactivate Pages found to be out of compliance with district policy and immediately notifying the appropriate district authorities concerning any violations.
3. Web Pages must present an overall professional quality that reflects organization, validity and consistency.

H. Copyright Policy

Users must always receive permission before including copyrighted material on web Pages and keep a copy of that permission, preferably on paper. No permission is required for anything published in the public domain. Although notice of copyright is not required, it is recommended that a reference to the copyright material is included.

Users must use the registered trademark symbol "TM" to show use of registered trademarks.

I. Content

1. The publication of photographs is permitted, provided they are not associated with names. The publication of pupil photos requires signed consent from parent(s) or legal guardian(s).
2. The publication of a pupil's last name is prohibited. Only the first name and last initial may be associated with pupil work (not a photo).
3. Contact Information: Users must include a contact e-mail address on a web Page.
4. Date last modified: Users must include a "Last modified" date (e.g. "Last modified on Jan. 6, 2001").
5. Home Pages describe departments, courses, policies, and events to the world. Users must pay careful attention to design and content.
6. Web authors must carefully consider links and sublinks to web Pages that exist outside of the school site. They must check frequently to ensure that links are still live and that they contribute to the goals of particular Pages.



J. Web Authoring Guidelines: School Websites

1. School Pages linked from the district's home Page are the responsibility of the building administrator.
2. Individual faculty may publish or link only approved web Pages to the district site for the following purposes: resources, instructional/course materials, and/or class projects.
3. Only pupil organizations recognized as official organizations by the Student Council office can link with web Pages that are linked from the district home Page.
4. An individual who notes a problem on a district web Page should contact both the appropriate building administrator and the Technology Coordinator.
5. Technology staff developers and the Technology Coordinator may authorize the deletion of links and files. Conditions for deletion include but are not limited to the following:
 - a. The information in the file is out of date;
 - b. The file is considered by the system administrator of the web server as causing significant performance problems for the web server; and
 - c. The file is in violation of the law or district policy.

K. Backup and Documentation

Any individual who is responsible for the creation and maintenance of a particular part of the district website is also responsible for the backup of his or her work.

Any individual who is responsible for the creation and maintenance of a particular part of the district website must save/document all work so that another individual can continue in the event that an individual is unable to continue his or her responsibilities.



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A backup person who is familiar with both the content and the practice of web design should work closely with an individual who is responsible for the creation and maintenance of a particular part of the district website.

The Technology Coordinator is responsible for updating and/or fixing district web Pages.

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

Federal Communications Commission: Children's Internet
Protection Act.

Adopted: 3 May 2010

