

ACCEPTABLE USE OF THE INTERNET

The Board and Administration will develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology will be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology will be infused into the District curriculum to maximize student achievement of the Core Curriculum Content Standards and other District educational initiatives.

To support its commitment to providing avenues of access to the universe of information available, the District's system of electronic communication will include, among other tools, access to the Internet for students and staff.

Limitation of Liability

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot and does not guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service; nor shall the board be responsible for financial obligations arising through the unauthorized use of the system.

District Rights and Responsibilities

The computer system and the Pennsville School District Network ("PSDNET") are the property of the Board, as well as all computer software and hardware that is installed. Therefore, the Board retains the right to monitor all access to and use of the Internet and the PSDNET.

The Board designates the Superintendent or his/her designee as the coordinator of the District computer system and the PSDNET. The Superintendent will recommend to the Board qualified staff persons to ensure, among other items, the provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the computer system and PSDNET.

The District Director of Technology, in conjunction with the Building Principals or his/her designee, will coordinate the District computer system and PSDNET in all buildings by approving all activities for that building, ensuring that teachers receive

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proper training in the use of the system, ensuring that students are adequately supervised when using the system, maintaining executed user agreements as well as interpreting, monitoring and enforcing this Acceptable Use Policy at the building level.

Access to the System

This Acceptable Use Policy, as well as the provisions provided in File Codes 4119.22, 4161, 4219.22 and 5131.3, respectively will govern all use of the Board's computer system and the PSDNET.

Sanctions for student misuse of the computer system and PSDNET will be included in the Board's Code of Conduct for students (File Code 5131 and Regulation 5131R), and the Board's Acceptable Use Policy for Using the Pennsville School District Network (File Code 5131.3). Sanctions for employee misuse of the computer system and PSDNET will be included in the Pennsville School District Email Policy (File Code 4161), and the Board's Conduct and Dress Policies for staff members (File Codes 4119.22 and 4219.22), as well as may include any appropriate discipline in accord with the applicable collective bargaining agreement and applicable laws and regulations.

The Board will ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

Supervision of Students

Student use of the Internet on the District's computers will comply with the Acceptable Use Policy in File Code 5131.3. The District will also provide Children's Internet Protection Act ("CIPA") compliant and approved filtering for all network services.

District Web Site

The Board authorizes the Superintendent or his/her designee to establish and maintain a District website. The purpose of the website is to inform the District educational community and the community at large of District programs, policies and practices.

Individual schools and classes may also establish web sites that include information on the activities of that school or class. The Building Principal or his/her designee will oversee these web sites.

The Superintendent or his/her designee will publish and disseminate guidelines on acceptable material for these web sites. The Superintendent or his/her designee will also ensure that District and school web sites do not disclose personally identifiable information about students without prior written consent from parents/guardians. For purposes of this Policy, "Personally identifiable information" refers to student names, photos, addresses, e-mail addresses, phone numbers and locations and times of class trips.

Consent for the disclosure of such information will be obtained on the form developed by

the New Jersey Department of Education.

Parental Notification and Responsibility

The Superintendent or his/her designee will ensure that parents/guardians are notified about the District network and the rules governing its use. In accordance with File Code 5131.1, parents/guardians will sign an agreement to allow their child(ren) to have access to the District network. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify their Building Principal(s) in writing.

Acceptable Use

Student Safety Practices

Students will be encouraged to use safe internet practices with regards to any posting of personal contact information about themselves or others while using the District computer system and PSDNET. Nor shall students engage in any kind of personal contact with individuals they meet online while using the District computer system and PSDNET unless it is a part of an assigned classroom activity. Students will be strongly encouraged to immediately report any suspicious on-line contacts.

For purposes of this Policy, "Personal contact information" includes, but is not limited to, a student's name, home/school/work addresses, telephone numbers, or personal photographs.

Prohibited Activities

In addition to the prohibited activities outlined in File Codes 4119.22, 4161, 4219.22 and 5131.1, respectively, prohibited activities also include, but are not limited to, the following:

- Users shall not attempt to gain unauthorized access to the District computer system, the PSDNET or to any other computer system through the District computer system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.
- Users shall not deliberately attempt to disrupt the District's computer system's or PSDNET's performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.
- Users shall not use the District computer system or PSDNET to engage in illegal activities.
- Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material

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should be reported immediately to the supervising staff person.

- Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.
- Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages. Users are not permitted to use the District computer system or PSDNET to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory. Additionally, users are not permitted to send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

System Security

Users are responsible for their accounts and passwords, and as such should take all reasonable precautions to prevent unauthorized access to them. Aside from the Superintendent's appropriately designated designee, in no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection procedures when installing or downloading approved software.

System Limits

Users shall access the system only for educational, professional or career development activities. Limited personal use will be permitted so long as it does not interfere with the performance of the user's job responsibilities, impede or inhibit District operations, or violate any other applicable Board Policy or Regulation. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations.

Users shall check e-mail frequently and delete messages promptly.

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Privacy Rights

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender, and shall not publish private information about another individual.

Implementation

The Superintendent or his/her designee will prepare, disseminate and maintain copies of Agreements for the Acceptable Use of the District computer system and PSDNET for all approved users.

Date: June 27, 2011

Legal References:

N.J.S.A. 2A:38A-1 et seq.	Computer System
N.J.S.A. 2C:20-25	Computer Related Theft
N.J.S.A. 18A:7A-11	Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
N.J.S.A. 18A:36-35	School Internet websites; disclosure of certain student information prohibited
N.J.A.C. 6A:10A-1.1 <i>et seq</i>	Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
<u>See particularly:</u>	
N.J.A.C. 6A:10A, Appendix A	
N.J.A.C. 6A:30-1.1 <i>et seq.</i>	Evaluation of the Performance of School Districts
17 U.S.C. 101	United States Copyright Law
47 U.S.C. 254(h)	Children's Internet Protection Act

N.J. v. T.L.O., 469 U.S. 325 (1985)

O'Connor v. Ortega, 480 U.S. 709 (1987)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 *et seq.*

Manual for the Evaluation of Local School Districts

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**Possible
Cross References:**

1111	District publications
3514	Equipment
3543	Office services
3570	District records and reports
4119.22	Conduct and Dress
4161	Pennsville School District E-mail Policy
4219.22	Conduct and Dress
5114	Suspension and expulsion
5124	Reporting to parents/guardians
5131	Code of Conduct
5131.3	Acceptable Use For Using Pennsville School District Network
5131.5	Vandalism/violence
5142	Pupil safety
6144	Controversial issues
6145.3	Publications
6161	Equipment, books and materials