

# POLICY

## BOARD OF EDUCATION MOUNT OLIVE TOWNSHIP

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Acceptable Use of Computer Networks/  
Computers and Resources

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

#### Purpose

The Board of Education recognizes that, 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 students to explore databases, libraries, internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by students 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.

For the purposes of this Policy, "technology" means the use of computers and computer peripherals, communications networks, access to databases and libraries of information, the integration of audio, video, multimedia devices and media, and internet access for purposes of teaching, learning and administration.

For the purpose of this Policy, "computer networks/computers" includes, but is not limited to, the school district's computer networks, computer servers, computers, other computer hardware and software, internet equipment and access, and any other computer related equipment.

For the purpose of this Policy, "school district personnel" shall be the person(s) designated by the Superintendent of Schools to oversee and coordinate the school district's computer networks/computer systems. School district personnel will monitor networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate internet safety.



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The purpose of the internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of district technology must be in support of educational curriculum objectives and 21<sup>st</sup> century skills.

The Board also recognizes that technology allows students 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.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate student 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.

### Standards for Use of Computer Networks

The use of the internet is a privilege, not a right. 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.



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- B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network 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.



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### Procedures

When using district technology, the following procedures apply:

1. Acceptable Use Policy (AUP) - Employees, students and their parents/guardians must sign a technology usage agreement and internet safety consent form before they are allowed individual access to any technology within the Mount Olive Township Schools. Each agreement is an acknowledgement of the responsibilities of all users when using district technology.
2. Privileges - Internet users must realize that they have no expectations of privacy. The Mount Olive Township School District's computers and network are the property of the Board. Therefore, the Board retains the right to monitor the use of all district technology at any time. Students and employees should not expect that the information they store or the files they create on the district's computers or network will be private. The network administrator may access these files periodically, not only to ensure system integrity, but also to determine if users are complying with the Acceptable Use of Computer Technologies, Network Services, and Internet Resources Policy.
3. Privacy -Users are responsible for their district usernames and passwords and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her access to another individual.
4. Confidentiality - No personnel or student information, which is protected by the Family Educational Rights and Privacy Act, shall be disseminated through the district network. The School administration shall ensure that district and school web sites do not disclose any personally identifiable information about students, without prior written consent from their parents/guardians. Personally identifiable



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information refers to student names, photos, home addresses, e-mail addresses, phone numbers and times/locations of class trips.

5. Implementation - Building principals are responsible for ensuring that teachers receive proper training in the use of technology, ensuring that students are adequately supervised when using technology, maintaining executed technology usage agreements, and implementing this Acceptable Use Policy at the building level.
6. Users will not be permitted to connect to the district network with their personal hardware such as, but not limited to, laptops, wireless access points and other mobile devices unless specifically authorized by the Superintendent of Schools or his/her designee.

### 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.



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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 such as plagiarism, copyright infringement, cyber-bullying and sexting 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 student regarding appropriate online behavior, including students 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.



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

### Limitation of Liability

The internet constitutes an unregulated collection of resources that change constantly. It is not possible to totally predict or control the resources users may locate. The Mount Olive Board of Education cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Therefore, the Board shall not be held responsible to any damages users may suffer, including but not limited to, loss of data or interruptions of service. Furthermore, the Board shall not be held responsible for financial obligations arising through the unauthorized use of technology.

### Mandated (AUP) Consent Form

No district personnel or student shall be permitted to use the school district's computer networks/computers and the internet unless they have filed an AUP and Internet Safety Consent Form signed by the employee, student and his/her parent(s) or legal guardian(s).

### Violations

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;



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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

Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted: 29 June 1998

Revised: 9 September 2002  
28 June 2010  
18 June 2012  
26 November 2012

