

**CHESTER PUBLIC SCHOOL
CHESTER, NEW JERSEY**

POLICY: TECHNOLOGY – ACCEPTABLE USE

The mission of the Chester Township Public Schools, in part, is to provide a flexible learning environment tailored to meet the needs of students. Toward that end, the students and staff need the ability to use and access various types of technologies, including the internet, as integral parts of their educational process. The Internet provides interaction between: (a) the students and millions of information sources, (b) the public and the school district, and (c) between and among educators and the community.

CONDITIONS AND RULES FOR USE

1. PURPOSE

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the Internet for students and staff.

2. ACCEPTABLE USE

The purpose of information technology is to facilitate communications in support of research and education by providing access to unique resources and opportunity for collaborative work. The use of information technology is a privilege, not a right, and to remain eligible as a user, the use of information technology must be in support of and consistent with the educational objectives of the Chester Public School District. Access to information technology is made possible through an appropriate provider that is designated by the Chester Public School District at its sole discretion. All users of information technology must comply with the existing rules and acceptable use policies of Chester Public School District that are incorporated into this document. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

3. PRIVILEGE

The use of information technology is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Chester Public School District, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, or suspend any user access at any time based upon a determination of inappropriate use.

4. MONITORING

The Chester Public School District reserves the right to review any material accessed by users. Users should have no expectation of privacy. Certain aspects of your use of the electronic environment are being recorded in logs either for the purpose of performance monitoring or for assistance in authorized legal investigations of alleged misbehavior under the policy. The actual contents of these logs will only be reviewed by authorized district or by external law enforcement officials.

The Board designates the Superintendent as the coordinator of the district system. He/she shall recommend to the Board of Education qualified staff persons to ensure 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 system.

Each principal shall coordinate the district system in his/her building by approving for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements, and interpreting this acceptable use policy at the building level.

5. NETWORK ETIQUETTE

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- (a) Be polite. Do not send harassing, obscene, offensive, threatening, sexually oriented or otherwise illegal messages or depictions to other users.
- (b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.
- (c) Do not reveal full name, personal address or phone numbers of yourself, other students, staff or colleagues.
- (d) Note that electronic mail (e-mail) is not private. People who operate the e-mail

system have access to all mail. Messages relating to, or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.

(e) Do not attempt to read, delete, copy, modify, view, send or otherwise use, without permission, another user's account.

(f) Do not use the Internet in such a way that you would disrupt the use of the network by other users.

(g) All communications and information accessible via the Internet should be assumed to be the private property of those who put in on the network.

6. NO WARRANTIES

The Chester Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Chester Public School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, misdeliveries, or service interruptions caused by the Chester Public School Districts' negligence or by the user's errors or omissions. Use of any information obtained via information technology is at the user's own risk. The Chester Public School District specifically deny any responsibility for the accuracy or quality of information obtained through its services and shall not be responsible for any financial obligations arising through the unauthorized use of the system. All users need to consider the source of any information they obtain and how valid the source of that information may be.

7. SECURITY

(a) Information technology involves many users. Users with passwords must never allow others to use their password. Users should also protect their password to ensure system security and their own privileges and ability to continue their use of the system.

(b) If you feel you can identify a security problem while using information technology, you must notify a teacher or administrator. Do not demonstrate the problem to other users.

(c) Attempts by a student or non-authorized user to log on to the information technology provider as another user may result in the cancellation of user privileges.

(d) Any user identified as a security risk for having a history of problems with other computer systems may be denied access to information technology by the Chester Public School District.

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

8. VANDALISM AND HARASSMENT

- (a) Vandalism and harassment will result in the cancellation of user privileges.
- (b) Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, networks, or the information technology provider. This includes, but is not limited to, the uploading or creating of computer viruses.
- (c) Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.
- (d) Consequences for the above actions may be found in Policy 5131 Conduct Discipline, Harassment, Intimidation, and (Cyber)Bullying.

9. PROCEDURES FOR USE

- (a) While using school equipment, a student or staff member may only use Chester Public School Districts' information technology accounts.
- (b) Student users must always get permission from their instructors before using information technology or accessing any specific file or application. The student must FOLLOW WRITTEN AND ORAL CLASSROOM INSTRUCTIONS.
- (c) Users shall not play games or use the computer resources for other non-academic activities.

10. ENCOUNTER OF CONTROVERSIAL MATERIAL

While access to the Internet, through school computers, is administered by a teacher or other school personnel, the Chester Public School District may not be able to technologically limit access to those online services that have been authorized for study and research.

(a) The Children's Internet Protection Act and Neighborhood Children's Internet Protection Act. The Chester Public School District is in compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA) and has installed technology protection measures for all computers in the school district that block and/or filter visual depictions that are obscene as defined in sections 1460 & 2256 of Title 18 United States Code. Although Chester Public Schools District has installed filtering software it is impossible to control the content of all data and a user may discover controversial materials when using the Internet. Thus, determined users may be able to access services and communicate with people on the Internet that the district has not authorized for educational purposes. Also, by participating in the use of the Internet, students may intentionally or unintentionally gain access to information and communications that they or their parents or guardians find inappropriate, offensive, controversial, or otherwise objectionable. By consenting to allow your child to use the Internet, you assume the risks spelled out in this paragraph.

11. PENALTIES FOR IMPROPER USE

(a) Any user violating these rules, applicable state and federal laws, or posted classroom and building rules is subject to loss of privileges and any other District disciplinary options, such as those contained in the Student Code of Conduct and the Harassment, Intimidation, and (Cyber) Bullying Policy (5131.)

(b) An individual engaged in the unauthorized copying or use of software (unlicensed or licensed) may also face civil suit, criminal charges, and/or penalties and fines.

(c) In addition, pursuant to State of New Jersey law, any unauthorized information technology access, attempted access, or use of any state computing and/or network system is a violation of the New Jersey Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

12. DISTRICT WEBSITE

The Chester Public School District authorizes the Superintendent to establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices.

The district is in full compliance with N.J.S.A. 18A:36-35, which limits the disclosure of certain “personally identifiable information,” including a student’s name, photograph, address, email address, phone number, as well as the location and times of class trips, on a school web site without the receipt of prior written consent from the student’s parent(s) or guardian(s). Prior parental consent is required because the disclosure of this information may present a safety risk and potential danger to children from Internet predators and others. It is against Board policy to display any student’s home address, email address, or phone number on its official web site under any circumstance. However, the Board may seek prior written parental consent to display a child’s name, with or without an accompanying photograph, and the location of a class trip to athletic/extracurricular event, only after that trip/event has occurred.

13. PARENTAL NOTIFICATION, PERMISSION AND RESPONSIBILITY

The Superintendent shall ensure that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians who do not wish their children to have access to the Internet must notify the principal in writing.

Any student in grades 3-8 and/or community members seeking to use the technological resources of the district must sign a “Technology Use Agreement”

to ensure he/she will not attempt to acquire data for non-educational purposes. In addition, all students must have the form signed by their parent or guardian, and adults using the facility must sign and submit the form. Failure to submit a properly executed Technology Use Agreement will preclude the student, and staff, and/or community member use of computers and/or related technologies available in the schools.

Legal References:

New Jersey Permanent Statutes

New Jersey Administrative Code - Title 6A & 6

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:24-1.1 et seq. Urban Education Reform in the Abbott Districts

See particularly:

N.J.A.C. 6A:24-1.4, 2.2, 4.1, 6.1

N.J.A.C. 6A:30-1.1 et seq. 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 (September 2002)

Adopted:

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