

POLICY

Black Horse Pike Regional Board of Education

Section: Program

2361. ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)

Date Created: April, 2009

Date Edited: March, 2013

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2361 ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)

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 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.

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.

Standards for Use of Computer Networks

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

- A. Using the computer network/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 network 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.

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 cyberbullying 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 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 districts' computer networks/computers and the Internet unless they have filed with the school principal (individual or office) a consent form signed by the pupil 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;
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: 19 July 2012
Revised: 14 March 2013

Use of Bring Your Own Device (BYOD) Network

The Black Horse Pike Regional School District is pleased to be able to offer the employees of the district access to our WiFi network. This opens up a realm of possibilities previously unavailable. Listed below are important points. Please read this document carefully and sign the second page.

The district is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, viruses, hackers, or service interruptions. Use of any information obtained through the use of the district network is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or e-mail.

The district assumes no responsibility or liability for any changes incurred by a user. Under normal operating procedures, there will be no cost incurred, by the user to access the district BYOD network. The district Technology Services Department will not fix, repair, modify or alter any personal device and/or software connected to the district network.

A user may not download and/or install any software onto their device while connected to the district's network.

Personal devices may not be connected to district hardware without expressed written consent from the Technology Services Department. An email must be sent to the Technology Supervisor and written approval given before any personal device is connected to district hardware (i.e.: projector, printer, mouse, keyboard, monitor, etc.).

Please be aware that once a personal device is connected to the district's network, you and the device will be governed by the district's Policy # 2361 Acceptable Use Policy, Policy # 4282 Use of Social Networking Sites, Policy # 5516 Remotely Activating Communication Devices, and all other Black Horse Pike Regional School District Policies and Regulations.

The district will only allow up to two (2) personal devices per user.

With the internet and e-mail access comes the availability of material that may not be considered appropriate in a school setting. The district cannot regulate and monitor all information received or sent by persons who use the Internet or e-mail; and the district cannot ensure that students who use the network, Internet, or email will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The district believes, however, that the availability and value of the Internet and e-mail far

outweigh the possibility that users may procure inappropriate or offensive materials. Access to the district information, technology, and network resources is a privilege, not a right. Faculty, staff, and students will be held accountable for noncompliance with this policy.

The district reserves the right to log, monitor, and review Internet, e-mail, and other network use of each user. This logging, monitoring, and review may be conducted without cause and without notice. Each user of the district network, by the use thereof, agrees and consents to such logging, monitoring, and review and acknowledges that s/he has no right or expectation of confidentiality or privacy with respect to Internet, e-mail or other network resources. Users should expect that files stored on district servers or computers connected to district networks will not be private. An e-mail networking archiving system is utilized in the district.

The district employs the use of an Internet filter as a technology protection measure pursuant to the Children’s Internet Protection Act. The filter may not be disabled or bypassed by faculty, staff, students or others for any reason.

Please allow 48 hours for the service to be available after your acceptance has been submitted.

Signing/emailing this form means you agree to the terms and conditions of this form for the use of using the district’s BYOD network. Please send a signed copy of this form to the District Technology Supervisor. Once you are approved, you will receive an e-mail from the Technology Department.

Print your name: _____

Signature: _____

Date: _____

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
FACULTY AND STAFF

ACCEPTABLE USE POLICY FOR INTERNET AND OTHER ONLINE USE

Last Name: _____ **First Name:** _____

School & Department: _____ **Phone ext.:** _____

Position: _____

The Black Horse Pike Regional School District's Internet, email and other online sources (hereafter referred to as Internet) are provided for staff to facilitate communications in support of education. The Internet is a tool for life-long learning and with it comes a need for proper and ethical use. The goal of educators who manage the Internet should be teaching individual users the skills and propriety necessary to use the Internet appropriately rather than controlling online information.

Conditions and rules for use:

1) **Compliant Use**

Internet use must be in support of and consistent with the educational objectives of the Black Horse Pike Regional School District. All Internet users must comply with existing rules incorporated into this document.

2) **Network Etiquette**

- a) Do not reveal personal information regarding yourself or others. *Be aware that electronic mail (e-mail) is not private. Be cautious about student confidentiality. Remember that e-mail sent or received through the district BELONGS to the district and is archived for seven years.*
- b) Personal use of computers, for example access to personal e-mail or social networking sites, may be done during lunch, or after your working day, not during normal working hours, or instructional time unless being used for a class project.
- c) Be polite when communicating with others.
- d) Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- e) Do not engage in activities which are prohibited under state or federal law.
- f) Follow copyright regulations which govern all communications and information accessible on the Internet.

3) **Monitoring**

- a) Use of the Internet will be monitored. Network administrators may review files, web sites visited, and communications to maintain system integrity and ensure that users are using the system properly.
- b) Users should know that files stored on computers or on the network are not private.
- c) All staff are asked to report violations or attempts to bypass security. Reporting may be done anonymously.
- d) Promptly disclose to your supervisor any message you receive that is inappropriate or makes you feel uncomfortable.

4) **Privilege:**

- a) Since the use of on-line services, Internet providers, and electronic bulletin boards is a privilege, any inappropriate use will result in cancellation of that privilege.
- b) Each individual who receives an account shall be required to acknowledge in writing the receipt and understanding of the rules and regulations appertaining to telecommunicating to out-of-district resources.

5) **Illegal and Unethical Uses**

Inappropriate uses of the Internet include:

- a) Using the Internet for any illegal activity.
- b) Using the Internet for financial or commercial gain.
- c) Gaining unauthorized access to resources or entities.
- d) Posting personal communications without the author's consent.
- e) Posting information that could cause damage or a danger of disruption to Internet use.
- f) Sending "chain letters" or jokes through school email, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others.
- g) Using the Internet to lobby for votes.
- h) Using the Internet to send/receive/access pornography or other inappropriate material.
- i) Using the Internet to send/receive information that advocates racism, sexism, religious bigotry or that contains obscenities.
- j) Making deliberate attempts to disrupt the computer system, disconnect electrical, mouse or keyboard plugs, or destroy data by any means, especially by spreading computer viruses.
- k) Using the Internet to send/receive messages that are inconsistent with the school's code of conduct.
- l) Allowing a student to access a computer/internet/e-mail using your log-in.
- m) Walking away from your computer without locking your workstation.
- n) Leaving Genesis logged on when you walk away from your computer.
- o) Accessing Netflix, Blockbuster or other movie rental company to stream a movie.
- p) Using the Internet to harass others.
- q) Vandalizing or modifying data, software, hardware.

6) **Other Restrictions**

The following are additional limitations to be adhered to while using the Internet.

- a) NO information or software may be downloaded.
- b) NO chat rooms or chat sites may be used.
- c) NO shopping, ordering items, or gambling online is allowed.

7) **No Warranties**

Users of the Internet must understand that the Black Horse Pike Regional School District does not control the content of the information on the Internet. Therefore, the Board of Education of the Black Horse Pike Regional School District denies any responsibility for the accuracy or quality of information accessed.

The District makes no guaranties of any kind, either expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

The Black Horse Pike Regional School District reserves the right to restrict access to other areas not specifically covered in this Acceptable Use Policy. Users will comply with Board of Education policies dealing with the internet and e-mail behavior and conduct. This policy will be reviewed on a periodic basis.

User: I am honor bound to uphold the rules contained in this document and to indicate if any violation has taken place. I will abide by the previously stated conditions and rules of this Acceptable Use Policy.

A copy of this Acceptable Use Policy is available on the district web site for your reference Please return the signed original to your supervisor.

I have read, understand, and agree to adhere to this policy.

Signature _____ Date _____

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
Acceptable Use Policy Agreement**

ALL STUDENTS

Print Full Name (Last, First, Middle Initial): _____

Graduation Year _____

RETURN THIS TO YOUR HOMEROOM TEACHER

Your account will be disabled if not returned by September 17th!

<i>Username (Student ID#)</i>								
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Computer & Network Policies:

1. Do not share your password with others. Only logon yourself. Be sure to log off when finished.
2. Access only your personal account.
3. Report violations or attempts to bypass security. Reporting may be done anonymously.
4. Do not attempt to log on as a system administrator or change a system configuration.
5. Use of the network will be monitored. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system properly.
6. Users should know that files stored in computers are not private.
7. Do not damage or modify the equipment in any way.
8. No wasteful printing.
9. Social Networking sites are not allowed unless being used for a class project:
10. Do not attempt unauthorized access to resources or entities by trying to bypass security features.
11. Do not post messages.
12. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
13. Do not make deliberate attempts to disrupt the computer system or destroy data by any means, especially by spreading computer viruses.
14. Do not use the network in any way which might cause congestion or otherwise interfere with the work of others.
15. Do not bring food, drink or gum into the computer labs or near the computers in classrooms.

I read, understood, and agree to the computer and network policies listed above. I have received a copy of the Acceptable Use Policy (AUP). I further understand that I share in the responsibility of ensuring that all online computers and databases are maintained properly for everyone's use. I am honor bound to uphold the rules contained in this document and to indicate if any violation has taken place. To not do so would be an Honor Code Violation. I will abide by the stated conditions and rules of the Acceptable Use Policy until I graduate. My signature and that of my parent indicate that I agree to use the Internet and all other school computer services for legitimate educational purposes only.

Student's Signature: _____ **Date:** _____

- ? I grant my child permission to use the Internet.
- ? I do not grant my child permission to use the Internet.

Parent's/Guardian's Signature:

_____ **Date:** _____

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
STUDENT ACCEPTABLE USE POLICY FOR INTERNET AND OTHER ONLINE USE

The Black Horse Pike Regional School District's Internet and other online sources (hereafter referred to as Internet) are provided for students and staff to facilitate communications in support of research and education. The Internet is a tool for life-long learning and with it comes a need for proper and ethical use. The goal of educators who manage the Internet should be teaching individual users the skills and propriety necessary to use the Internet appropriately rather than controlling online information.

Conditions and rules for use:

1) Compliant Use

Internet use must be in support of and consistent with the educational objectives of the Black Horse Pike Regional School District. All Internet users must comply with existing rules incorporated into this document.

2) Network Etiquette

- a) Do not reveal personal information regarding yourself or others. Anything saved or sent using our network is not private.
- b) Be polite when communicating with others.
- c) Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- d) Do not engage in activities which are prohibited under state or federal law.
- e) Follow copyright regulations which govern all communications and information accessible on the Internet.
- f) Cite properly all borrowed information, which is the intellectual property of the databases.

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