

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 1 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

Acceptable Use of District Electronic Network, Computers, and Related Resources

Purpose

Monroe Township Public Schools is providing staff and students access to the district's electronic network, which includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The district reserves the right to monitor all activity on this network.

The district's electronic network has a limited educational purpose. The purpose of this network is to assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, this network will be used to increase district intercommunication, conduct research, enhance productivity, and assist district personnel in upgrading their skills through greater exchanges of information with their peers. This network will also assist the district in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

Users may not use the network for political lobbying. District employees and students may use the network to communicate with their elected representatives and to express their opinion on political issues.

Staff may use the district network for communications related to collective bargaining and union organizational activities.

Because of the complex association between so many government agencies and technology networks, the end user of the technology network/computers must adhere to strict regulations. Regulations are provided here so that staff, community and student users and the parent(s) or legal guardian(s) of students are aware of their responsibilities. The school district may modify these regulations at any time by publishing modified regulations on the network and elsewhere. The signatures of the student and his/her parent(s) or legal guardian(s) on the district-approved consent and waiver agreement are legally binding and indicate that the parties have read

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 2 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

the terms and conditions carefully, understand their significance, and agree to abide by the rules established under this Policy and Regulation No. 2361.

Users are responsible for good behavior when utilizing any portion of the district network just as they are in the classroom or a school hallway. Communications on the network are often public in nature. Policies and Regulations governing behavior and communications apply. The school district's electronic network, which includes Internet access, computers and related equipment are provided to conduct research and communicate with others. Access to the network services is given to students and staff who agree to act in a considerate and responsible manner. Parental/guardian permission is required for all students under the age of 18. Access is a privilege - not a right. Access entails responsibility. Individual users of the district network are responsible for their behavior and communications over the network. It is presumed that users will comply with district standards outlined in this Regulation and Policy 2361. It is presumed that students will honor the agreements they and their parent/guardian have signed. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the network who violate the policies and regulations of the board.

Employees are not required to sign a consent and waiver agreement. Employees have an obligation to abide by district policies and regulations as a part of their employment responsibilities. Failure to abide by district policies and regulations is handled through a disciplinary process in accord with the district regulations, policies, state and federal law.

Users agree not to publish on or over the network any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the approval of the district technology supervisor, contains any advertising or any solicitation of other members to use goods or services.

Commercial uses of the network, computers or related resources are strictly prohibited. The user agrees not to use the facilities and capabilities of the network to conduct any business or solicit the performance of any activity, which is prohibited by law.

Because the school district provides, through connection to the

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 3 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

Internet, access to other computer networks around the world, users, including students and their parent(s) or legal guardian(s) understand that the Board and district technology personnel have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The Board will provide student access to Internet resources only in supervised environments and has taken steps to lock out objectionable areas to the extent possible, but potential dangers remain. Users, including students and their parent(s) or legal guardian(s) are advised that some networks may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Board and the district technology personnel do not condone the use of such materials and do not permit usage of such materials in the school environment. All users knowingly bringing such materials into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of users' accounts on the network and restrictions on the use of computers.

Users will indemnify the district against any damage that is caused by the user's inappropriate use of the network.

Due Process

The district will cooperate fully with local, state, or federal officials in any investigation concerning, or relating to, illegal activities conducted through the district network.

In the event there is an allegation that a student has violated the district acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation before a neutral administrator (or will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involved a violation of other provisions of the disciplinary code, the violation will be handled in accord with the applicable provision of the disciplinary code.

Employee and Guest user violations of the district acceptable use

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 4 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

regulation and policy will be handled in accord with district policies and regulations.

District Limitation of Liability

The district makes no warranties of any kind; either expressed or implied that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damages users may suffer, including but not limited to, loss of data, or interruption of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network. Users will be responsible for backing up copies of documents that are important to them. The district will not be responsible for loss of data.

The guidelines and conditions outlined in this policy in no way limit the school district's prerogative to manage its technology systems as it sees fit, or restrict its authority to take any actions it deems necessary to adequately supervise, protect, and, if necessary, discipline its users.

Parental/Guardian Notification and Responsibility

The district will notify the parents/guardians about the district network and the policies governing its use. Parents/guardians must sign a student consent and waiver agreement to allow their student access to the network. Parents may request alternative activities for their child(ren) that do not require Internet access.

The district acceptable use regulation and policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practical for the district to monitor and enforce a wide range of social values in student use of the Internet. Further, the district recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The district will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the district network.

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 5 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

District Responsibilities

The District Technology Department will oversee the district's electronic network and will establish networks and plans for the maintenance and management of the network as well as guidelines for staff.

District will not be held responsible for any financial obligations for goods or services purchased over the Internet without appropriate authorization.

The District Technology Department will establish a process for setting up individual and class accounts, set quotas for disk usage, establish a retention schedule, establish a district virus protection process, and manage all aspects of operation related to the district network and related components.

Online Conduct

Any action by a user of the online services that is determined to constitute an inappropriate use of the online services or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending user's account as well as other action in compliance with the Board Policy and Regulation.

Users specifically agree not to submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or otherwise illegal material; nor shall a user encourage the use, sale or distribution of controlled substances.

Transmission of material, information or software in violation of local, state, or federal law is also prohibited and is a breach of this Regulation and Policy 5231. Users agree (and student user parent(s) or legal guardian(s) agree to indemnify the Monroe Township Public Schools district for any losses, costs or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of, any breach of this section by the user.

Online Services Provided Through District Network E-mail

E-mail is an electronic message sent by or to a member in correspondence with another person having Internet access. All

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 6 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

messages sent and received are subject to review. A canceled account will not retain its e-mail. The network administrators may inspect the accounts of e-mail sent by one member to an addressee or disclose such contents to someone other than the sender or a recipient when required to do so by board policy, regulation or other laws and regulations of the state and federal governments. The board reserves the right to cooperate fully with local, state or federal officials in any investigation concerning or relating to any e-mail transmitted on the school district network.

E-mail enables employees and students to communicate with people from throughout the world. Users will also be able to subscribe to mail-lists to engage in group discussions related to educational subjects.

E-mail will be provided to all district teachers, administrators and office personnel. Additional district personnel will be added on an as-needed basis

E-mail for students in the elementary grades will only be provided through a teacher or classroom e-mail account.

Middle School and High school students may be provided with e-mail, with the approval of the building level administrator, for specific educational projects or activities.

Guests may receive an individual e-mail account with the approval of a district administrator if there is a specific, district-related purpose. A signed agreement will be required. Parental signature will be required if the guest is a minor.

Students may not establish or access web-based e-mail accounts on commercial services through the district Internet network unless such accounts have been approved for use by the individual school.

Staff transmission of student confidential information via e-mail must be in compliance with all federal and state student privacy laws.

The subject line of e-mail that contains student information should provide an indication that the e-mail contains confidential student information.

Users will not repost a message that was sent to them privately without the permission of the person who sent them the message.

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 7 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

Users will not post private information about another person.

Any district administrator may terminate the account privileges of a guest user by providing notice to the user. Guest accounts not active for more than 30 days may be removed, along with the user's files without notice to the user.

Internet

The Internet provides access to a wide range of information in the form of text, graphics, photographs, video and sound, from throughout the world. The Internet is a valuable research tool for students and employees.

Elementary School Level- For students at the elementary school level, access to information on the Internet will be generally limited to prescreened sites that must be closely supervised by the teacher.

Secondary School Level- For students at the secondary school level, access to information on the Internet should generally be provided through prescreened sites and in a manner prescribed by their school.

Teachers may download information from the Internet that is necessary for classroom instructional purposes and provide this information to students who do not have Internet access. This information may be provided either in hard-copy form or through a computer network without live access to the Internet.

Interactive Communication Areas

Interactive communication areas, for example, Internet Relay Chat, Blogs, Message Boards, provides the capability of engaging in discussions. The district will provide access to interactive communication areas only for specifically defined educational activities. The district technology department, at their sole discretion, reserves the right to monitor and immediately limit the use of the computer network/computers or terminate the account of a user who misuses interactive communication features.

Students may use interactive electronic communication only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and have been

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 8 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

approved by the district or individual school.

Videoconferencing

Videoconferencing is a way that users can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, participants can see, hear, and speak with other participants in real time. It is possible that a participating site or sites might tape the broadcast to be shared with others within their school building or district. The user's voice, physical presence, and participation in the videoconference will be transmitted to the connecting site/s. All rules contained within this document apply to videoconferencing.

Supervision, Monitoring, Search and Seizure, and Retention of Records

Networks users have a limited privacy expectation in the contents of their personal files on the district network.

Routine maintenance and monitoring of the network may lead to discovery that the user has or is violating the district acceptable use regulation and policy, the disciplinary code or the law.

An individual search will be conducted if there is reasonable suspicion that a user has violated the law, the acceptable use regulation or policy, or the disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

District employees should be aware that their personal files may be discoverable under state public records law.

Students' use of the district electronic network will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use. Computers used by students will be positioned to facilitate effective staff supervision.

Copyright and Plagiarism

District policies on copyright will govern the use of material accessed through the district network. Because the extent of copyright protection of certain works found on the Internet is unclear, users will make a standard practice of requesting permission from the holder of the work if their use of the material has the

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 9 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.

District policies on plagiarism will govern use of material accessed through the district system. Teachers will instruct students in appropriate research and citation practices.

This district will respect the copyright rights of students and staff. Copyrighted material must not be placed on any system without the author's specific written permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the network. Members may download copyrighted material for their own use in accordance with Policy and Regulations Nos. 2531, Copying Copyrighted Materials. Any member may non-commercially redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission may be specified in the document, on the network, or must be obtained directly from the author.

Users may not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner. Note: Fair use within the classroom does not necessarily translate to web site production.

The district will respect the copyright rights of students and staff.

Students own the copyright to their creative works, including works created using district resources. The Web Site Consent Form signed by parents will include a request for permission from parents to post student work on the Internet. All student work posted on the Internet will contain a copyright notice indicating the ownership of that work by the student(s).

District staff own the copyright to works created outside of the scope of their employment responsibilities and without the use of

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 10 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

district resources. District staff may post such work on the district web site to facilitate access to students and/or staff. Notice of such posting and claim of ownership must be provided to the supervisor of technology. By posting such work to the district's web site, the staff member will grant a non-exclusive license or permission for any staff or student within the district to freely use such work.

The district shall own the copyright on any works created by district staff within the scope of their employment responsibilities.

Inappropriate Access to Material

Users will not use the district system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, special exception may be made for hate literature if the purpose of such access is to conduct research AND access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.

If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. Students should immediately notify teachers. Teachers and staff should immediately notify building administration. Building administration should immediately notify supervisor of technology. This will protect users against an allegation that they have intentionally violated the acceptable use policy.

The fact that the filtering software has not protected against access to certain material shall not create the presumption that such material is appropriate for users to access. The fact that the filtering software has protected access to certain material shall not create the presumption that the material is inappropriate for users to access.

The board will provide student access to Internet resources only in supervised environments and has taken steps to block out objectionable areas to the extent possible, but potential dangers remain.

Safety and Security of Minors when using Electronic Mail, Chat Rooms, and other Forms of Direct Electronic Communications and Unauthorized

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 11 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

Disclosures

Student users will not post or share contact information about themselves or other people. Personal contact information includes the student's name together with other information that would allow an individual to locate the student, including, but not limited to, parent's name, home address or location, work address or location, or phone number.

Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.

High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or with specific staff approval.

Students will not disclose names, personal contact information, or any other private or personal information about other students under any circumstances. Students will not forward a message that was sent to them privately without permission of the person who sent them the message.

Students will not agree to meet someone they have met online.

Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.

Academic Freedom, Selection of Material, Students Rights to Free Speech

Board policies on academic freedom and free speech will govern the use of the district network.

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 12 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they interact with information sources such as television, telephones, movies, radio and other potentially offensive media.

Behavior including, but not limited to the following are prohibited:

Users will not post information that, if acted upon, could cause damage or a danger of disruption.

Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

It is a violation of this policy for users to introduce or attach any software or hardware to technology used in the district, which is not owned by the district or specifically authorized for use by the district technology department.

No modification to any hardware or software owned or managed by the district may be made without specific authorization by the district technology department.

Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending the messages, they must stop.

Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Criminal speech and speech in the course of committing a crime (for example, threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.).

Speech that is inappropriate in an educational setting or violates district rules.

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 13 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

Inappropriate language - - language that is obscene, profane, lewd, vulgar, rude, disrespectful, threatening, inflammatory, harassment, personal attacks, including prejudicial or discriminatory attacks, or false or defamatory material about a person or organization.

Dangerous Information - - information that if acted upon could cause damage or present a danger of disruption.

Violations of privacy-revealing personal information about others.

Abuse of resources.

Copyright infringement or plagiarism.

Violations of personal safety - - revealing personal contact information about self.

Sending or displaying offensive messages or pictures.

Using obscene language and/or accessing visual depictions that are obscene as defined in section 1460 of Title 18, United States Code

Using or accessing visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code

Using or accessing visual depictions that are harmful to minors including any pictures, images, graphic image files or other visual depictions 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.

Harassing, insulting or attacking others

Damaging computers, computer networks or network related resources

Attempts to compromise the security, integrity or functionality of the network, or network related resources, or possession of tools, while on school or district property, designed to do so

Violating copyright laws

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 14 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

Using another's password

Trespassing in another's folders, work or files

Intentionally wasting limited resources

Employing the computer network/computers for commercial purposes;
and/or

Engaging in other activities that do not advance the educational
purposes for which computer network/computers are provided.

Children's Internet Protection Act Compliance

The school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene, child pornography and harmful to minors as defined in the Children's Internet Protection Act. The school district will certify that schools in the district including media centers and libraries are in compliance with the Children's Internet Protection Act and this acceptable use regulation R2361 and policy 2361.

Compliance measures are contained within this regulation and policy 2361 which address the following:

- Access by minors to inappropriate matter on the Internet;
- 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 the visual depictions defined in the Children's Internet Protection Act and as defined in this Policy, Regulation 2361, and the Internet Safety Plan, the board shall determine

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 15 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

Internet material that is inappropriate for minors. The district will post the Safe & Responsible Internet Use Plan on the district web site, with links to the AUP, this regulation document and recommended Internet safety sites for parents. An e-mail input mechanism requesting comments or concerns regarding the Internet Safety Plan will be provided on the district web site.

Web Sites

The following provisions address the disclosure of student information, the posting of student-created material, and the posting of student pictures on the web site. Schools must have signed parental/guardian approval of such disclosure and posting.

Students in Elementary and Middle School - Students will use limited student identification (first name or other school-developed identifier). Group pictures without identification of individual students are permitted. Student work may be posted with the limited student identification. All student posted work will contain the student's copyright notice using the limited student identification.

High School Students - Parents may approve either the elementary/middle school standards or the following standards: Students may be identified by their full name. Group or individual pictures of students with student identification are permitted. Student work may be posted with student name. All student posted work will contain the student's copyright including the student's name.

***Much of the material on the Internet, including messages and material on web sites is protected by copyright. A created work (text, music, graphic, web site, etc.) is automatically protected by copyright from the moment it is created. No copyright notice or registration is required. The extent of copyright protection on web designs is an area that is unclear.

Neither teachers nor students may safely make use of other's materials (graphics, text, sound, etc.) when they publish on the Internet unless they have requested, and they have received, formal permission to do so. This includes student created work completed in school or outside of school, as well as staff work created outside of school.

District Web Site

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 16 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

- The district will establish a web site and will develop web pages that will present information about the district. The supervisor of technology or designated appointee will be responsible for maintaining the district web site. Personal, non-educationally-related information will not be allowed on the district web site. District site will incorporate disability Information Technology access design principles.

School Sites

- Schools will establish web pages that present information about the school. The supervisor of technology will designate an individual to be responsible for managing school web sites. Schools sites will be linked to the district web site. All official material originating from each school will be consistent with the district style and content guidelines and approved through a process established by the supervisor of technology. School sites will incorporate disability Information Technology access design principles.

Class Web Sites

- Class sites that reside on non-district servers will be not linked to the school sites. It is understood that the district does not support the content of teacher web sites outside of the school. It is recommended that staff with web sites not on the district servers post a disclaimer stating that "Content on this web site are independent of district and shall not be attributed to the district." NOTE: Use of district content on non-district server web sites is a violation of information copyright laws.

Student Web Sites

- With the approval of the building principal and supervisor of technology, students may establish web pages for specific educational objectives. Material presented on the student web sites must be related to educational activities and/or career preparation activities. Student web pages must include the following notice "This is a student web page. Opinions expressed on this page shall not be attributed to the district."

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 17 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

- It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of this regulation or student disciplinary code. Student material may not be removed on the basis of disagreement with the views expressed by the student. Students must adhere to the Internet Safety Plan.
- Student web pages will be removed at the end of the school year unless special arrangements are made.

Extracurricular Organization Web Sites

- With the approval of the building principal and supervisor of technology, extracurricular organizations may establish web pages. The principal and supervisor of technology will establish a process and criteria for the establishment and posting of material, including pointers to the other sites, on these pages. Material presented on the organization web pages must relate specifically to organization activities.
- Organization web pages must include the following notice: "This is an extracurricular organization web page. Opinions expressed on this page shall not be attributed to the district."

Web Site Requirements

- All AUP provisions, as well as Internet Safety Plan provisions, including those addressing inappropriate language, privacy, and copyright, will govern material placed on all district-related web sites.
- Web sites shall not contain the identification information or pictures of the student or student work unless such provision has been approved by the student's parents/guardians.
- No interactive communication areas on any sites unless specifically authorized by the supervisor of technology.
- Materials placed on web sites are expected to meet academic standards of proper spelling, grammar and accuracy of information.

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 18 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

- All web sites will carry a stamp indicating when it was last updated and the e-mail address of the person responsible for the page.
- All web sites should have a link back to the home page of the classroom, school or district, as appropriate.
- Users should retain a back-up copy of their web sites.

Network Security

Security on any network is a high priority, especially when the network involves many users. If a user feels that he/she can identify a security problem on the network, the user must notify a network administrator or building level administrator. The user should not inform individuals other than the network administrator or building administrator of a security problem. Student users must notify a teacher.

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

Passwords to the network should not be easily guessable by others, nor should they be words that could be found in a dictionary. Passwords should be a combination of letters and numbers.

Attempts to log in to the network using either another user's account or as a network administrator could result in termination of the account. Users should immediately notify a network administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk will have limitations placed on usage of the network or may be terminated as a user and be subject to other disciplinary action.

Users will not attempt to gain unauthorized access to the district network or to any other computer system through the district network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files or folders. These actions are illegal, even if only for the purpose of "browsing".

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 19 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

Users will not make deliberate attempts to disrupt the district electronic network performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not use the district network to engage in any illegal act, such as arranging for a drug sale, the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

Software and Files

Software is provided to users as an educational resource. No user may install, upload or download software without the consent of the district technology department. Requests for software installations are to be submitted to the district technology office, via work order. Proof of legal copyright must be provided to technical staff or software will not be installed. Any software found on the district network that was not installed or authorized by the technology department staff will be removed. Any software having the purpose of damaging other user's accounts on the district network (computer viruses) is prohibited. The district technology department, at their sole discretion, reserves the right to refuse posting of files, installation of software and requests to remove files.

The district technology department, at their sole discretion, reserves the right to immediately limit usage or terminate an account or take other action consistent with the board's policies and regulations of a user who misuses the software libraries.

Network storage areas shall be treated in the same manner as other school storage facilities. District designated staff may review files and communications to maintain network integrity and ensure that users are using the network responsibly. Users should not expect that files stored on district servers would always be private.

Tampering with Technology Hardware, Peripherals, and other Technology Equipment

Hardware and peripherals are provided as tools for staff and students to use for educational purposes. Under no circumstances is staff or students permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department. All requests for changes must be submitted, via a work order, to the technology

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 20 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

department staff. Technology department staff will determine the level of access each user has to make changes on district equipment.

Technology Protection Measure (Software Filtering)

The district has selected a technology protection measure (software filtering) for use with the district Internet system. The filtering software will always be configured to protect against access to material that is obscene, child pornography and material that is harmful to minors, as defined by the Children's Internet Protection Act. The district or individual schools may, from time to time, reconfigure the filtering software to best meet the educational needs of the district or schools and address the safety needs of the students.

The district technology department will conduct an annual analysis of the effectiveness of the selected filter and will make recommendations to the Superintendent regarding the selection and configuration of the filter.

The filter may not be disabled at any time that students may be using the district Internet network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. The filter may be disabled during non-student use time for system administrative purposes.

Filtering software has been found to inappropriately block access to appropriate material. To ensure that the implementation of the technology protection measure is accomplished in a manner that retains district control over decision making regarding the appropriateness of material for students, does not unduly restrict the educational use of the district Internet network by teachers and students, and ensures the protection students' constitutional right to access to information and ideas, authority will be granted to selected educators to temporarily or permanently unblock access to sites blocked by the filter.

Authority to temporarily unblock access will be granted to building administrators and or his/her designees, and any media specialists or teacher who regularly uses the Internet for instructional purposes who request permission to have such authority. Individuals granted authority to temporarily unblock sites must meet standards for technical proficiency that are necessary to ensure the security of the system. The technology department shall determine such

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 21 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

standards.

To temporarily unblock a site, the authorized individual must review the content of the site, outside of the presence of any student, prior to allowing access to the site by a student.

Reports of all instances of temporary unblocking will automatically be forwarded to the supervisor of technology.

If an unauthorized individual believes that the blocked site should be permanently unblocked, a recommendation must be forwarded to the supervisor of technology. The supervisor of technology will make a decision to permanently unblock access to the site. A list of all sites that have been permanently unblocked will be stored electronically.

Third Party Systems

Teachers will ensure the protection of student personal information when establishing any relationship with a third-party site or system.

All contracts with third party providers of data management services for the district will be reviewed to ensure compliance with federal and state student privacy and records retention laws.

Teachers may require, encourage or allow students to establish individual accounts on a third party site or system only under the following circumstances;

- The establishment of the account is necessary to achieve identified educational purpose.
- Student personal information and student use data will not be collected, analyzed and/or used for commercial advertising or marketing purposes.
- A minimum amount of non-identifying information is collected for the purpose of establishing the account.
- The third party system has committed to maintain the privacy of any information provided,

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 22 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

- The third party system provides a process by which a parent may access, review and remove their child's account information.
- Signed parental permission must be obtained prior to the establishment of the student account. Notice to the parent about proposed student accounts on third party systems must include the following information:

The name, URL, and privacy policy of the third party system.

Description of the educational purpose for the establishment of the account.

The period of time for which the account will be established.

Information on how they can access their child's records on the third party site.

Collection, analysis and/or sale of student use data for commercial purposes.

The district may not enter into an agreement with a third party supplier of Internet related services if the third party service provider intends to collect, analyze and/or sell individual or anonymous student data for the purpose of commercial advertising and marketing research activities. The collection and analysis of student use data strictly for the purpose of evaluation for improvement of the educational site is acceptable.

Vandalism

Vandalism will result in cancellation of network privileges and other disciplinary measures in compliance with the district's discipline code and policies. Vandalism is defined as any malicious attempt to harm or destroy data, the network, or any agencies or other network components that are connected to the network backbone or of doing intentional damage to hardware or software on the network. This includes, but not limited to, the uploading or creation of computer viruses.

Violations of Regulation and Policy 2361

REGULATION

BOARD OF EDUCATION
MONROE TOWNSHIP

PROGRAM

2361/Page 23 of 23

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORK, COMPUTERS, AND RELATED RESOURCES

Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

Student disciplinary action shall be taken as indicated in policy and regulation nos. 2361, Acceptable Use of District Electronic Network, Computers and Related Resources, No. 5600, Student Discipline, No. 5610, Suspension and No. 5620, Expulsion as well as possible legal action and reports to the legal authorities and entities. Students violating this policy shall be subject to the consequences as indicated in regulation no. 2361 and other appropriate discipline, which includes but is not limited to:

- Use of district network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities.

The particular consequences for violations of this policy shall be determined by the superintendent in matters relating to the use of the network and by the principals in matters of school suspension. The superintendent or designee of the board shall determine when school expulsion and or legal action or actions by the authorities are the appropriate course of action. Decisions may be appealed in accordance with Policy No. 5710 Student Grievances.

Staff and Guest users violating regulation and policy 2361 shall be subject to the discipline code outlined in the district policies and regulations regarding discipline as well as other disciplinary or possible legal action and reports to the legal authorities and entities.

Adopted: 27 June 2002
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