

Pemberton Township Board of Education

District Policy

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

Section: Program
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M

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

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.

Limitation of Liability

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

District Rights and Responsibilities

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the internet.

The Board designates the Superintendent of Schools 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 administrator shall coordinate the district system in his/her building by approving all activities 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.

Access to the System

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

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

World Wide Web

All students and employees of the Board shall have access to the web through the district's networked or stand-alone computers. To deny a child access, parents/guardians must notify the Superintendent of Schools in writing.

Student Safety Practices

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Cyber-Bullying

The Board of Education expressly forbids cyber-bullying. For the purposes of this policy, "cyber-bullying" shall mean using the communication capacities of computers, the internet and/or other digital communication devices to bully others by:

- Sending or posting cruel messages or images;
- Threatening others;
- Excluding or attempting to exclude others from activities or organizations;
- Starting or passing on rumors about others or the school system;
- Harassing or intimidating others;
- Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- Sending or posting harmful, untrue or cruel statements about a person to others;
- Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger;
- Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or
- Engaging in tricks to solicit embarrassing information that is then made public.

Students found to be engaging in activities as described above shall be subject to the terms and sanctions found in this Policy and Board of Education Policy 5512 - Harassment, Intimidation, and Bullying.

Students, staff and administration of the school district have the opportunity to access the internet to facilitate the need to prepare students, staff and administrators to become computer literate in an increasingly technological world, to foster educational and personal growth in technology, information gathering, and communication skills. It is understood that the school district does not have sufficient staff to monitor every aspect of the use of the internet.

However, the district will foster the independent use of the school's network, subject to compliance with procedures and standards for appropriate network behavior and communication.

The following responsible guidelines apply to all users when accessing any school district network connection (NET):

1. It is understood that cooperation is critical in the use of the internet. It is the goal of the use of the internet to prepare

students to become computer literate in an increasingly technological world. It is understood that a minor's independent use of the school's network is necessary to attain such a goal, subject to the procedures and standards for appropriate network behavior.

2. Violations of these responsible use guidelines may result in student discipline, subject to the Student Disciplinary Code, and/or staff and administrative discipline, subject to guidelines adopted by the administration. The primary use of the internet shall be reserved to those individuals who utilize the materials that are of "educational value" to students of the district. For purposes of these guidelines, "educational value" shall mean those areas of network access that have a direct or indirect impact on the students' educational program in the school district. The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, and racially offensive, and illegal material or other prohibited activities shall not be permitted, and the school district will use any and all means available to it, within the confines of the law to prevent such material from entering the internet. Individuals are encouraged to report such entry of material into the system to the building administrator.
3. No personnel or student information that is protected by the Family Educational Rights and Privacy Acts shall be disseminated through the internet.
4. All users of the internet must comply with the Electronic Communications Privacy Act of 1986, as amended, and the Communications Decency Act. These Acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties as well as the appropriateness of certain material being remitted on the internet. The Acts do not permit interception or disclosure unless both the sender and the receiver of the communication consent. Further, the Acts recognize that the school district may monitor an employee's e-mail messages, as long as the interception device is included in the e-mail equipment.
5. Users of the internet must recognize that the district administration does have the authority to intercept e-mail messages of all users and that there will be no privacy right construed by the district to exist in the statements made in the internet.
6. Users of the internet are encouraged not to store extensive e-mail messages in the internet and that messages should be stored for a period of longer than fourteen calendar days.
7. When issued individual passwords and accounts, internet users may not allow any other person(s) to use or share those passwords and/or accounts.
8. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or internet resources is forbidden.
9. Use of the internet for political and/or commercial gain or profit is not allowed from an educational site.
10. Users may not move, repair, reconfigure, modify or attach external devices to the system.
11. Additional rules and restrictions may be added and users will be notified of these changes in a timely manner. Users are responsible for reading and following these rules.
12. Time restrictions on the use of the internet may be imposed to ensure equity of use.

13. From time to time, the district will encourage students and employees to use certain informational sources in order to control internet costs.
14. The district administration reserves the right to use electronic devices, cards, or any other media to determine whether or not the students or employees are using the internet for items of true educational value.
15. Professional employees of the school will monitor student use of the internet.
16. Students or employees who violate the internet guidelines of the school may be denied future internet privileges for a defined period of time or other disciplinary measures set forth in the Student Code of Conduct or in any other rules of the District that may be applicable.

Creating and Publishing Web Pages and Social Media

The Board of Education establishes the following policy to express its belief that with the growth of the internet any material posted for the global community must reflect the high educational standards of the school district.

The availability of internet access throughout the school district provides an opportunity for students and staff to contribute to the district's presence on the internet and Social Media Sites. The district's websites provide information to the entire world about curriculum, instruction, school-authorized activities, and other general information relating to the school as well as the district's mission. All published pages and corresponding links stored on the district's servers must be related to the district's educational goals and objectives or school-sponsored activities.

The Media Services Coordinator and the District Information Officer will provide internet access for the creation of web pages. Creators of web pages should familiarize themselves with, and adhere to, the policies and responsibilities that follow. Failure to follow these policies or responsibilities may result in the loss of authoring privileges and/or other more stringent disciplinary measures.

Content Standards

The Superintendent of Schools, with input from the Media Services Coordinator and the District Information Officer, are responsible for web page approval.

Subject Matter

All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, and the school district. If the information is scholarly and will help students, teachers, and parents using our website, it is acceptable. Therefore, neither staff nor students may publish personal web pages or home pages of other individuals or organizations not directly affiliated with the school district website. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Quality

All web pages must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly to objectionable material.

Objectionable material is defined as material that does not meet the standards for instructional resources specified in the school district policies.

Regarding the question of quality or propriety of web page material, appearance, or content, the judgment of the Media Services Coordinator, the District Information Officer, and district administrators will prevail.

Ownership and Retention

All web pages on the district's server(s) are the property of the school district. Official district web pages will reside only on district-owned or -operated servers. The only organization permitted to post a web page on the district server is the PTO, although other sites may be linked at the discretion of the administration.

Student Safeguards

- Students may publish information on the school district web server only when they are under the supervision of the Media Services Coordinator, District Information Officer, or teacher. Students must have parental permission.
- Web page documents may not include student names without parental permission.
- Documents may not include a student's telephone number, address, names of other family members, or names of friends.
- Published e-mail addresses are restricted to those of staff members or to general group e-mail address where arriving e-mail is forwarded to a staff member.
- No student pictures (video or still) and audio clips shall be published without parental permission.
- Web page documents may not include any information that indicates the physical location of a student at a given time.

School Board Policies

All documents on school district server(s) must conform to the Board of Education policies and regulations as well as established school guidelines. Persons developing or maintaining web documents are responsible for complying with these policies. Some of the relevant issues and related Board policies include the following:

- Electronic transmission of materials is a form of copying. As specified in district policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the district's equipment, including its web server(s).
- Documents created for the web and linked to district web pages will meet the criteria for use as an instructional resource.
- Any links to district web pages that are not specifically curriculum-related will meet the criteria established in Board Policy. Any other non-curricular materials should be limited to information about other youth activities, agencies, or organizations that are known to be non-sectarian, exclusively devoted to community interests or child welfare, non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
- All communications via district web pages will comply with Board Policy and the Code of Conduct Policy. Offensive behavior that is expressly prohibited by this policy includes religious, racial, and sexual harassment and/or violence.
- Any student information communicated via district web pages must comply with the Board of Education policies on Data Privacy and Public Use of School Records.
- Any deliberate tampering with or misuse of district networked services or equipment will be considered vandalism and will be handled in accordance with the district Internet Use Policy, the district Student Code of Conduct Policy and other related

policies.

Technical Standards and Consistency

Each web page added to the district website(s) must contain the following elements in order to provide general consistency for district web pages.

- At the bottom of the web page, there must be a last update indicator and the name or initials of the person(s) responsible for the page and/or update. It shall be that person's responsibility to keep the web page current.
- At the bottom of the web page, there must be a link that returns the user to the appropriate point(s) in the district web pages.
- The district will develop additional consistency standards as the need arises.
- All web pages must be submitted to the Webmaster for review prior to placement on the district server(s). In the absence of the district Webmaster, the Computer/Technology Coordinator or Superintendent of Schools shall give approval.
- No computers other than the assigned building web servers shall be configured as web/FTP servers.
- Users must exhibit care when creating web pages with extensive tiled backgrounds or large graphics.
- The authorized teacher, who is publishing the final web page(s) for himself/herself or for a student, will edit the page(s) for conformance with the standards outlined in this policy and test the page(s) for the accuracy of the links.
- Web pages may not contain links to other web pages not yet completed. If additional pages are anticipated but not yet developed, the text that will provide such a link should be included. However, the actual link to said page(s) might not be made until the final page is actually in place on the server(s).
- Any graphics, sounds, or video used on web pages must conform to the format currently used or approved by the administration.
- Web pages may not contain any student e-mail address links, any survey-response links. Or any other type of direct-response links.
- Final decisions regarding access to active web pages for editing content of organization will rest with the Superintendent of Schools, with input from the Media Services Coordinator and/or the District Information Officer.
- All web pages shall be linked to other district pages in relation to their current location on the server(s).

Additional Notes for Consideration

- Material on web pages reflecting an individual's thoughts, interests, and activities do not, in any way, represent individual schools or the school district, nor are they endorsed or sanctioned. Concern about the content of any page(s) created by students or staff should be directed to the Superintendent of Schools or to the district Media Services Coordinator.
- Given the rapid change in technology, some of the technical standards outlined in this policy may require change throughout the year. The District Information Officer and the Media Services Coordinator will make such changes with the approval of the Superintendent of Schools.

Internet Safety

In accordance with the requirements of the Federal Child Internet Protection Act (CIPA), and as a school district that receives discounts offered by the E-Rate program, the following constitutes the Internet Safety Policy of this district. It is the policy of the Pemberton Township Board of Education to:

- Prevent user access over its computer network(s) to or transmission, of, inappropriate material via internet, electronic mail or other forms of direct electronic communications;
- Prevent unauthorized access and other unlawful online activity;
- Prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and
- Comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 US C 254(h)].

Definitions

For the purposes of this policy, the following definitions shall apply:

Minor - any individual who has not attained the age of eighteen years.

Technology protection measure - a specific technology that blocks or filters internet access to visual depictions that are:

- Obscene, as that term is defined in Section 1460 of Title 18, United States Code;
- Child pornography, as that term is defined in Section 2256 of Title 18, United States Code;
- Harmful to minors.

Harmful to minors - any picture, image, graphic image file, or other visual depiction that:

- Appeals to a prurient interest in nudity, sex, or excretion, taken as a whole and with respect to minors;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, perceived sexual contact, or a lewd exhibition of the genitals; and
- Lacks serious literary, artistic, political, or scientific value as to minors, taken as a whole.

Sexual Act or Sexual Contact - as these terms are defined in Section 2246 of Title 18, United States Code.

Access to Inappropriate Material

To the extent practicable, technology protection measures or internet filters shall be used to block or filter internet or other forms of electronic communications and/or access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors.

Subject to staff supervision, technology protections measures may be disabled for adults, or in the case of minors, minimized only for bona fide research or other lawful purpose.

Inappropriate Network Usage

To the extent practicable, steps shall be taken to promote the safety and security of users of the Pemberton Township School District online computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications.

Specifically, as required by CIPA, prevention of inappropriate network usages includes unauthorized access, including so-called "hacking" and other unlawful activities and unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the district staff to education, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy, CIPA, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent of Schools and/or his/her designee.

The Superintendent of Schools or designee will provide age-appropriate training for students who use the district's internet facilities. The training provided will be designed to promote the district's commitment to:

1. The standards and acceptable use of internet services as set forth in the district's Internet Safety Policy;
2. Student safety with regard to:
 - Safety on the internet;
 - Appropriate behavior while online, on social networking websites and in chat rooms; and
 - Cyber bullying awareness and response.
3. Compliance with the E-Rate requirements of CIPA.

Following receipt of this training, each student will acknowledge that he/she received the training, understood it and will follow the provisions of the district's Acceptable Use Policies.

- All training updates will be presented to the Board of Education for approval.

Failure to adhere to this policy and rules may subject users to penalties that include but are not limited to warnings, usage restrictions, disciplinary actions or legal proceedings.

Adoption

This Internet Safety Policy was adopted by the Board of Education at a public meeting, following normal public notice on the date noted on the first page of this policy.

Adopted: 23 February 2017

