

Frankford Township Board of Education Policy

Policy #: 6142.10

Policy Name: **Technology**

The Frankford Township Board of Education 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.

I. ACCEPTABLE USE OF THE INTERNET

Purpose

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

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 chief school administrator as the coordinator of the district system. He/she shall recommend to the board of education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

Each principal shall coordinate the district system in his/her building by approving 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, as set out in regulations for policy 5131, *Conduct/discipline*. 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 districts networked or stand alone computers. An agreement shall be required. To deny a child access, parents/guardians must notify the building principal in writing.

Classroom E-mail Accounts

Students in grades K-8 shall be granted e-mail access through classroom accounts only. To deny a child access to a classroom account, parents/guardians must notify the building principal in writing.

Individual E-mail Accounts for Students

Students in grades K-8 may have individual accounts at the request of teachers and with the consent of parents/guardians. An individual account for any such student shall require an agreement signed by the student and his/her parent/guardian. An agreement shall be required for an individual e-mail account and must be signed by the student and his/her parent/guardian.

Individual E-mail Accounts for District Employees

District employees shall be provided with an individual account and dial-up access to the system.

Supervision of Students

Student use of the Internet shall be supervised by qualified staff.

District Web Site

The board authorizes the chief school administrator to establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of

district programs, policies and practices. Individual schools and classes may also establish web sites that include information on the activities of that school or class. The building principal shall oversee these web sites.

The Chief School Administrator shall publish and disseminate guidelines on acceptable material for these web sites. The chief school administrator shall also ensure that district and school web sites do not disclose personally identifiable information about students without prior written consent from parents/guardians. Consent shall be obtained. "Personally identifiable information" refers to student names, photos, addresses, e-mail addresses, phone numbers and locations and times of class trips.

Parental Notification and Responsibility

The Chief School Administrator shall ensure that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child(ren) to have an individual account. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify the principal in writing.

Acceptable Use

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.

Prohibited Activities

Users shall not attempt to gain unauthorized access to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the district system to engage in illegal activities.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem.

Users shall not access the system solely for the purpose of searching for security problems.

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

Users shall follow all district virus protection procedures when installing or downloading approved software.

System Limits

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations.

Users shall check e-mail frequently and delete messages promptly.

Privacy Rights

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

Implementation

The Chief School Administrator shall prepare regulations to implement this policy.

II. ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTER AND RESOURCES

The Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes

will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by users to information sources but reserves the right to limit in school use to materials appropriate to 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 that telecommunications will allow users 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 any of the computers on or associated with the computer network and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking computer or network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate users access to the computer network or any computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and insure its proper use.

Standards for Use of Computer Network/Computers

Any individual engaging the following actions when using the computer network/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, which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network/computers. 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/computers 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 or alters data or other intellectual property;
 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user on this or any other network;
 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. Loads or stores any software not owned/approved on the network/computer;
 11. Possess any data which is a violation of this policy and/or

12. Engages in other activities that do not advance the educational purposes for which computer network/computers are provided
13. Demo provisions

Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless they shall have filed with Principal's Office a consent form signed by the pupil and his/her parent(s) or guardian(s).

Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation 6142.10 and other appropriate discipline which includes but are not limited to:

1. Use of the Computer Network/Computers 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.

First Reading: May 24, 2004, February 27, 2006

Adopted: June 21, 2004, March 27, 2006

Legal References:

<u>N.J.S.A.</u> 2A:38A-1 <i>et seq.</i>	Computer System
<u>N.J.S.A.</u> 2C:20-25	Computer Related Theft
<u>N.J.S.A.</u> 18A:7A-11	Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
<u>N.J.S.A.</u> 18A:36-35	School Internet websites; disclosure of certain student information prohibited
<u>N.J.A.C.</u> 6A:24-1.1 <i>et seq.</i>	<i>Urban Education Reform in the Abbott Districts</i>
<i>See particularly:</i>	
<u>N.J.A.C.</u> 6A:24-1.4, 2.2, 4.1, 6.1	
<u>N.J.A.C.</u> 6A:30-1.1 <i>et seq.</i>	Evaluation of the Performance of School Districts
17 U.S.C. 101	United States Copyright Law
47 U.S.C. 254(h)	Children's Internet Protection Act
<u>N.J. v. T.L.O.</u> 469 U.S. 325 (1985)	
<u>O'Connor v. Ortega</u> 480 U.S. 709 (1987)	
<u>No Child Left Behind Act of 2001</u> , Pub. L. 107-110, <u>20 U.S.C.A.</u> 6301 <i>et seq.</i>	
<u>Manual for the Evaluation of Local School Districts</u> (September 2002)	

**Possible
Cross References:**

*1111	District publications
*3514	Equipment
3543	Office services
*3570	District records and reports
4118.2/4218.2	Freedom of speech (staff)
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5131	Conduct/discipline
*5131.5	Vandalism/violence
*5142	Pupil safety
5145.2	Freedom of speech/expression (students)
*6144	Controversial issues
*6145.3	Publications
6161	Equipment, books and materials

*Indicates policy is included in the Critical Policy Reference Manual.

Frankford Township School District

Consent and Waiver Agreement

Computer Network/Computer and Internet Access

The Frankford Township School District has Internet access available for student use on a limited and controlled basis. School district policy, 6142.10, *Technology* addresses the acceptable use of the computer, the computer network and the computer resources. This policy is available in the Principal's and the Superintendent's office.

The intention of the Frankford Township School District is to make the Internet available for the purpose of furthering district goals and objectives. It is to be used in support of education and research consistent with the educational goals of the school. This Internet system has been established for a limited educational purpose that includes classroom activities and limited high quality, self-discovery activities. It has not been established as a public access or public forum. Please be advised, however, that the Board and its employees do not have control over the information on the Internet. We will attempt to provide prudent barriers to objectionable materials but accessible sites may contain material that is illegal, defamatory, inaccurate or potentially offensive to certain individuals.

Access to computers, computer network and computer resources, including the Internet, is available through the school only with permission of the principal and his or her designee and your parents. The following are the terms and conditions of use:

Personal Safety

- Pupils may access or attempt to gain access only to those computer sites or files for which they have authorization.
- Computer network storage areas shall be treated in the same manner as other school storage facilities. *The system administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the district computers or servers will be private.*

Copyright Requirements and Plagiarism

- Pupils will not copy information that is protected by copyright. *If you are unsure whether or not you can use a work you should request permission from the copyright owner. Direct any questions to a teacher.*
- You will not plagiarize words or text that you find on the Internet. *Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.*

Illegal Activities

- Use of the district computers, computer network, or Internet services shall not be for illegal purposes.

System Security

- Pupils will not disrupt the computers, computer network, or the Internet services through any unauthorized personal action.
- Pupils will print materials for educational purposes only to authorized printers.

- You are responsible for your individual account, if you have been assigned one, and should take all reasonable precautions to prevent others from being able to use your account. *Under no condition should you give your password to another person.*
- Network accounts are to be used only by the authorized owner of the account for an authorized purpose. *Attempts to log on as another user will result in cancellation of privileges.*

Appropriate Language

- The Computer network and the Internet shall not be used to transmit threatening, obscene, profane, lewd, vulgar, rude, harassing, disrespectful, or other inappropriate messages or material.
- Messages sent, or received and re-sent, that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, terrorism, inappropriate language and other issues described throughout this document will be viewed as misuse.

Appropriate Access to Material

- Use of the computers and the Internet shall be for educational purposes only.
- Game playing on the computer network is prohibited except as authorized for educational purposes.
- Searching for, going to, or using sites, which include unethical, illegal, pornographic, racist, sexist, terroristic or other objectionable material is prohibited.

In agreeing to accept the use of computers, the computer network and Internet access at Frankford Township School, we agree to assume the risks inherent in the various technological systems.

Student: I understand and will abide by the provisions and conditions of this agreement. I realize that the computer systems are intended for educational purposes only. I understand that any violation of the above provisions may result in disciplinary action, the revocation of my user privileges, and any appropriate legal action. I will not hold my teacher or Frankford Township School District responsible for or legally liable for materials distributed to or acquired from the network. I also agree to report any misuse of the computer systems to my teacher or to the principal.

STUDENT NAME: (print) _____

STUDENT SIGNATURE: _____ Date: _____

Parent/Guardian: As the parent/guardian of _____, I have read this agreement and understand that the computer resources available at the Frankford Township School are intended for educational purposes only. I also understand that it is impossible for F.T.S. to restrict access to all controversial materials. I will not hold my child’s teacher nor the Frankford Township School District responsible for or legally liable for materials distributed to or acquired from the network. I also agree to report any misuse of the information systems to my child’s teacher or to the principal.

I understand that the improper or inappropriate use of the network by my child will result in loss of privileges, as well as school discipline and/or criminal or civil penalties. I accept full responsibility for supervision if and when my child’s use is not in a school setting. Further, I accept responsibility for any damages or injuries caused by my child’s use of the network, either in school or outside the school.

With this understanding, I hereby give permission to allow my child access to the computers, computer network and Internet access at the Frankford Township School. I understand that if I have any additional questions, I can contact the school for clarification.

PARENT/GUARDIAN NAME: (print) _____

PARENT/GUARDIAN SIGNATURE: _____ Date: _____

