EAST ORANGE BOARD OF EDUCATION
East Orange, New Jersey 07017

POLICY
File Code: 6142.14

INTERNET USE

The Internet, a global electronic information infrastructure, is a network of networks used by educators, business, the government, the military, and organizations. In the East Orange School District, the Internet will be used to educate and inform. As a learning resource, the Internet is similar to books, magazines, videos, CD-ROMs, and other information sources. East Orange Schools District considers the use of the Internet as an educational resource that will follow district guidelines for selection and use. Because the Internet is a fluid environment, the information which will be available to students is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purpose, availability, and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content.

Goals

Teaching Environment: The network shall enhance the teaching environment for all teachers in the East Orange School District by expanding the personal contacts and information resources available to these teachers.

Curriculum Development: The network shall be available to serve the development of curricular activities the East Orange School District in all subject areas and at all grade levels.

Access to Information: The network shall provide information services not currently available to the East Orange School District.

Unique Schools: The network shall serve as a tool to enhance the various unique school themes in the East Orange School District.

Core Curriculum: The network shall be used as a tool to support and implement the state mandated core curriculum.

Adopt: February 3, 1998

Regulation

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East Orange students and staff use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational information needs. The use of the Internet is a privilege, not a right. Inappropriate use may result in a cancellation of privileges. Our educational staff has a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among informational sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

EXPECTED BEHAVIOR

The use of the Internet is a privilege. Students and staff are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following: Be polite. Do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or other inappropriate language. Illegal activities are strictly forbidden; **(such as use of pornography, obscenity, harassment or gambling)**. Do not reveal your personal address or phone numbers of students or colleagues. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Do not use the network in such a way that you would disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be private property. You may not use or play on line interactive games via the network, unless it is part of a class assignment or project.

You may not attempt to use or alter anyone else's network account. You may not break in or attempt to break in to other computer systems. You may not create or share computer viruses. You may not destroy another person's data. Transmission or reception of any material in violation of any O.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.

Only students who have received training will be allowed to research topics using the Internet. Students may not have accounts on the East Orange School District Internet server. Students may only access the Internet under the direct supervision of a teacher. The teacher must be with the student and able to see the monitor at all times. Teachers may not give students their passwords.

CONSEQUENCES

Consequences for misuse/abuse of the Internet (depending on the severity of the situation, the disciplinary process may include combinations of the following consequences).

1. Warning
2. Loss of credit for the assignment
3. Loss of credit for the unit
4. Loss of privilege to use the Internet
5. Loss of computer privileges in the East Orange School District
6. Referral to administration for discipline
7. Referral to authorities for processing.
8. District staff **(responsible for Internet use)** will receive in service training and instruction in the use of the Internet system hardware and software and will be responsible for following the established usage policy.

The East Orange School District maintains certain policies with regard to the use and security of its system. All users of our facilities are expected to be familiar with these policies. Violations of this policy

can lead to the suspension of their computer account pending investigation of circumstances.

Serious violations of this policy will be referred directly to the appropriate academic or outside authorities. Unauthorized use of district computing facilities can be a criminal offense. The penalties may be as severe as suspension or dismissal from the district and/or criminal prosecution.

TERMS AND CONDITIONS

1. Teachers, should you wish to permit students to use the Internet, you must carry out the log-on procedure before any student gains access. Students must be supervised at all times.
2. Unauthorized attempts to gain privileged access or access to any account not belonging to you on any district system is not permitted.
3. Individual accounts cannot be transferred to or used by another individual. Sharing passwords is not permitted.
4. Each user is responsible for all matters pertaining to the proper use of their account; this includes choosing safe passwords and ensuring that file protections are set correctly.
5. No district systems may be used as a vehicle to gain unauthorized access to other systems.
6. No district system may be used through unauthorized dial-up access
7. No district system may be used for unethical, illegal or criminal purposes.
8. Any user who finds a possible security lapse on any district system is obliged to report it to the system administrators. Don't attempt to use the system under these conditions until the system administrator has investigated the problem.
9. Please keep in mind that many people use the district systems for daily work. Obstructing this work by consuming gratuitously large amounts of system resources (disk time, CPU time, print quotas) or by deliberately crashing the machine(s) will not be tolerated. Please cooperate by running large jobs at off-peak hours.
10. All users should be aware that the system administrators conduct periodic security checks of the systems, including password check. Any user found to have an easily-guessed password will be required to choose a secure password during their next log in sequence.
11. Electronic mail on all district systems is as private as we can make it. Attempts to read another person's electronic mail or other protected files will be treated with the utmost seriousness. The system administrators will not read mail or non-world-readable files unless absolutely necessary in the course of their duties, and will treat the contents of those files as private information at all times. Undeliverable mail is directed to the system administrators in the form of "headers only" for purposes of assuring reliable email service.
12. Use of the district system for commercial uses, except by approved outside organizations, is strictly prohibited. Such prohibited uses include, but are not limited to, development of programs, data processing or computations for commercial use and preparation and presentation of advertising material.
13. Frivolous, disruptive, or inconsiderate conduct in the computer labs or terminal areas is not permitted.
14. No district system may be used for sending nuisance messages such as chain letters and obscene or harassing messages.
15. No district system may be used for playing computer games.
16. No attempts shall be tolerated to by-pass any security systems (hardware or software) or to move, alter or delete system software or applications. The district may modify these rules at any time by publishing the modified rules on the system.

Exhibit
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STAFF INTERNET & NETWORK PERMISSION FORM

K-12 Access Services: Acceptable Use Agreement

Your access to the Internet is made possible by the East Orange School District. Your use of electronic resources is a privilege extended to you by the district and may be revoked at any time. Any intentional behavior with respect to the electronic environment that interferes with the missions or activities of the East Orange School District will be regarded as unethical. Specifically, the following guidelines apply to the use of any computer systems, accounts, or network access provided by the district for your use.

- o You are responsible for what is done using your account(s). If there is evidence of unauthorized or improper use of your account, it will be temporarily disabled pending investigation by the District System Administrator.
- o Don't let other people use your account. Keep your password a secret. Your password belongs to you alone. Don't even give your password to a computer system administrator.
- o You should never keep a session open when you leave your computer. This ties up a line that can be used by someone else, and someone can use your account.
- o For teachers: Should you wish to permit students to use the Internet, you must carry out the log-on procedure before any student gains access, and students must be supervised at all times.
- o Students may not have accounts on the East Orange School District Internet server.
- o Teachers may not give students their passwords.
- o Only read other people's files if you have permission from the owner to read them.
- o Only attempt to connect to other computers if you have reason to believe that the owner wants you to connect.
- o Forged mail and Use Net/Netnews postings ("forged" means any message without an accurate "From" line), attempts to use other people's accounts, attempts to find other people's passwords, attempts to alter system files and violations of any policies in this document are considered inappropriate behavior and are subject to immediate suspension of system access pending investigation by the District System Administrator.
- o The school district does not condone or tolerate the unauthorized copying or use of licensed computer software. You must adhere to the district's contractual responsibilities and comply with all copyright laws. Anyone who violates this policy may be subject to immediate suspension of system access pending investigation by the District System Administrator. An individual engaged in the unauthorized copying or use of software may also face civil suit, criminal charges, and/or penalties and fines. Subject to the facts and circumstances of each case, such individuals shall be solely responsible for their defense and any resulting liability.
- o Use for commercial or for profit activities is prohibited. Use for product advertisement or political lobbying is also prohibited.
- o Certain aspects of your use of the electronic environment are being recorded in logs either for the purpose of performance monitoring or for assistance in duly authorized legal investigations of alleged misbehavior under the policy. The actual contents of these logs will only be reviewed by authorized district or external law enforcement officials.