

TECHNOLOGY

The Norwood Public School District 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.

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.

The principal shall coordinate the district system in throughout the 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 and applying this acceptable use policy.

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

World Wide Web: The Internet

All students and employees of the board shall have access to the Web through the district's networked or stand alone computers. An agreement shall be required. To deny a child access, parents/ guardians must notify the building principal in writing.

Individual E-mail Accounts for Students

The district shall not provide individual e-mail accounts for students.

Individual E-mail Accounts for District Employees

District employees shall be provided with an individual account and dial-up access to the system. An "Acceptable Use" agreement shall be required. Sent and received messages are archived for five years.

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, practices, and any other appropriate information.

Individual teachers are expected to establish web sites that include information on the activities of their class. The district "WebMaster" 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. "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 refrain from any form of harassment, intimidation, and bullying as per policy File Code: 5131A. Cyber bullying can be committed by a variety of electronic communications. "**Electronic communication**" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager takes place on school property at any school-sponsored function or on a school bus.

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.

Disciplinary Action for Violation of Acceptable Use Policy

Any violation of district policy and rules may result in a loss of district-provided access to the Internet. Violations may result in additional disciplinary action, including suspension and expulsion. When applicable, law enforcement agencies will be contacted regarding potential illegal activities.

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.

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 rooms."

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.

Date: December 16, 1997
Revised: November 19, 2007
Revised: June 29, 2009

Legal References:

<u>N.J.S.A. 2A:38A-1 et seq.</u>	Computer System
<u>N.J.S.A. 2C:20-25</u>	Computer Related Theft
<u>N.J.S.A. 18A:7A-11</u>	Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
<u>N.J.S.A. 18A:36-35</u>	School Internet websites; disclosure of certain student information prohibited
<u>N.J.A.C. 6A:24-1.1 et seq.</u>	<i>Urban Education Reform in the Abbott Districts</i>
<u>See particularly:</u>	
<u>N.J.A.C. 6A:24-1.4, 2.2, 4.1, 6.1</u>	
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	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. 6301 et seq.</u>	
<u>Manual for the Evaluation of Local School Districts</u> (September 2002)	

Cross References:

1111	District publications
3514	Equipment
3570	District records and reports
5114	Suspension and expulsion
5124	Reporting to parents/guardians
5131	Conduct/discipline

5131.5	Vandalism/violence
5142	Pupil safety
6144	Controversial issues
6145.3	Publications

Acceptable Use Contract

NORWOOD PUBLIC SCHOOL

STUDENT/STAFF
NETWORK RESPONSIBILITY CONTRACT

Sign and Return to the Front Office

I understand and agree to above by the above terms and conditions for access to the Norwood Public School's electronic network account. I further understand that any violations of the above regulations are unethical and may constitute a criminal offense. I understand that any violation of the above noted guidelines and regulations could result in the revocation of my access rights, the imposition of school discipline, criminal prosecution and/or other legal action. All employee e-mail shall be archived for five years.

Student/Staff User's Name: _____

Signature: _____ Date: _____

Date of Board Approval: June 29, 2009

NORWOOD PUBLIC SCHOOL

Sign and Return to the Front Office

PARENT/GUARDIAN NETWORK RESPONSIBILITY CONTRACT

As the parent/guardian of this student, I have read the Terms and Conditions for access to the Norwood Public School's electronic network and have reviewed and discussed them with my child. I understand that this access is designed for educational purposes and the Norwood Public School has taken precautions to eliminate controversial materials. However, I also recognize that it is impossible for the Norwood Public School to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network.

Further, I understand that the inappropriate use of the network by my child could result in school discipline, criminal and 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 of school, in a manner which violates the Terms and Conditions set forth in this agreement.

With this understanding, I hereby give permission to issue electronic network access for my child and certify that the information on this form is correct.

Parent's/Guardian's Signature: _____ Date: _____

Student's Name: _____

Class: _____