

# POLICY GUIDE

BAYONNE BOARD OF EDUCATION  
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Acceptable Use of Computer Networks/  
Computers and Resources

June 96

**May 12**

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## **2361 ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES**

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; **these** changes will alter the nature of teaching and learning. Access to **technology** will allow pupils to explore databases, libraries, Internet sites, **and** bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to **these** information sources but reserves the right to limit in-school use to materials appropriate **for** 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 **technology** allows pupils 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 computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. **School** district personnel **will** monitor networks **and** **online** activity to maintain the integrity of the networks, ensure **their** proper use, **and ensure compliance with Federal and State laws that regulate Internet safety.**

### Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:



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### Acceptable Use of Computer Networks/ Computers and Resources

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. 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(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
1. Intentionally disrupts network traffic or crashes the network;
  2. Degrades or disrupts equipment or system performance;
  3. Use the computing resources of the school district for commercial purposes, financial gain, or fraud;
  4. Steals data or other intellectual property;
  5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another **person**;
  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. Possesses any data which is a violation of this **Policy**; and/or
  11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.



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## Internet Safety Protection

**As a condition for receipt of certain Federal funding**, the school district **shall be** in compliance with the Children's Internet Protection Act, **the Neighborhood Children's Internet Protection Act**, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. **The technology protection must** block and/or filter **material and** visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other **material or** visual depiction 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.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; 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 blocking and/or filtering the **material and** visual depictions prohibited in the Children's Internet Protection Act **and the Neighborhood Children's Internet Protection Act**, the Board shall determine other Internet material that is inappropriate for minors.



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**In accordance with the provisions of the Children’s Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.**

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. **Any changes in Policy and Regulation 2361 since the previous year’s annual public hearing will also be discussed at a meeting following the annual public hearing.**

**The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.**

## Consent Requirement

No pupil shall be allowed to use the **school districts’** computer networks/**computers** and the Internet unless they have filed with **the technology classroom teacher** a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

## Violations

Individuals violating this **Policy** shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;



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5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

#### A. Educational Purpose

1. The Board Communications Network has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality self-discovery activities.

2. The Board Communications Network has not been established as a public access service or a public forum. The Bayonne School District has the right to place reasonable restrictions on the material you access or post through the Board Communications Network. You are also expected to follow the rules set forth in the disciplinary code and the law in your use of the Board Communications Network.

3. Individuals may not use the Board Communications Network for commercial purposes. This means you may not offer, provide or purchase products or services through the network.

4. Individuals may not use the Board Communications Network for political lobbying. But you may use the network to communicate with elected representatives and to express your opinion on political issues.

#### B. Staff Internet Access

1. All staff will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.

2. Staff members will have e-mail access upon completion of a district training program or demonstrated knowledge to the satisfaction of the Director of Technology.



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3. If approved by the building principal, staff members may create a Web page on the Board Communications Network. All material placed on that Web page must relate to school or professional activities.

#### C. Student Internet Access

1. All pupils will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.

2. Pupils will have e-mail access only under their teacher's direct supervision.

3. If approved by the building principal, a student may create a personal Web page on the Board Communication Network. All material placed on your Web page must relate to your school and career preparation activities.

#### D. Unacceptable Uses

The following uses of the Board Communications Network are considered unacceptable:

##### 1. Personal Safety

a. Individuals or groups will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.

b. Individuals or groups will not agree to meet with someone you have met online without parental or guardian approval. Parent should accompany pupils to this meeting.

c. Individuals or groups will promptly disclose to a teacher or other school employee any message received that is inappropriate.

##### 2. Illegal Activities

a. Individuals will not attempt to gain unauthorized access to the Board Communications Network or to any other computer through the Board Communications Network or go beyond your authorized access. This includes attempting to log in through another person's files. These actions are illegal, even if only for the purpose of "browsing."



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b. Individuals will not make deliberate attempts to disrupt the computers/servers of the Board Communications Network or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c. Individuals will not use the Board Communications Network to engage in any other illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

#### 3. Board Communications Network Security

a. You will immediately notify a teacher or the Board Communications Network administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

b. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

#### 4. Inappropriate Language

a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web Pages.

b. Individuals will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

c. Individuals will not post information that could cause damage or a danger of disruption.

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

e. Individual will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If an individual is told by a person to stop sending them messages, then the individual must stop.

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



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g. Individuals will not post private information about another person.

#### 5. Respecting Resource Limits

a. Individuals will use the Board Communications Network only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.

b. Individuals will not download large files unless absolutely necessary. If necessary, an individual will download the file at a time when the network is not being heavily used and immediately remove the file from the network to a floppy.

c. Individuals will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.

d. Staff will check your e-mail frequently, delete unwanted messages promptly, and save or print those of students involved in a project under your direction.

e. Staff will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

#### 6. Plagiarism and Copyright Infringement

a. Individuals will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

b. You will respect the right of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

#### 7. Inappropriate Access to Materials

a. Individuals will not use the Board Communications Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature.) A special exception may be made for hate literature if the purpose of your access is to conduct teacher directed research.





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b. If an individual mistakenly accesses inappropriate information, you should immediately tell your teacher or another staff member. This will protect you against a claim that you have intentionally violated this Policy.

#### D. User Rights

1. Free Speech - An individual's right to free speech, as set forth in the district's disciplinary code, applies also to communication on the Internet. The Board Communications Network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict speech for valid educational reasons. The District will not restrict speech on the basis of a disagreement with the opinions you are expressing.

#### 2. Search and Seizure

a. Individuals should expect only limited privacy in the contents of your personal files on the Board Communications Network. The situation is similar to the rights you have in the privacy of your locker.

b. Routine maintenance and monitoring of the Board Communications Network may lead to discovery that individuals have violated this Policy, the district's disciplinary code, or the law.

c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the district's disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

#### 3. Due Process

a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Board Communications Network.

b. In the event there is a claim that an individual has violated this Policy or the district's disciplinary code in using the Board Communications Network, the individual will be provided with notice and opportunity to be heard in the manner set forth in the district's disciplinary code.



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c. If the violation also involves a violation of other provisions of the district's disciplinary code, it will be handled in a manner described in that code. Additional restrictions may be placed on your use of the Internet via the Board Communications Network.

#### E. Limitation of Liability

The school district makes no guarantee that the functions or the services provided by or through the Board Communications Network will be error-free or without defect. The Board will not be responsible for any damage you may suffer, including but not limited to loss of data or interruptions of service. The Board is not responsible for the accuracy or quality of the information obtained through or stored on the Board Computers/servers. The Board will not be responsible for financial obligations arising through the unauthorized use of the Board Communications Network.

#### F. Personal Responsibility

An individual using the Board Communications Network shall be held personally responsible for all actions taken by that individual in using the network.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act-

**Federal Communications Commission: Neighborhood Children's Internet  
Protection Act**

Adopted: 28 July 1997

Revised: 27 January 2003

Revised: 24 January 2013

