

**BOARD OF EDUCATION OF THE CITY OF BAYONNE  
HUDSON COUNTY, NEW JERSEY**

**December 12, 2013**

**WHEREAS**, the Bayonne Board of Education has determined that modifications to Bayonne's School Policy and/or Regulations are required;

**NOW THEREFORE BE IT RESOLVED**, that the Bayonne Board of Education's Policy and Regulations are modified as follows:

(A) Policy Regulation No. R-2361 is amended to read as follows:

**R-2361.**     ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS & RESOURCES

***All students and staff within the Bayonne School District will adhere to the rules, regulations, and procedures of the Acceptable Use Policy as they pertain to the various technologies outlined below, as well as the District Board Policy.***

**General**

The Bayonne School District ("District") provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing the technology resources is to improve learning and teaching through research, teacher training, collaboration, and the dissemination and the use of global communication resources. The District reserves the right to monitor all activity on network/computer facilities/computers.

Because of the complex association between so many government agencies and computer networks/computers, the end user of these computer networks/computers must adhere to strict regulations. Regulations are provided here so that staff, community, and student users, as well as the parent(s) or legal guardian(s) of students, are aware of their responsibilities. The District may modify these regulations at any time by publishing modified regulations on the network and elsewhere.

Students and staff are responsible for good behavior on computer networks/computers just as they are in a classroom or on other school grounds. Communications on the computer network/computers/online resources are often public in nature. Policies and regulations governing behavior and

communications apply. The District's networks, Internet access and computers are provided to students and staff for educational purposes only. Access to the District's computer networks/computers is a privilege, not a right. Individual users of the District's computer network/computers are responsible for their behavior and communications over the computer network/computers/online resources. Users will be required to comply with District standards and will abide by the agreements they have signed.

The District is not responsible for the actions of individuals utilizing the computer network/computers who violate the District's policies and regulations.

Electronic file storage areas shall be treated in the same manner as other school storage facilities. District administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

### **Prohibited Activity**

Users of District computers/computer networks/internet access are prohibited from engaging in behavior including, but not limited to, the following:

1. Sending or displaying offensive messages or pictures;
2. Engaging in any conduct which violates existing District policy;
3. Using obscene language and/or accessing visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
4. Using or accessing visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
5. Using or accessing visual depictions that are harmful to minors including any pictures, images, graphic image files or other visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
6. Harassing, demeaning, insulting, defaming, discriminating against or attacking others;
7. Sending, displaying or receiving lewd, indecent, profane, vulgar, rude, threatening, racist, offensive or inflammatory speech or material;
8. Knowingly and recklessly posting false information;
9. Engaging in activities that could materially or substantially interfere or disrupt the operation of the District, the District's educational mission or other students' rights;
10. Damaging computers, computer systems or computer networks;
11. Intentionally compromising the integrity of District data;
12. Intentionally disrupting network traffic or crashing the network;
13. Violating intellectual property laws, including, but not limited to, copyright and or trademark infringement;
14. Using District resources to commit fraud;

15. Using another's password, account or identity, or forging email messages;
16. Trespassing in another's folders, work or files;
17. Intentionally wasting limited resources;
18. Employing the computer network/computers for unauthorized commercial purposes;
19. Obtaining and or disclosing, without proper authorization, confidential pupil information including but not limited to names, addresses, telephone numbers, attendance records, email addresses, building locations and other personally identifiable information;
20. Obtaining and disclosing, without proper authorization, personal information relating to staff and family members of staff and or pupils.
21. Engaging in personal business or personal communications during school hours;
22. Accessing or using personal email accounts during school hours, unless said conduct is being done in connection with, or in the furtherance of, an educational purpose;
23. Using cell phones or other electronic devices – personal or District owned -- to draft or send text or e-mail messages, make phone calls, take and or distribute photos or videos, without authorization, during school hours;
24. Gaining or seeking unauthorized access to the network, files of others and any electronic District data; and
25. Engaging in other activities that do not advance the educational purposes for which the computer network/computers are provided.

### **Internet**

District staff shall supervise student use of the Internet. Students shall immediately notify a staff member if anyone attempts to initiate any inappropriate personal contact with them while they are using the District's Internet access.

### **Email**

Staff is required to maintain their District email accounts as a means of communication with administration, staff, parents, and other educational contacts. The attached staff email guidelines must be adhered to.

### **Professional Social Media**

Staff may engage in professional social media activities – such as those dedicated to homework and study guides – after securing proper approvals. Staff members who decide to engage in professional social media activities should maintain separate professional and personal email addresses. As such, staff should not use their personal email addresses for professional social media activities. The professional social media presence should utilize a professional email address and be completely separate from any personal social media presence maintained by the staff member.

Staff should treat professional social media space and communication like a classroom and/ or professional workplace. The same standards expected in the District's professional settings are expected on professional media sites. If a particular type of behavior is inappropriate in the classroom, that that behavior is also inappropriate on the social media site.

Staff should exercise caution, sound judgment and common sense when using professional social media sites. Staff should use privacy settings to control access to their professional social media sites to ensure that the communications reach only the intended audience. However, Staff should be aware that there are limitations to privacy settings and that communications can easily become public. Staff has an individualized responsibility to understand the rules of the social media site being used.

Professional social media communication should be in accordance with District policies, rules and regulations, as well as with applicable laws including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language. No personally identifiable student information may be posted by staff on social media websites, including student photographs, without the consent of the students' parents. Students who participate in professional social media sites may not be permitted to post photographs featuring other students.

Staffs using professional social media sites have no expectation of privacy with regard to their use of the media.

### **Personal Social Media**

In order to maintain professional and appropriate relationships with students, staff should not communicate ("friend," "follow," "comment," etc.) with students who are currently enrolled in District schools via social media sites. This provision is subject to the following exceptions: (a) communications with relatives; and (b) if an emergency situation requires such communication, in which case the staff member should notify his/her supervisor of the contact as soon as possible.

Staff utilizing personal social media sites must represent themselves professionally. They are encouraged to use appropriate privacy settings to control access to their personal social media sites. However, Staff should be aware that there are limitations to privacy settings and that communications can easily become public. Staff have an individualized responsibility to understand the rules of the social media site being used.

Staff should not "tag" photos of other staff members, District volunteers, contractors or vendors without the prior permission of the individuals being

“tagged.” The posting or disclosure of personally identifiable student information, including photos, or confidential information via social media sites is prohibited. Staff should not use any District logos in any postings and should not link to the District’s website or post any District material on a personal social media site without proper approval.

Personal social media use, including off-hours use, has the potential to cause classroom and workplace disruptions, and can be in violation of the law and or District policies, rules or regulations.

### **Hand Held Devices**

Unless instructed by staff to use for educational purposes, students will keep all cellphones and other hand held devices powered off and put away during school hours. Staff is expected to keep all hand held devices powered off and put away during instructional time unless using for educational purposes.

Students who are instructed by staff to use personal devices in school must provide a Parental Consent Form for Participation in a 1:1 B.Y.O.D. That form, which is attached hereto, must be signed by the student’s parent or guardian.

Any high school senior who wishes to use a personal electronic device during his or her Senior Café period must provide a Parental Consent for Senior Café form signed by his or her parent or guardian. That form is also attached hereto.

The Bayonne Board of Education is not responsible for the damage, vandalism, loss, or theft of any personal devices brought on school grounds.

***No student or staff member can expect privacy in any content stored or accessed through the District network. District email and all computer hardware and subscriptions are the property of the District. All users are hereby put on notice that any and all content stored on the District network or computers is subject to review and inspection, including emails and personal and/or professional files. All users are advised that all Internet activity, including email and websites visited, is monitored and archived.***

***The District makes no warranties of any kind, neither expressed nor implied, for the computer resources and Internet access that it provides. The District will not be responsible for any damages users may suffer, including but not limited to loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature or quality of information gathered from District-provided Internet access. The District will not be responsible for personal property used to access district computers or networks, or for District-provided***

***Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided internet access. The District reserves the right to limit the use of personal electronic devices which disrupt the educational environment for students and or staff.***

(B) At the beginning of each school year, a copy of this Acceptable Use Policy shall provided to each student and staff member. Each student shall sign the form, have their parent or guardian sign the form, and return the form to the administration. Each staff member shall also sign and return a copy of the form to the administration. A copy of the form to be sent to students and staff is attached hereto.

**BE IT THEREFORE RESOLVED**, that the revised Policy Regulation No. 2361 shall take effect immediately.

**TRUSTEE**

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**Moved that the foregoing resolution be adopted.**

**SECONDED BY TRUSTEE**

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**ADOPTED AT BOARD MEETING HELD December 12, 2013**