

ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY  
TEACHING STAFF MEMBERS

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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 teaching staff members to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by teaching staff members 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 teaching staff members access to information sources that have not been pre-screened using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer network(s) and declares unethical, unacceptable, inappropriate or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, instituting legal action or taking any other appropriate action as deemed necessary.

**The Board additionally recognizes that personal and teaching staff members may, at times, bring their personally-owned smart phones, tablets, laptops, or other internet-connected devices to school. The standards for use of the computer network apply whenever a teaching staff member uses a personally-owned smart phone, tablets, laptop or other internet-connected device while connected to the district's network or during instructional hours.**

The Board provides access to computer network(s)/computers for administrative and educational purposes only. The Board retains the right to restrict or terminate teaching staff member's access to the computer network(s)/computers at any time, for any reason. The Board retains the right to have the Superintendent or designee monitor network activity, in any form necessary, to maintain the integrity of the network(s) and ensure its proper use.



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## Standards for Use of Computer Network(s)

Any individual engaging in the following actions declared unethical, unacceptable or illegal when using computer network(s)/computers shall be subject to discipline or legal action:

1. Using the computer network(s)/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(s). Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
2. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
3. Using the computer network(s) in a manner that:
  - a. Intentionally disrupts network traffic or crashes the network;
  - b. Degrades or disrupts equipment or system performance;
  - c. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
  - d. Steals data or other intellectual property;
  - e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
  - f. Gains or seeks unauthorized access to resources or entities;
  - g. Forges electronic mail messages or uses an account owned by others;
  - h. Invades privacy of others;
  - i. Posts anonymous messages;



# POLICY

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- j. Possesses any data which is a violation of this policy; and/or
- k. Engages in other activities that do not advance the educational purposes for which computer network(s)/computers are provided.

#### Use of Personally-Owned Internet-Connected Devices by Teaching Staff and Support Staff

During instructional hours, teaching staff and support staff may not circumvent the District's filtering policy to access websites on their personal devices that would not be accessible through the school's network. Additionally, during instructional periods, any personally-owned device should only be used, when appropriate, for curriculum enhancement or emergency purposes. The Board retains the right to have the Superintendent or designee monitor the use of personally-owned smart phones, tablets, laptops, or other internet-connected devices during instructional hours.

Staff members should similarly recognize that social networking sites are not the appropriate forum to air grievances about personal treatment in the workplace. Such personal commentary has the potential to create a disruption in the school environment, impair harmony among co-workers, and interfere with the regular operation of the School District. If such disruption occurs on due to staff member's activity on social networking sites, the Superintendent is entitled to take appropriate remedial action, including discipline. This policy, however, should not be considered a limitation on staff's ability to comment on matters of public concern.

#### Violations

Individuals violating this policy shall be subject to appropriate disciplinary actions as defined by Policy No. 3150, Discipline which includes but are not limited to:

1. Use of the network(s)/computers 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;
7. Dismissal;
8. Legal action and prosecution by the authorities; and/or
9. Any appropriate action that may be deemed necessary as determined by the Superintendent and approved by the Board of Education.

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

Adopted: 24 February 2010

