

## R 2361.1 **District-Provided Access to Electronic Information**

### **District Electronic Resources**

#### ***LAN***

A Local Area Network is two or more computers connected within a room or building. LANs enable sharing of information and network resources and facilitate communication and file management.

#### ***WAN***

A Wide Area Network connects computers within the district and outside of the district. WANs enable sharing of information and network resources and facilitate communication and file management over a long distance.

#### ***Internet/World Wide Web***

The Internet is a global computer network that provides access to a wide range of information and resources from throughout the world.

#### ***Electronic Mail***

Electronic Mail is an electronic messaging system utilizing the LAN, WAN, or the Internet, enabling a user to correspond with another user having compatible mail access.

### **Rights & Responsibilities**

#### ***Rights***

The District expects that staff will blend thoughtful use of electronic resources throughout the curriculum and will provide guidance and instruction to students in its use. As a general rule, access from school to Internet resources will be structured in ways which direct students to those sites which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

The District retains the right to have the Superintendent or designee, monitor network activity, in any manner necessary, to maintain the integrity of the network(s) and ensure its/their proper use. Users should not expect that files stored on school-based computers, including electronic messages sent to or

from school based computers, will be private. The contents of files, including electronic messages sent or received can be reviewed by a network system operator or other designated personnel for the purpose of system maintenance, problem-solving, to investigate a situation in which a user is believed to be in violation of the guidelines stated in these regulations, to randomly check the system for user compliance, or for any other purpose.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other potentially offensive media.

The District will provide access to global sources of information and collaboration vital to intellectual inquiry. To remain eligible as users, student and staff use must be in support of and consistent with the educational objectives of the Teaneck Public Schools. Use of district-provided technology is a privilege, not a right. Usage entails responsibility.

### ***Responsibilities***

User:	Any member of the District Community who is given access to district-managed electronic information resources.
Network System Operator(s):	The staff member(s) responsible for the operation and maintenance of district-managed information resources.

The use of the LAN, WAN, or Internet by students and employees must be in support of and consistent with the educational objectives of the District. Internet users must comply with the guidelines of this Policy and Regulations and the standards of conduct and other standards established by the Board of Education.

The District will not be responsible for financial obligations arising from unauthorized use of the system.

The District cannot guarantee that information or other content accessed via the Internet is not harmful, nor is the District liable if the accessed content should be harmful.

The District cannot guarantee that files accessed from the LAN, WAN, or Internet are free of viruses, nor is the District liable for any harm that viruses acquired from District-provided technology cause to non-District technology.

**All users are prohibited from the following use/misuse of District-Provided Access to Electronic Information:**

- violating any local, state, federal, or international law or regulation;
- gaining unauthorized access to any computer system or going beyond authorized access;
- vandalizing, damaging, or otherwise impairing computers, networks, or related materials or products, including the creation of viruses or other damage to software/hardware;
- downloading, uploading, or installing software without permission from network system operator;
- abusing resources by sending chain or pyramid letters or “spamming”. Spamming is defined as sending an annoying or unnecessary message to a large number of people;
- accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- transmitting obscene, abusive, sexually explicit, or threatening language or images;
- using the network to access material that advocates violence or discrimination towards other people (hate literature). An exception may be made for such material if the purpose is to conduct approved research and with teacher and parent permission;
- vandalizing, damaging, or disabling the property of another individual or organization;
- accessing another individual’s materials, information, or files without permission;
- violating copyrights or otherwise using the intellectual property of another individual or organization without permission;
- plagiarizing work found on the LAN, WAN, or Internet;
- using the Internet for product advertisement, commercial activities, or to purchase products or services;
- encouraging the sale or distribution of controlled substances or alcohol;
- posting personal contact information about yourself or other people.
- using a false identity or impersonating another person; and
- any other conduct or activity that violates the rights of others or does not advance the educational/management purposes for which computer network(s) /computers are provided.

**Student users are responsible for:**

- notifying a teacher, network system operator, or other responsible school professional of possible security problems;

- promptly disclosing, to teacher or other responsible school professional, information concerning any message he/she receives that is inappropriate or causes discomfort;
- notifying responsible school professional if he/she mistakenly accesses inappropriate information and
- notifying responsible school professional of other user's access of inappropriate information.

**Employee users are responsible for:**

- notifying a network system operator of possible security problems;
- promptly disclosing, to network system operator or school administrator, information concerning any message he/she receives that is inappropriate or causes discomfort;
- notifying responsible school professional if he/she mistakenly accesses inappropriate information and
- notifying a network system operator or school administrator of other user's access of inappropriate information.

**Communication**

At the beginning of each school year, the Superintendent's designee will notify staff regarding the Policy and Regulations on District-Provided Access to Electronic Information and provide copies of the Policy and Regulations which will be the responsibility of staff to read and retain for reference. The Superintendent's designee will notify new staff regarding the Policy and Regulations on District-Provided Access to Electronic Information and provide them with copies of the Policy and Regulations before they receive their individual e-mail addresses.

The Superintendent will direct school building administrators to notify parents or guardians regarding the policy and Regulations on District-Provided Access to Electronic information. Before students have access to District-provided Internet resources, parents/guardians must sign a consent and release to permit their children to use those resources. In addition, students must agree to follow the District policy provided.

The District's Policy and Regulations entitled District-Provided Access to Electronic Information contain restrictions on accessing inappropriate material. Parents need to be aware that the Internet is an open system containing material that may be deemed objectionable. The information may be defamatory, offensive, pornographic, controversial, discriminatory or otherwise inappropriate. The District cannot guarantee that such information will not be accessed by

students. The District is not responsible for the content, quality, or accuracy of any information accessed or transmitted through the Internet. By signing the District's Parent/Guardian Consent and Release form, Parents/Guardians acknowledge that the Board of Education, its officers, employees, agents, and representatives are not responsible for any damages that may occur related to the use or misuse of the district's computer network system and the Internet. The Board is not responsible for any inappropriate usage by students. The Internet is to be used at the student's own risk and every student is responsible for his/her own conduct.

### **Violations**

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District Internet access, LAN(s)s, or WAN.

In the event of an allegation that a student has violated the Policy and Regulations on District-Provided Access to Electronic Information, the student will be subject to discipline in accordance with the District Pupil Discipline Policy and Regulations.

Potential disciplinary actions include, but are not limited to:

1. Use of the network(s)computers only under direct supervision or in some other restricted way;
2. Suspension of network/computer privileges;
3. Revocation of network/computer privileges;
4. Suspension;
5. Expulsion;
6. Any appropriate action that may be deemed necessary as determined by the Superintendent and approved by the Board of Education.

Employees who violate the Policy and regulations on District-Provided Access to Electronic Information are subject to discipline which may include warning, reprimand, withholding of increment, tenure charges, dismissal or legal action.