

**ACCEPTABLE USE OF COMPUTER NETWORK / COMPUTERS  
AND  
RESOURCES (INTERNET POLICY)**

**A. PURPOSE**

1. West Windsor-Plainsboro Regional School District is providing employees and students with access to the district's electronic communication system, which includes Internet access.
2. The District system has a limited educational purpose. The purpose of the district system is to assist in preparing students for success in life and work in the 21<sup>st</sup> century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the system will be used to increase District intracommunication, enhance productivity and assist District employees in upgrading their skills through greater exchange of information with their peers. The District system will also assist in the sharing of information with the local community including parents, social services agencies, government agencies, and businesses.
3. Users may not use the District system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for district purchase of goods or services through the district system.
4. Users may not use the system for political lobbying, for favoring or approving particular candidates or favoring or approving particular referendum questions.
5. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities.

**B. DISTRICT RESPONSIBILITIES**

1. The Superintendent will serve as the coordinator to oversee the district system and will work with other regional or state organizations as necessary.
2. The building principal will serve as the building-level coordinator for the district system. The building principal will approve building-level activities,

**ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (INTERNET POLICY) cont.d**

ensure that teachers receive proper training in the use of the system and the requirements of this policy. The principal will establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting the District Acceptable Use Regulation at the building level.

3. The Director of Technology will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule; establish a district virus protection process, and other necessary activities.

**C. TECHNICAL SERVICES PROVIDED THROUGH DISTRICT SYSTEM**

1. E-mail. E-mail will allow employees and students to communicate with people from throughout the world. Users will also be able to subscribe to mail lists to engage in group discussions related to educational subjects.
2. World Wide Web. The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for students and employees.
3. Telnet. Telnet allows the user to log into the remote computers.
4. File Transfer Protocol (FTP). FTP allows users to download large files and Computer software.
5. Newsgroups. Newsgroups are discussion groups that are similar to mail lists. The district will provide access to selected newsgroups that relate to subjects that are appropriate to the educational purpose of the system.
6. Internet Relay Chat (IRC). IRC provides the capacity of engaging in “real-time” discussions. The district will provide access to IRC only for specifically defined educational activities.
7. Blocking software. The district will install and maintain filtering agents or other technical measures designed to block access to sites that contain visual depictions that are obscene, pornographic or harmful to minors.

**ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (INTERNET POLICY) cont.d**

D. Access to the System

1. The District's Acceptable Use Regulation will govern all use of the district system. Student use of the system will also be governed by the disciplinary code. Employee use will also be governed by District policy and applicable laws. Employees who use the system in an inappropriate manner shall be subject to discipline, including termination of employment.
2. World Wide Web. All District employees and students will have access to the Web through the District's networked computers. No agreement will be required. Parents may specifically request that their child(ren) not be provided such access by notifying the district in writing.
3. Classroom Accounts: Elementary age students will be granted E-mail access only through a classroom account. Elementary students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parents. An agreement will only be required for an individual account, which must be signed by the student and his or her parent. Parents may specifically request that their child(ren) not be provided access through the classroom account by notifying the District in writing.
4. Individual E-mail Accounts for Students. Secondary students may be provided with individual E-mail accounts. Secondary students will not have dial-up access to the system. An agreement will be required for an individual E-mail account. This agreement must be signed by the student and his or her parent.
5. Individual E-mail Accounts for District Employees. District employees may be provided with an individual account.

E. **PARENT NOTIFICATION AND RESPONSIBILITY**

1. The District will notify the parents about the District network and the policies governing its use. Parents must sign an agreement to allow their student to have an individual account. Parents may request alternative activities for their child(ren) that do not require Internet access.

**ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (INTERNET POLICY) cont.d**

2. Parents have the right to request the termination of their child(ren)'s individual account.
3. The District Acceptable Use Regulation contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not fit with the particular values of the families of the students. It is not practically possible for the district to monitor and enforce a wide range of social values in students' use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the district system.
4. The District will provide students and parents with guidelines for student safety while using the Internet.

**F. DISTRICT LIMITATION OF LIABILITY**

The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the district system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of services. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.

**G. DUE PROCESS**

1. The District will cooperate fully with local, state, or federal officials in any reasonable investigation concerning or relating to any illegal activities conducted through the district system.
2. All students suspected or accused of violating the District's Acceptable User Regulation shall be provided with due process appropriate to the infraction and to the penalty for same, all in accordance with the District's disciplinary code.
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also

**ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (INTERNET POLICY) cont.d**

involves a violation of other provisions of the disciplinary code, the violation will be handled in accordance with the applicable provision of the disciplinary code.

4. Employee violations of the District Acceptable Use Regulation will be handled in accordance with District policy.

**H. RIGHTS OF ACCESS TO FILES AND E-MAIL; PRIVACY ISSUES**

Access to the District's Communication and Internet system is intended for educational purposes consistent in accordance with the terms of this policy and regulation. In order to insure that the policy and regulation are being complied with, the district retains the right to search and access all computer files created or stored on District owned computers. The Board directs authorized personnel to monitor network activity, in any manner necessary, to maintain the integrity of the system and to insure proper use thereof. All other users, however, shall respect the rights of others and shall not attempt to access files of others not intended to be for public or district wide inspection.

**I. COPYRIGHT AND PLAGIARISM**

1. District policies on copyright will govern the use of material accessed through the district system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright laws and to request permission when appropriate.
2. District policies on plagiarism will govern the use of material accessed through the district system. Teachers will instruct students in appropriate research and citation practices.

**J. ACADEMIC FREEDOM SELECTION OF MATERIAL, STUDENT RIGHTS TO FREE SPEECH.**

When using the Internet for class activities, teachers will select materials that are appropriate in light of the age of the students and that are relevant to the course objectives. Teachers will preview any materials and sites they

**ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND  
RESOURCES (INTERNET POLICY) cont.d**

specifically require or recommend students access to determine the appropriateness of the material contained on the site. Teachers will provide guidelines to assist their students in channeling their research activities effectively and properly.

K. District Web Site

1. District Web Site. The District established a Web site and will develop Web pages that will present information about the district. The Superintendent will designate the Webmaster responsible for maintaining the District Web site.
2. School or Class Web Pages. Schools and classes may establish Web pages that present information about the school or class activities. The building principal will designate an individual to be responsible for managing the school Web site.

Legal References:

N.J.S.A. 2A:38A-1 et seq. Computer System  
N.J.S.A. 2C:20-25 Computer Related Theft  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
17 U.S.C. Sec. 101 United States Copyright Law  
Children's Internet Protection Act 20 U.S.C. Sec. 9134  
47 U.S.C. 254(h)  
N.J. v. T.L.O. 469 U.S. 325 (1985)  
O'Connor v. Ortega 480 U.S. 709 (1987)

Revised: 10/23/01

Adopted: 5/18/99

West Windsor-Plainsboro Regional School District, NJ