# POLICY

OAKLYN
**BOARD OF EDUCATION**

SUPPORT STAFF
4321/Page 1 of 3
ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY
SUPPORT STAFF MEMBERS

4321 ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY SUPPORT STAFF MEMBERS

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 support 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 support 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 support 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 support 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 provides access to computer network(s)/computers for educational purposes only. The Board retains the right to restrict or terminate support staff members 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.

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:

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 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.

# POLICY

**OAKLYN
BOARD OF EDUCATION**

SUPPORT STAFF
4321/Page 2 of 3
ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY
SUPPORT STAFF MEMBERS

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.      Uses 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 user;

      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 network(s)/computers are provided.

Violations

Individuals violating this policy shall be subject to appropriate disciplinary actions as defined by Policy No. 4150, 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;

# POLICY

**OAKLYN
BOARD OF EDUCATION**

SUPPORT STAFF
4321/Page 3 of 3
ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY
SUPPORT STAFF MEMBERS

4.      Suspension of computer privileges;

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.

Note:  This agreement is placed in the staff handbook.


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


Adopted:  18 May 1999