

### **INFORMATION TECHNOLOGY**

The Holmdel Township Board of Education defines information technology to be the access to information on district-owned hardware through the use of various media such as voice, video and data. The Board believes that contemporary society presents unique challenges and opportunities for the individual. The proliferation of information technology in daily life must be accessed and utilized to assist each student in meeting these challenges and taking advantages of the opportunities.

The Board believes that an effective educational program incorporates technology as an essential component and reflects current technological advantages in both available resources and training.

The Board further believes that information technology has a critical impact on the manner through which individuals communicate, access information, resolve issues and creatively meet individual and collective educational needs.

Information technology provides the tools to extend and enhance the instructional process for students and staff in all curriculum areas. Education, from kindergarten through twelfth grade in the Holmdel Township Public Schools, must challenge and expand the vision of all students and ensure that they can demonstrate their skills to compete in a technological environment.

The Holmdel Township Board of Education recognizes that telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to an extensive array of resources. However, telecommunications, because they may lead to any publicly available fileserver in the world, will open classrooms to electronic information resources, which have not been screened by educators for use by students of various ages. The Holmdel Township Public Schools will utilize such software and hardware filters as available and practical to screen the electronic resources to attempt to ensure that they are consistent with the Board-approved curriculum and developmentally appropriate for the children using them.

The Board expects that all employees will learn to use electronic mail and telecommunications tools and apply them in appropriate ways to the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent to provide staff with training in the proper and effective use of informational technology within the instructional program.

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The Board expects instructional and administrative staff to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world. The Board anticipates that the new systems will expedite the sharing of effective practices and lessons across the District and the forming of partnerships with others across the nation and around the world.

Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Privacy in these communications is not guaranteed. The District reserves the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system. Courts have ruled that old messages may be subpoenaed; administrative staff and the Network Engineer may examine communications in order to ascertain compliance with network guidelines for acceptable use.

The Board directs the Superintendent to specify those behaviors, which are permitted, and those, which are not permitted, as well as appropriate procedures to guide employee use. In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees.

The Board generally supports access by students to information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. The network is provided for students and staff to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. General school rules for behavior and communications apply.

The Board believes that the benefits gained with the students' and staff's ability to access the Internet and electronic mail, exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Holmdel Township Public Schools support and respect each family's right to decide whether or not to apply for Internet access.

Independent student use of telecommunications and electronic information resources will be permitted unless a letter from the student's parent or guardian to the building principal denies this access. Students denied access by their parents/guardians will be provided with alternate resources to acquire information and suffer no penalty in grades.



## **THE USE OF INFORMATION TECHNOLOGY IN EDUCATION**

### **A. Purpose**

1. Holmdel Township Public Schools (hereafter known as the District) is providing employees and students with access to a district-wide electronic communication system which includes, but is not limited to, Internet access.
2. The term “educational purpose” is defined as the use of the system for classroom activities, professional development, and limited high-quality curriculum-related activities.
3. The network system has a specific educational purpose which is to provide students and staff with electronic access to a wide range of information and the ability to communicate with people throughout the world.
4. Additionally, the system will be used to increase district intercommunication, enhance productivity, and assist district employees in upgrading their skills through greater exchange of information with their peers.
5. The District system will also assist the staff and students in sharing information with the local community, including parents and residents of Holmdel.
6. District acquisition policies will be followed for purchase of goods or services through the District system.
7. Users may not use the system for activities including, but not limited to banking, political lobbying, commercial ventures, union activities, gambling or personal purchases.

### **B. District Responsibilities**

1. The Superintendent will serve as the coordinator to oversee the network operations and procedures.
2. The Director of Curriculum and Instruction will approve building-level activities, ensure teachers receive proper training in the use of the system and the requirements of

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this policy, 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 Policy at each building level.

3. The District's Network Engineer will design and implement a process for setting-up individual and class accounts, setting quotas for disk usage on the system, establishing a back-up schedule, establishing a District virus protection process, firewalls, and implementing Internet filtering systems as well as ensuring the proper functioning and maintenance of the network.
4. The building principals and district supervisors will be responsible for maintaining discipline in accordance with established Board policies including, but not limited to that involving The Use of Information Technology in Education (#6142.10).

### C. Technical Services Provided through Network

1. **E-mail:** E-mail will enable employees and students to communicate with people 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.
3. **File Transfer Protocol (FTP):** FTP allows users to download large files and computer software.
4. **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.
5. **Internet Relay Chat (IRC):** IRC provides the capability of engaging in "real-time" discussions. The District will provide access to IRC only for specifically defined educational activities. (e.g., **Netmeeting** for distance learning projects.)
6. **Blocking software:** The District will acquire, install, maintain and update software designed to block access to certain sites.

### D. Access to the System

1. **The District's Acceptable Use Policy** will govern all use of the District system by students and staff. Student use of the system will be governed by each building's disciplinary code. Employee use will be governed by District policy and the contractual agreement.

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2. **Internet Access.** All District employees and students will have access to the Internet through the District's networked computers. Parents may specifically request that their child(ren) not be provided such access by notifying the District in writing indicating this request.
3. **Classroom E-mail Accounts.** Students will be granted e-mail access through classroom accounts. 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.** Students may be provided with individual e-mail accounts by the Network Engineer for special projects approved by the administrative staff in accordance with established procedure. However, parents have the right to request in writing that their child(ren) not have an individual account.
5. **Individual E-mail Accounts for District Employees.** District employees will be provided with an individual account.

### **E. Parental Notification and Responsibility**

1. On an annual basis, the District will notify the parents about the District network and its acceptable use. Parents may request in writing to the building principal that their child be denied access to the Internet. Parents may request alternative activities for their child(ren) that do not require Internet access.
2. Parents have the right at any time to investigate the contents of their child(ren)'s files including, but not limited to e-mail files. Parents have the right to request the termination of their child(ren)'s individual account at any time.
3. The District has web filtering software which filters most inappropriate material. There is a wide range of material available on the Internet and the District cannot guarantee that students will not access inappropriate material. 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 to access through the District system.

### **F. District Limitation of Liability**

1. The District makes no guarantees of any kind, either expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect.
2. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service.

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3. The District is not responsible for the accuracy or quality of the information obtained through the Internet.
4. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

**G. Due Process**

1. 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 system.
2. In the event there is an allegation that a student has violated the District's Acceptable Use Policy, the student, and his/her parent as appropriate, will be informed of the alleged violation and have an opportunity to present an explanation before an administrator.
3. Disciplinary actions will be tailored to meet specific concerns related to the violation. If the alleged violation also involves a violation of other provisions of the building code, the violation will be handled in accordance with the applicable provision of this code.
  - a. A careful review and investigation will be conducted for each incident reported by a student, faculty member or other school employee, parent, or other relevant individual, to the school administration under the Board's policy 6142.10 The Use of Information Technology in Education. Based on the outcome of the investigation and the severity of the incident, appropriate disciplinary action will be administered.
  - b. Throughout the investigation and disciplinary actions which may result, all legal procedures of "due process" (Board policy 5144) shall be followed by the administrator(s).
  - c. Discipline may entail a verbal or written warning to the individual, a call to a parent/guardian or an in-school, after-school, noon-hour or Saturday detention as appropriate and consistent with the discipline code of the school in which the incident occurs. Suspension of one to ten days in length may be imposed depending on the severity and frequency of the offense. All the steps involving suspension of students (Board policy and regulations #5114) will be followed consistently.
  - d. Cases involving misuse of information technology may be forwarded to the Holmdel Township Police Department for further review and investigation. It must be noted that disciplinary actions imposed by the Holmdel administrator(s) do not preclude civil and/or criminal prosecution.

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- e. Expulsion may be the action recommended by the administration and imposed by the Holmdel Township Board of Education in the case of extreme situations. All procedures contained in Board policy and regulations #5144 Suspension and Expulsion/Due Process will be followed.
  - f. A record of all disciplinary actions and reasons for these actions will be maintained by the school principal or his/her designee and used/reported in accordance with district policy as well as state and/or federal law.
4. Employee violations of the District's Acceptable Use Policy will be handled in accordance with District policy and the contractual agreement.

### **H. Search and Seizure**

- 1. System users will not have an expectation of privacy for the contents of their personal files on the District system.
- 2. District employees should be aware that their files are considered public under state public records laws.
- 3. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District's Acceptable Use Policy, or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the contractual agreement. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
- 4. Students and staff will be made aware annually of the possibility of searches of files through the school handbooks.

### **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 and to request permission when appropriate.
- 2. District policies on plagiarism will govern use of material accessed through the District system. Teachers will instruct students in appropriate research and citation practices.

**J. USE OF WEBSITES**

The Network Engineer, in cooperation with the Superintendent will establish a process and criteria for the development of websites and the posting of material.

1. **District Web Site.** The District will establish a web site and will develop web pages that present information about the District. The Network Engineer will be designated as the webmaster, responsible for the placement of obtained information and the removal of out-dated information.
2. **School or Class Web Pages.** Schools and classes may establish web pages that present information about the school or class activity. The webmaster will review what is to be presented on the web page. If necessary, further review will be provided by the principals, Director of Curriculum and Instruction, and the Superintendent.
3. **Extracurricular Organization Web Pages.** With the approval of the building principal, extracurricular organizations may establish web pages. The webmaster, in cooperation with the building principal, will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on the organization web page must relate specifically to organization activities and will include only student-produced material. Organization web pages must include the following notice: "This is a student extracurricular organization web page. Opinions expressed on this page shall not be attributed to the District."
4. **Web Pages for School-based Organizations.** School-based organizations including, but not limited to the Parent School Association (Village School), Parent Liaison Group (Indian Hill School), Parent Support Group (W.R. Satz School), Parent/Teacher/Student Organization (High School), Holmdel Alliance, Holmdel Creative Arts Association, High School Booster Club, Holmdel Schools Music Association, and Project Graduation, may establish web sites linked to the district web site in accordance with this policy and pending the approval of the building principal, Network Engineer and Superintendent of Schools.

**K. District Acceptable Use Policy**

1. Personal Safety on the Internet
  - a. Users will not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone numbers, school address, home address, etc.
  - b. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the District network. This includes attempting to log in through another person's account or access another person's files.
- b. Users will not make deliberate attempts to disrupt the network performance or destroy data by spreading computer viruses or by any other means.
- c. Users will not use the District system to engage in any illegal act.

3. System Security

- a. Users are responsible for the use of their individual account. They should take reasonable precautions to prevent others from access.
- b. Users will immediately notify the Network Engineer if they have identified a possible security problem.

4. Inappropriate Language

- a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

5. Unacceptable Activities

Users are not permitted to:

- a. Send or display offensive messages or pictures;
- b. Harass, insult or attack others;
- c. Intentionally waste limited resources;
- d. Download songs, games and other non-curriculum information;
- e. Use a password other than their own; and/or
- f. Utilize the network for banking, political lobbying, commercial ventures, union activities, gambling or personal purchases.

**Source:** Regular Board Meeting

**Date:** June 23, 1999

**Revised:** January 13, 2000



## ACCEPTABLE USE REGULATIONS FOR STUDENTS

### A. PROGRAM DEVELOPMENT

Staff will provide appropriate guidance to students as they use telecommunications and electronic information. All students will be informed by staff of their rights and responsibilities as users of the District network prior to gaining access to the network, either as an individual user or as a member of a class or group.

Students may use the Internet unless parental permission has been denied in writing to the building principal at which time the students will be provided with alternate resources to accomplish assigned tasks.

### B. INFORMATION TECHNOLOGY RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access is a privilege, not a right.

Individual users of the District's computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards.

Network storage areas may be treated like school lockers. The Network Engineer and district supervisors and administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers are private.

During class, teachers of younger students will guide them toward appropriate materials.

#### 1. Personal Safety

- a. Users will not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone numbers, home address, etc.
- b. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the District network. This includes attempting to log in through another person's account or access another person's files.
- b. Users will not make deliberate attempts to disrupt the network performance or destroy data by spreading computer viruses or by any other means.
- c. Users will not use the District system to engage in any illegal act.

3. System Security

- a. Users are responsible for the use of their individual account. They should take reasonable precautions to prevent others from access.
- b. Users will immediately notify their teacher or the Network Engineer if they have identified a possible security problem.

4. Inappropriate Language

- a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

5. Unacceptable Activities

Users are not permitted to:

- a. Send or display offensive messages or pictures;
- b. Harass, insult or attack others;
- c. Intentionally waste limited resources;
- d. Download songs, games and other non-curriculum information;
- e. Use a password other than their own;
- f. Utilize the network for banking, political lobbying, commercial ventures, gambling or personal purchases; and/or
- g. Copy and/or distribute any unauthorized or inappropriate information received on district hardware.

**DATE:** June 23, 1999



## **ACCEPTABLE USE REGULATIONS FOR STAFF**

### **A. BACKGROUND**

The network is provided for staff and students to tap educational resources, conduct research and communicate with others. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communications will apply.

Staff will employ electronic mail on a regular basis at work as a tool for communications. The District may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages regularly.

### **B. INFORMATION TECHNOLOGY RULES**

Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees because messages are not entirely secure.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on District servers are private.

The Network Engineer will report inappropriate behaviors to the employee's supervisor or administrator. Violations may result in disciplinary action and/or a loss of access. When applicable, law enforcement agencies may be involved.

Each employee will be given a copy of the Information Technology policy, regulations and exhibits on an annual basis in their school handbook.

#### **1. Personal Safety**

- a. Users will not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone numbers, home address, etc.

**FOR STAFF**

- b. Users will promptly disclose to their building principal or supervisor any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the District network. This includes attempting to log in through another person's account or access another person's files.
- b. Users will not make deliberate attempts to disrupt the network performance or destroy data by spreading computer viruses or by any other means.
- c. Users will not use the District system to engage in any illegal act.

3. System Security

- a. Users are responsible for the use of their individual account. They should take reasonable precautions to prevent others from access.
- b. Users will immediately notify the Network Engineer if they have identified a possible security problem.

4. Inappropriate Language

- a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

5. Unacceptable Activities

Users are not permitted to:

- a. Send or display offensive messages or pictures;
- b. Harass, insult or attack others;
- c. Intentionally waste limited resources;
- d. Download songs, games and other non-curriculum information;
- e. Use a password other than their own; and/or
- f. Utilize the network for banking, political lobbying, commercial ventures, union activities, gambling or personal purchases.

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### **SAMPLE: POLICY SUMMARY FOR STUDENT HANDBOOK**

The Board of Education and the Administration of the Holmdel Township Public Schools are pleased to provide the students with access to the district computer network for electronic mail and the Internet.

While accessing e-mail and the Internet, it is possible that your child may find material on the Internet that you would consider objectionable. The Board has established an Acceptable Use Policy to restrict access to material that is inappropriate in the school environment and has directed the installation of an Internet filtering system that limits access to inappropriate material. **However**, because new web sites are posted daily, it is impossible to block all sites or guarantee that your child will not gain access to inappropriate material. While the Board's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. The Board believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Board and Administration of the Holmdel Township Public Schools support and respect each family's right to decide whether or not to deny access.

#### **District Internet and E-mail Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

The network is provided for students to tap educational resources, conduct research and communicate with others. Access to network services is maintained for students who act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

Network storage areas will be treated like school lockers. District personnel may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on District servers will be private.



**SAMPLE: POLICY SUMMARY  
FOR STUDENT HANDBOOK**

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Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities, the following rules apply:

1. Personal Safety
  - a. Users will not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone numbers, home address, etc.
  - b. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
2. Illegal Activities
  - a. Users will not attempt to gain unauthorized access to the District network. This includes attempting to log in through another person's account or access another person's files.
  - b. Users will not make deliberate attempts to disrupt the network performance or destroy data by spreading computer viruses or by any other means.
  - c. Users will not use the District system to engage in any illegal act.
3. System Security
  - a. Users are responsible for the use of their individual account. They should take reasonable precautions to prevent others from access.
  - b. Users will immediately notify their teacher or the Network Engineer if they have identified a possible security problem.
4. Inappropriate Language
  - a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - b. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

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5. Unacceptable Activities

Users are not permitted to:

- a. Send or display offensive messages or pictures;
- b. Harass, insult or attack others;
- c. Intentionally waste limited resources;
- d. Download songs, games and other non-curriculum information;
- e. Use a password other than their own;
- f. Utilize the network for banking, political lobbying, commercial ventures, gambling or personal purchases; and/or
- g. Copy or display any unauthorized or inappropriate information received on district hardware.

Violations may result in disciplinary action, in a loss of access and in legal action in accordance with Board policy as well as federal and state laws.

**If you do not want your child(ren) to have Internet access, please indicate this fact in writing to the relevant building principal(s) on an annual basis. Be aware that your child(ren) will be provided with alternate resources, reference materials and/or means of communication.**

**DATE:** June 23, 1999