



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

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Responsible Use of Computer Network(s)/Computers and
Resources by Teaching Staff Members

3321 **RESPONSIBLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY TEACHING STAFF MEMBERS**

East Orange School District (EOSD) recognizes the value of technology to improve student learning and enhance the administration and operation of its schools. This Responsible Use Policy (RUP) governs all electronic activity of staff using the District's computers, networks, data systems, and other technologies.

The purpose of the RUP is to prevent unauthorized access and other unlawful activities by users, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), the Children's Internet Privacy and Protection (CIPP), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA).

In addition, the RUP clarifies the educational purpose of the District's technology. As used in this policy, "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network") regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, cell phones, etc.) is used off District property. Additionally, the RUP applies when non-District devices access the District network.

Network

The District uses protection measures to block and/or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network.

The District will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications.

When users access any Internet or networked connected devices or services, they create a "digital footprint". This digital footprint is ...one's unique set of digital activities, actions, and communications that leave a data trace on the Internet...

(<http://www.dictionary.com/browse/digital-footprint>)

The District can and will monitor users' online activities, and access, review, copy and store any communications or files and share them with staff and legal entities as necessary. Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email, regardless of location.



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Network access and bandwidth are provided to schools for academic and operational services. EOSD reserves the right to prioritize network bandwidth and limit certain network activities that are negatively impacting academic and operational services.

Users are prohibited from using the District network to access content deemed inappropriate or illegal, including but not limited to content that is pornographic, obscene, illegal, or promotes violence.

Digital Citizenship

All employees are responsible for modeling and actively practicing positive digital citizenship.

Employees using classroom technology are explicitly required to teach students about positive digital citizenship.

Users are prohibited from posting inappropriate content on Social Media. Refer to the *Use of Social Networking Sites* Policy/Regulation (3282).

Privacy

Employees will not share personal information about students and employees including, but not limited to, names, home addresses, telephone numbers, dates of birth, student ID numbers, and employee numbers.

All websites, applications and services must be vetted by the District's Technology Committee to ensure that the needs of CIPA, CIPP, COPPA, FERPA, and any other applicable regulations are met.

Passwords

Under no circumstances are District passwords to be shared with others, including other District staff and students.

Log out of unattended equipment and accounts in order to maintain privacy and security.

Users must use extra caution to avoid email scams that request passwords or other personal information.

Please contact the EOSD Help Desk if you have questions or suspect suspicious activity.



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Support

- EOSD provides basic installation, synchronization, and software support for District-issued electronic devices. Devices must be connected to the network on a regular basis to receive up-to-date software and antivirus updates.
- Users are responsible for making periodic backups of data files stored locally on their devices.

Loss/Theft

Users must take reasonable measures to prevent a device from being lost or stolen. In the event an electronic device is lost or stolen, the user is required to immediately notify their direct supervisor, local authorities to obtain a police report, and the IT Department (973-266-2961).

Return of Electronic Devices

All technology purchased by or donated to the EOSD is considered District property and any and all equipment assigned to employees must be returned prior to leaving their position or school (including transfers).

All equipment containing sensitive information and data must be returned directly to the IT Department before it can be redeployed.

Technology Purchasing & Donations

All quotes for technology hardware and software must go through the IT Department. Technology purchases may include additional expenses required to ensure proper maintenance and security, including but not limited to warranties, hardware /software upgrades, anti-virus/anti-malware protection, and security/inventory software.

Technology donations must have prior approval by the IT Department and/or the Business Office and be board approved. In addition to these approvals, the entity receiving the donation must also conform to any other existing policies and or practices regarding donations. Schools or departments applying for technology grants, funding, or donations must budget for any additional expenses associated with the requested technology and can be held responsible for any additional expenses incurred.



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Consequences for Inappropriate Use

Noncompliance and/or misuse of District technology may result in

- A. suspension of access to District technology resources;
- B. revocation of account;
- C. disciplinary action consistent with District policies and regulations.

Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Using the District's technology resources indicates acceptance of this Responsible Use Policy.

Adopted: 3 December 2008

Adopted: 18 April 2017



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and Resources by Teaching Staff Members

R 3321 RESPONSIBLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY TEACHING STAFF MEMBERS

East Orange School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching, provide opportunities for professional development and collaboration, and encourage the use of global communication resources.

Staff members must adhere to strict regulations which are dictated by various government agencies. Regulations are provided here so that staff members are aware of their responsibilities. The school district may modify these regulations at any time by publishing modified regulations on the network(s) and elsewhere.

Staff members are responsible for good behavior on computer network(s)/computers. Communications on the computer network(s)/computers are often public in nature. Policies and Regulations governing staff members' behavior and communications apply. Access to computer network services/computers is given to staff members who are expected to act in a considerate, responsible and professional manner. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer network(s)/computers are responsible for their behavior and communications over the computer network(s)/computers. It is presumed that users will comply with district standards.

Behaviors including, but not limited to, the following are prohibited:

Network

1. Using the District network to access content deemed inappropriate or illegal, including but not limited to content that is pornographic, obscene, illegal, or promotes violence
2. Damaging, degrading or disrupting computers, computer systems or computer network(s)/computers
3. Employing the network(s)/computers for commercial purposes
4. Engaging in other activities which do not advance the educational purposes for which computer network(s)/computers are provided
5. Using websites or software that are designed to circumvent the District's security and filtering systems



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6. Intentionally introducing viruses, malware or other harmful software into District resources
7. Attempting to bypass District security in order to install unapproved software
8. Using websites or applications which provide a persistent stream of media outside of an educational content or as background music for an extended period of time
9. Creating accounts on non-sanctioned sites, especially for students
10. Using personal devices to conduct EOSD business
**The District does not support BYOD (Bring Your Own Device) at this time.*
11. Any other unethical, unacceptable, illegal and/or inappropriate activity

Digital Citizenship

1. Using software or websites designed to transmit or receive copyrighted materials, such as songs and movies, which are not officially sanctioned by the publisher
2. Sending or displaying offensive messages or pictures
3. Using obscene language
4. Harassing, insulting or attacking others
5. Violating copyright laws
6. Forging electronic mail messages
7. Any other unethical, unacceptable, illegal and/or inappropriate activity

Privacy

1. Sharing personal information about students and employees including, but not limited to, names, home addresses, telephone numbers, dates of birth, student ID numbers, and employee numbers



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2. Using another's password
3. Trespassing in another's folders, work or files
4. Stealing data or other intellectual projects
5. Creating user accounts for students on websites or apps without obtaining the prior approval of the District's Technology Committee
6. Any other unethical, unacceptable, illegal and/or inappropriate activity

Passwords

1. Sharing accounts and passwords
2. Any other unethical, unacceptable, illegal and/or inappropriate activity

Support

1. Installing District software on personal devices
2. Installing unapproved software on District devices
3. Requesting support for personal devices or software
4. Intentionally interfering with the District's management of devices

Loss/Theft

1. Exceeding 24 hours to report loss/theft of District equipment
2. Filing false reports of loss/theft of District equipment

Return of Electronic Devices

1. Exceeding 24 hours to return District devices when leaving the District
2. Transferring District devices to another school/department/user without proper authorization



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Technology Purchasing & Donations

1. Accepting donations without prior approval from the IT Department, Business Office
2. Accepting donations without getting Board approval
3. Purchasing hardware/software of any kind without going through the IT Department

Using the District's technology resources indicates acceptance of this Responsible Use Regulation.

Adopted: 3 December 2008

Adopted: 18 April 2017