

# District Resources

## Camden City Public Schools

CAMDEN CITY BOARD OF EDUCATION FILE CODE: File Code 6142.10

### Camden, New Jersey Regulation

#### COMPUTERS

Individuals shall only use accounts, files, software and computer resources authorized for their use. Individual shall take precautions to protect their user identification (user ID) and password, as each person is responsible for all activities that occur under their account.

Individuals shall not:

- \* Make unauthorized copies of any copyrighted software or data;
- \* Attempt to modify system facilities, data, or configurations;
- \* Change the restrictions associated with their accounts;
- \* Breach security systems, with or without malicious intent; or
- \* Use another person's user-ID, password, files, system or data without permission
- \* Use other Board of Education computers for playing games except for instructional purposes.

Users shall:

- \* respect the privacy of all data on the computer system, even when that information is not securely protected.
- \* respect the finite capacity of the system and thus limit use so as not to interfere unreasonably with the activities of other users;
- \* respect the procedures established to manage the use of the system; and
- \* access only one's own files and data, or data that is publicly available, or to which one has been given authorized use.
- \* All Camden City Public Schools' use of computer software shall scrupulously observe the copyrighted laws.

#### COMPUTERS FOR BOARD MEMBERS

Board members wishing to obtain a computer shall obtain a Computer Order Form from the Board Secretary/Business Administrator, or designee. The form shall be completed in full by the Board Member and returned to the office from which it was obtained. The form shall be used to generate a supplemental requisition to order the computer system. The computer system shall be delivered to the Board's warehouse, recorded as properly of the Board of Education, and delivered to the home of the Board Member requesting the system. The Board Member/former Board Member shall sign for the deliver and return of each loaned item.

The Board employee delivering the system shall record the date and time he/she left the warehouse to deliver the computer and the time he/she left the Board member's home to return to the school district. Upon receipt of the computer system, the Board Member shall contact the Office of Research, Planning & Technology to have the computer set up. The Board employee setting up the system shall record the date and time he/she left the District to set u the computer

and the time he/she left the Board Member's home to return to the school district. Any training needed by the Board Member shall occur on Board property. Arrangements for training, repairs, and supplies, shall take place through the Office of Research, Planning & Technology.

The Business Administration/Board Secretary shall make arrangement for the pickup of all loaned Board computer systems, supplies, and equipment within 14 days of the date that a Board Member no longer holds the office. The Board employee picking up the supplies and equipment shall record the date and time he/she left the district to pick up the system and the time he/she left the former Board Member home to return to the material to the district.

Former Board Members shall be permitted to purchase the system at fair market value upon written notification to the Business Administrator/Board Secretary, prior to pick up.

## **CAMDEN CITY PUBLIC SCHOOL DISTRICT COMPUTER NETWORK (CPSnet)**

### **A. District Responsibilities**

1. The Supervisor of Technology will serve as the coordinator to oversee CPSnet.
2. The building principal and technology team will serve as the building-level coordinators for CPSnet. They will approve building-level activities, ensure teachers receive proper training in the use of CPSnet, maintain executed user agreements, and be responsible for interpreting the District Acceptable Use Policy at the building level.
3. The Supervisor 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, and establish a District virus protection process.

### **B. Technical Services Provided through CPSnet**

1. E-mail will allow employees and students to communicate with people from throughout the world. Users will also be able to subscribe to mail list to engage in group discussions related to education 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 in to remote computers.
4. File Transfer Protocol (FTP). FTP allows users to download large files and computer software.
5. Newsgroup. Newsgroup 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 CPSnet.
6. 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.
7. Blocking software. The Camden City Public School District will acquire software designed to block access to certain sites.

### C. Access to the System

1. The Camden City Public School District's Acceptable Use Policy will govern all use of CPSnet. Student use of CPSnet will also be governed by the District discipline policy. Employee use will also be governed by District policy.
2. World Wide Web. All District employees and students will have access to the Web through CPSnet. An agreement will be required.
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 parent. An agreement will be required for an individual account, which must be signed by the student and his or her parent.
4. Individual E-mail Accounts for Students. Secondary students may be provided with individual e-mail accounts. 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 will be provided with an individual account. An agreement will be required.

### D. Parental Notification and Responsibility

1. The District will notify the parents about CPSnet and the policies governing its use. Parents must sign an agreement to allow their students to have an individual account.
2. Parents have the right at any time to investigate the contents of their child(ren)'s email files. Parents have the right to request the termination of their child(ren)'s individual account at any time.
3. The District Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting 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 student 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 Camden City Public School District will provide students and parents with guidelines for student safety while using the Internet.

### E. District Limitation of Liability

1. The Camden City Public School District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through CPSnet will be error-free or without defect. The Camden City Public School District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of services. The Camden City Public School District is not responsible for the accuracy or quality of the

information obtained through or stored on CPSnet. The Camden City Public School District will not be responsible for financial obligations arising through the unauthorized use of CPSnet.

#### F. Due Process

1. The Camden City Public School District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through CPSnet.
2. In the event there is an allegation that a student has violated the Camden City Public School District Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and an opportunity to be heard before a neutral administrator or in the manner set forth in the Discipline Policy.
3. Disciplinary actions will be tailored, by the Superintendent, Principal or his/her designee, 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 involves a violation of other provisions of the Camden City Public School's Discipline Policy, the violation will be handled in accord with the applicable provision of the discipline policy.
4. Employee violations of the District Acceptable Use Policy will be handled in accordance with Camden City Public School's Discipline Policy.
5. The Supervisor of Technology, or his/her designee, may terminate, with just cause, the account privileges of a user by providing notice to the user. Any account not active for more than 30 days may be removed, along with the user's files without notice to the user.

#### G. Search and Seizure

1. System users have a limited privacy expectation in the contents of their personal files on CPSnet.
2. Routine maintenance and monitoring of CPSnet may lead to discovery that the user has or is violating the District Acceptable Use Policy, Camden City Public School's Discipline Policy, or the law.
3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the disciplinary policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
4. District employees should be aware that their personal files may be discoverable under state public records laws.

#### H. Copyright and Plagiarism

1. District policies on copyright will govern the use of material accessed through CPSnet. 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 student to respect copyright and to request permission when appropriate.

2. District policies on plagiarism will govern use of material accessed through CPSnet. Teachers will instruct students in appropriate research and citation practices.

#### I. Academic Freedom, Selection of Material, Student Rights to Free Speech

1. Board policies on Academic Freedom and Free Speech will govern the use of the Internet.

2. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is the relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and list of resources to assist their students in channeling their research activities effectively properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

#### J. District Web Site

1. District Web Site. The District will establish a Web site and will develop Web pages that will present information about the District. The Network Specialist will be designated the Webmaster, responsible for maintaining the District Web site.

2. School or Class Web Page. 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. Teachers will be responsible for maintaining their class site.

3. Student Web Pages. With the approval of the building principal, students may establish personal Web pages. The principal will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented in the student's Web site must be related to the student's educational and career preparation activities. Student Web pages must include the following notice: "This is a student Web page. Opinion expressed on this page shall not be attributed to the Camden City Public School District".

4. Extracurricular Organization Web Pages. With the approval of the building principal, extracurricular organization may establish Web pages. The principal will establish a process and criteria for the establishment and posting of material, including pointers to other site, 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.

#### K. District Acceptable Use Policy

1. Personal Safety (Restrictions are for students only)

- a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone school address, work address, etc.
- b. Users will not agree to meet with someone they have met online.
- c. 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 CPSnet or to any other computer system through CPSnet, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use CPSnet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

## 3. System Security

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- b. Users will immediately notify the chief building administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if they download software.

## 4. Inappropriate Language

- a. Restrictions against inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization

## 5. Respect for Privacy

- a. Users will not repost a message that was sent to them privately without permission of this person who sent them the message.
- b. Users will not post private information about another person.

## 6. Respecting Resource Limits

- a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, self-discovery activities. For students, the limit on self-discovery activities is no more than \* (number) hours per week.
- b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
- c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
- e. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

## 7. Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

## 8. Inappropriate Access to Material

- a. Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.
- b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

Date: January 30, 1995

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Revised: March 29, 1999

**CAMDEN CITY PUBLIC SCHOOL DISTRICT COMPUTER NETWORK (CPS NET)  
ACCESS RELEASE AND AUTHORIZATION FORM**

**USER**

I have read and agree to comply with the Camden City Public School District Acceptable Use Policy. I also understand that any violation of this policy or applicable state and federal laws is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken. I hereby release the Camden City Public School District and it's officers, employees and agents from any claims and damages arising from my use or inability to use CPSnet.

User Name (Please Print): \_\_\_\_\_ School \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARENT OR GUARDIAN**

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes only. The Camden City Public School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Camden City Public School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on CPSnet. I also understand that any violation of this policy or applicable state and federal laws is unethical and may constitute a criminal offense. Should my child commit any violation, his/her access privileges may be revoked and disciplinary action taken. I hereby the Camden City Public School District and it's officers, employee and agents from any claims and damages arising from my use or inability to use CPSnet.

Parent or Guardian's Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

CAMDEN BOARD OF EDUCATION GOVERNANCE MANUAL

Camden, New Jersey 08102 Policies/Regulations/Bylaws