



## WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

### MINUTES

May 21, 2012  
7:00 P.M.  
Central Office

Committee:

Bob Johnson (Chair)  
Ellen Walsh  
Michele Kaish

Administration Liaison:

Victoria Kniewel  
Russ Schumacher  
Dave Aderhold

Guests:

Bob Boyce

- The Committee reviewed Policy 7250 regarding School and Facility Names. Bob Boyce, former HSN Baseball Coach came before the Committee to share his views on naming the field after David Bachner. The Committee then reviewed a redraft of Policy 7250 prepared by Bob Johnson. The Committee will continue its work on this policy at the upcoming June 4<sup>th</sup> meeting.
- A status update was provided for the Policy and Regulation manual. The Committee has received proofs from Strauss Esmay on a substantial number of policies in the 2000 – 6000 series. The Committee will be recommending policies for a 1<sup>st</sup> Reading at the June 12<sup>th</sup> meeting.
- The Delaware and Raritan Canal Commission hearing was held on May 22<sup>nd</sup>. The DRCC provided a favorable review to our application. In order for permits to be provided, the Board of Education will have to remit 1.5 acres on the Millstone River property for structures at HSS that are held within the easement. There are .74 acres of area that infringe upon the easement at HSS that will need a 2:1 mitigation offsite at Millstone River. Van Cleef Engineering and Parker McCay will continue to work on the modifications required by the DRCC in order to secure the permit.
- At this time a tentative contract has been reviewed by Kevin Sheehan of Parker McCay regarding the Penn Lyle Road project. We are awaiting a second draft from the West Windsor Township for further review.
- The Committee has recommended the placement of 8 internal cameras at HSS. The HSS – Internal Camera's Pilot is in alignment with BOE policy. All camera locations will be in main corridors or the main office.

- Policy 2361 ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (INTERNET POLICY) is required to be updated by the Department of Education by June 30<sup>th</sup>. Districts were notified that failure to include new requirements on Internet Safety could impact E-Rate funding for the subsequent year. As such, the Committee is recommending the immediate review with a 1<sup>st</sup> Reading on June 5<sup>th</sup>. The Committee also felt important that the Curriculum Committee review the policy prior to adoption as new changes in the Acceptable Use Policy by Rick Cave and the Technology Department cross into their area of review. The draft policy is attached. Feedback is requested to be sent to both Bob Johnson and Dave Aderhold. Feedback is requested by Tuesday May 29<sup>th</sup> so a redraft can be prepared in time for the BOE agenda made public on Friday June 1<sup>st</sup>.
- The Committee began our review of 7000 series.
- Future meeting dates were discussed with recommended changes listed below:
  - Monday, June 4<sup>th</sup>
  - Monday, June 25<sup>th</sup>
  - Tuesday, July 17 (6:00pm before BOE Mtg)
  - Tuesday, August 7<sup>th</sup>

**NEXT MEETING:** June 4<sup>th</sup> – Central Office at 7:00 p.m.

# POLICY **DRAFT**

First Reading – June 5, 2012

WEST WINDSOR-PLAINSBORO

REGIONAL BOARD OF EDUCATION  
PROGRAM

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Acceptable Use of Computer  
Networks/Computers and Resources

## 2361 ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (INTERNET POLICY)

### A. Purpose

West Windsor-Plainsboro Regional School District provides employees and students with access to computer hardware and software, a fixed and wireless network infrastructure, and the Internet. The purpose of these information technology systems (WW-P ITS) is to assist in preparing students for success in life and work in the 21st century by providing them with access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the WW-P ITS 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 WW-P ITS will also assist in the sharing of information with the local community including parents, social service agencies, government agencies, and businesses.

The school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene, child pornography and harmful to minors as defined in in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district complies with and enforces Policy and Regulation 2361.

### B. Responsibilities

1. The district will establish a process for setting-up individual and class accounts, set quotas for disk usage, establish a retention schedule, establish a district virus protection process, website filtering and other necessary activities.
2. The district will monitor networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety
3. The district will provide information for school staff members and parents to promote a consistent and accurate understanding regarding appropriate use of the WW-P ITS.
4. The district will provide resources to host class/teacher/activity web pages. Such pages must contain only educationally relevant material and must adhere to all applicable district guidelines, policies, and regulations.
5. The district will provide an Internet filtering system to prevent access to inappropriate web sites including web sites that contain pictures that are obscene, child pornographic or harmful to minors.. Access to specific sites will be adjusted based on the educational needs of the students and staff.
6. Schools will educate students on personal safety practices and effective techniques for identifying and evaluating information and its sources.
7. Schools will review the acceptable use policy with students and enforce rules of conduct necessary to foster appropriate student use of the WW-P ITS.
8. School staff members will practice classroom management and monitoring techniques, to the extent feasible, to encourage appropriate use of the WW-P ITS.

9. Users will comply with WW-P rules, regulations, and the Acceptable Use Policy.
10. Users will notify an appropriate district official if any they become aware of inappropriate use of the WW-P ITS.
11. User will adhere to Copyright ©, Trademark ™ and/or Registered ® laws. All materials from the Internet and other digital resources, including graphics, which are used in projects or reports, must be properly cited. Copyrighted, Trademarked or Registered materials may not be placed on the Internet without the permission of the author.
12. Users will adhere to district policies on plagiarism when using material accessed through the WW-P ITS.
13. Users will not send, access, submit, publish, display or print over the WW-P ITS, any defamatory, inaccurate, abusive, obscene, profane, threatening, offensive or illegal material. Cyber-bullying is specifically prohibited.
14. Users will not share their individual account credentials with another user.
15. Users will not use the WW-P ITS 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 WW-P ITS.
16. Users will not use the WW-P ITS for political lobbying, for favoring or approving particular candidates or favoring or approving particular referendum questions.
17. Users will not load personal software or programs on district computers nor shall they download programs from the Internet without the approval of the Technology Department.
18. Users will not use the WW-P ITS to in order to gain unauthorized access, including “hacking” and other in unlawful activities.
19. Users will not use the WW-P ITS to participate in inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms.
20. Users will not use the WW-P ITS for unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### C. System Access:

1. The District's Acceptable Use Policy will govern all use of the WW-P ITS. Student use of the WW-P ITS will also be governed by the disciplinary code and applicable laws. Employee use will also be governed by district policy and applicable laws. Employees who use the WW-P ITS in an inappropriate manner shall be subject to discipline, including termination of employment.
2. All district employees and students in grades 4 – 12 will be provided with an individual network account.
3. All district employees and students will have access to the Web through the WW-P ITS. Parents may specifically request that their child(ren) not be provided such access by notifying the district in writing.
4. All district employees will be provided with an individual email account.
5. The district will allow students, staff and guests to connect to the district Internet system as part of a Bring Your Own (BYO) program. Through the BYO program users can use a personal wireless networked device to access district approved Internet resources. Access to the district Internet system systems from a personal wireless networked device is limited to wireless access points on the school campuses or other access devices away from school. Access to the district Internet system from a personal wireless networked device is not available via hardwire connections. Users must adhere to the Acceptable Use Policy while connected to the district network from a personal wireless device.
6. The district will allow students and staff to access district network resources and software through a secure remote connection. Users must adhere to the Acceptable Use Policy while connected to district network resources through the secure remote connection.

#### E. Parental Notification and Responsibility

1. The district will notify the parents about the WW-P ITS and the policies governing its use. Parents may request alternative activities for their child(ren) that do not require Internet access.
2. Parents have the right to request the termination of their child(ren)'s individual network account.

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 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 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 WW-P ITS.
4. The district will provide students and parents with guidelines for student safety while using the Internet.
5. The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety protection policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

#### F. District Limitation of Liability

1. The district makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the WW-P ITS 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 service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the WW-P ITS.
2. The District assumes no liability for personal technology, including computers, smart phones, network access devices, or other electronic signaling devices, if such devices are damaged, lost or stolen. The student and his/her parent/guardian shall indemnify and hold West Windsor-Plainsboro Regional School District harmless from any losses sustained as the result of use or misuse of the district's technology resources by the student, and/or the loss or damage of personal technology.

#### G. Due Process

1. The district will cooperate fully with local, state, or federal officials in any reasonable investigation concerning to or relating to any illegal activities conducted through the WW-P ITS.
2. All students suspected or accused of violating the District's Acceptable User Policy 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 a computer network. If the alleged violation also 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 WW-P ITS 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 and emails processed through the ww-p.org domain. 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.

## 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 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.

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

N.J.S.A 2C:20-25

17 U.S.C. Sec. 101

Children's Internet Protection Act 20 U.S.C. Sec. 9134

47 U.S.C. 254(h)

Adopted: