
EMPLOYEE ACCETABLE USE OF INTERNET/TECHNOLOGY

The Oxford Township Board of Education offers employees of the Oxford Township School District, who need it, access to the Internet and electronic mail (e-mail) as a business tool.

Access to e-mail and the Internet will enable employees to explore thousands of on-line resources, databases and bulletin boards while exchanging messages and sharing resources with Internet users throughout the world.

Individuals should have no expectation of privacy with respect to their files on Board provided computer networks, services, supplies or equipment. All data stored, transmitted, or accessed by users, including e-mail, can and will be monitored by the Board in order to maintain system integrity and to insure that users are utilizing the system responsibly.

Internet and E-mail Policy

The network is provided for authorized employees to conduct research and communicate with others. Access to network services is given to employees who agree to act in a considerate and responsible manner. Internet access and e-mail accounts are issued only after Oxford Township Board of Education approved training has occurred. Access can be revoked at any time if network security or protocol is compromised.

All Internet accessible machines should run virus protection software at all times. This should include a virus check, background protection, and hard disk detection. Business related files that are downloaded should be checked for viruses prior to being executed, uncompressed, or moved.

Inappropriate Uses and Practices

The following practices are considered unacceptable, and may be subject to disciplinary action including written warnings, revocation of access privileges, and/or up to and including termination.

The Board reserves the right to report any illegal activities to appropriate authorities.

1. Visiting Internet sites that contain obscene, hateful or otherwise objectionable materials; sending or receiving any material that is obscene or defamatory, or which is intended to annoy, harass or intimidate another person.
2. Sending and receiving unusually large e-mails or attachments; sending or forwarding electronic chain letters.
3. Spending time on non-school/non-school system business.

4. Soliciting e-mails that are unrelated to school activities, or soliciting non-school business for personal gain or profit.
5. Representing personal opinions as those of the Board, school or school system.
6. Using the Internet or e-mail for gambling or other illegal activities.
7. Making or posting indecent remarks, proposals or materials.
8. Uploading, downloading or otherwise transmitting commercial software or copyrighted material in violation of its copyright.
9. Intentionally interfering with normal operation of the network, including the propagation of computer viruses, or sustained high volume network traffic which substantially hinders others in their school business related use of the network.
10. Revealing or publicizing confidential information regarding students or employees.
11. Examining, changing or using another person's file, output, account or user name without explicit authorization from the Oxford Township Technology Coordinator.
12. Other inappropriate uses of the Internet or network resources that may be identified by the network administrator.

Staff will receive annual training and will receive guidance on conducting Internet Safety training with their students prior to using the Internet.

Date:

1st Reading: June 4, 2007

2nd Reading & Adoption: July 19, 2007

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Review Date: January 17, 2012 – No Changes

Review Date: May 23, 2012

Revision and Adoption: August 23, 2012

Review Date: July 19, 2016

Revision and Adoption: August 18, 2016

Legal References:

N.J.S.A. 18A:13-40

N.J.S.A. 18A:16-1

N.J.S.A. 18A: 28-5

47 U.S.C. 254 (2) Children's Internet Protection Act

N.J.V.T.L.O. 469 0.5.325 (1985)

Cross References:

3514 Equipment Office Services

3570 District Records & Reports

4118.2/4218.2 Freedom of Speech (Staff)

4119.22 Conduct & Dress

Social Networking Websites Regulation

