

PERSONNEL  
USE OF NJSBA COMPUTERS,  
SOFTWARE, E-MAIL AND INTERNET

Use of NJSBA's Computer System

Statement

Computers and software that are purchased by the New Jersey School Boards Association are the exclusive property of NJSBA and are to be used strictly for NJSBA business functions. The software are covered by copyright law. NJSBA has purchased licenses for the use of specific software. The licensing agreement generally authorizes copies to be made for backup and/or archival purposes only. NJSBA strictly prohibits its employees from making copies of any licensed software. Any employee who knowingly copies software can be prosecuted.

Employees are responsible for being familiar with and adhering to Association policies concerning computers, software, e-mail, and Internet use. Association staff assigned to monitor the computer system will, from time to time, conduct random, unannounced inspections of all Association desktop computers and laptops. It is expected that all NJSBA employees will adhere to local, state and federal laws as they apply to computers, software, and e-mail.

Guidelines

A. Confidentiality

All information processed using the NJSBA computer system is considered confidential. Employees are expected to use discretion when accessing and using this information. NJSBA strictly prohibits the sale or transmission of any portion of the NJSBA membership database unless approved according to File Code GO/6704.

B. Purchase of Computer Hardware and Software

In accordance with GO/3300R: "All computer purchases require Executive Director approval before a purchase is finalized with a vendor." All "shareware" and "freeware" software is prohibited on Association computers without the approval of staff assigned to monitor the computer system.

NJSBA employees are prohibited from installing their own software on any Association desktop or laptop computer. Employees are prohibited from copying any software from Association computers or using those computers to copy software.

Requests for new software, whether licensed, "shareware" or "freeware" can be made to the staff assigned to monitor the computer system. The request must include the name and publisher of the software, how it will be used, cost, and other pertinent information. All requests must be within approved

**N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

**FILE CODE: GO/4146.6**

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budget amounts. Budget information for hardware and software purchases is included in the Information Technology budget.

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**c. Staff Use of Computers**

Each employee will be assigned a user account and unique password, which should be kept confidential. The scope and breadth of information that a specific user account is able to access is determined by the employee's job responsibilities.

Abuse of the NJSBA computer system is grounds for disciplinary action and may be punishable also under state and federal law. Abuse includes, but is not limited to fraudulent entry of information, sabotage, tampering with financial information, sending threatening e-mail, accessing documents not relevant to an employee's job, and/or providing unauthorized information to individuals or companies. Unauthorized copying of any licensed software is prohibited.

**D. Use of Association e-mail**

Electronic mail is designed to enhance communication among staff. These guidelines shall be followed when sending or receiving e-mail.

1. All messages shall pertain to legitimate NJSBA concerns.
2. Because all computer hardware and software is the property of NJSBA, the Association retains the right to access e-mail as it believes necessary. Thus, confidentiality of e-mail communications cannot be assured. Staff shall not reveal passwords to other staff or to others outside the Association. If staff have reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization, they shall contact the systems operator immediately.
3. Messages shall be deleted in a timely manner as soon as appropriate actions have been completed. Only those messages that record a decision or have legal implications shall be saved.
4. Messages shall be printed only when necessary in order to reduce the use of paper and to keep costs down.
5. E-Mail messages shall be as brief as possible.
6. To ensure that federal copyright laws are not violated, staff shall not send messages that contain copyrighted text without the author's permission.
7. Staff shall not send messages that contain material that may be defined by a reasonable person as obscene or messages that are racist, sexist or promote illegal or unethical activity.

Any use contrary to the above shall be reported immediately to the Executive Director.

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The Association provides access to the information resources of the Internet to help staff do their job smarter and to enhance communications between staff and Association members. The Internet is a business tool, provided for business-related purposes, i.e., to communicate with members, to research relevant topics and obtain useful Association-related information. All users shall conduct themselves appropriately while on the Internet. All copyrights, software licensing rules, property rights, privacy and prerogatives of others, and Association policies shall be respected and followed.

While connection to the Internet is beneficial to the Association and its members, it can also open the door to significant risks to our data and systems if appropriate security measures are not followed. The overriding principle is that security is to be everyone's first concern. All Internet users shall be held accountable for any breaches of security or confidentiality as outlined below.

All staff granted Internet access shall sign the following statement:

"I have received a written copy of the Association's Internet use policy/regulations. I have read and fully understand their terms and agree to abide by them at all times when using Association owned hardware and software. I realize that the Association's security software may record for management use the Internet address of any site that I visit and that a record may be kept of any network activity in which I transmit or receive any kind of file. I acknowledge that any message I send or receive may be recorded and stored in an archive file for management use. I understand that any violation of policy, regulations, or the following guidelines may lead to disciplinary action up to and including dismissal or criminal prosecution."

Guidelines

A. Internet Access

Access through Association computers to the Internet is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct. Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for any illegal activity, including violation of copyright or other contracts.
2. Using the network for personal financial or commercial gain.
3. Vandalizing the system in any way or harming the data of another user or institution.
4. Invading the privacy of others.
5. Using an account of another user without authorization.
6. Posting personal communications or anonymous messages.

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7. Using abusive or otherwise objectionable language in either public or private messages.
8. Sending of "chain letters" or "broadcast" messages to lists or individuals which could cause congestion of the network or otherwise interfere with others' work.

The Association has the discretion to determine which staff shall have Internet access. Use of the Internet

shall be consistent with the goals and policies of the Association and be used to enhance staff's ability to carry out their responsibilities.

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B. Internet Use

1. Internet newsgroups: Only those staff who are duly authorized to speak to the media, to analysts, or in public on behalf of the Association may speak/write in the name of the Association to any newsgroup. Other staff may participate in newsgroups in the course of business when relevant to their duties.
2. Endorsement of position/product: Where a staff member is identified as an employee of the Association, the staff member must refrain from any unauthorized political advocacy or statement not in agreement with Association policy or positions. Staff must also refrain from any unauthorized endorsement or appearance of endorsement of any commercial product or service.
3. Confidentiality: Staff shall not reveal confidential Association information, member information, or any other material covered by existing Association copyrights. Staff releasing protected information via a newsgroup, whether or not the release is inadvertent, shall be subject to disciplinary action.
4. Staff with Internet access may use the Internet for non-business research or browsing during their lunch hour or before/after their work hours, providing that all other guidelines herein are adhered to.
5. Staff with Internet access may not use it to download entertainment software or games or to play games over the Internet.
6. Staff with Internet access may not use it to download images or videos unless there is a specific business-related use for the material and they have been authorized to do so.
7. Staff shall not access any site that displays sexually explicit images or documents.

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C. Oversight of Internet Use

1. **Monitoring of Use:** The Association retains the right to monitor and record all Internet use by staff. The Association may, at its discretion, install security systems capable of recording each World Wide Web site visit, each chat, newsgroup or E-mail message, and each file transfer into and out of our internal networks, and it reserves the right to do so at any time. The Association reserves the right to inspect any and all files stored in private areas of the network in order to assure compliance with policy and regulations.
2. **Illegal Use:** The Association's Internet access must not be used to violate the laws and regulations of the United States, the State of New Jersey, or NJSBA. Such use shall subject the user to disciplinary action up to and including dismissal. The Association shall cooperate with any legitimate law enforcement activity in these situations.
3. **Sexual Harassment:** The display of any sexually explicit image or document on any company system or the visit to any site that has such displays is a violation of Association policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded  
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using Association equipment. The Association may, at its discretion, use any software and data to identify inappropriate or sexually explicit Internet sites. It may block access from within its network to all such sites and others deemed harmful to staff or in violation of Association policies.

4. **Downloading of Software:** No software may be downloaded without the express written approval of staff assigned to monitor the computer system, in order to prevent viruses from invading the system. If approved, such software may be used only in ways consistent with relevant licenses and/or copyrights. No staff shall download or distribute pirated software or data. Any software or files downloaded into the Association's network via the Internet becomes the property of the Association.
5. **Security:** No staff shall use the Internet to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user. The Association has installed various security systems to ensure the safety and security of its networks. Any employee who attempts to disable, defeat, or circumvent any security software shall be subject to immediate dismissal.

D. Use of Internet e-mail

Internet e-mail shall be used only to communicate with board members, administrators, and others when such communications relate to Association business and/or staff responsibilities.

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Staff shall communicate with one another only through in-house Association e-mail.

NJSBA Web Site

NJSBA's web site was created to enable its members to access policies, materials, articles, labor relations databases and information about legislation, legal decisions, resources and services relevant to carrying out their responsibilities. Board members, chief school administrators, school business officials, legislators and other authorized persons will have access to this information through their own password.

A portion of the website will be open to the public. It will provide information about public schools and their governing boards of education, the criteria for becoming a board member, and NJSBA -- its mission and positions. News flashes, press releases, employment opportunities for chief school administrators, and links to other education-related web sites will also be public.

The information contained on the web site is the responsibility of NJSBA. All documents, databases and forms are the sole possession of NJSBA. NJSBA takes no responsibility for how those entering the site use the information, databases and forms contained therein.

The decision concerning which documents, databases and other information will be included on the web site is the responsibility of NJSBA. The Executive Director or designee must approve all additions or deletions to the web site. Staff assigned to maintain the web site are responsible for uploading all documents, databases, forms, and information to the site.

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BD 10/00