

Gillette, New Jersey 07933

TECHNOLOGY

The Long Hill Township Board of Education shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff, students, and other authorized users. Educational technology shall be infused into the district curriculum to maximize student achievement of the Core Curriculum Content Standards.

ACCEPTABLE USE OF COMPUTER TECHNOLOGY AND THE INTERNET

Purpose

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the Internet for designated students, designated staff, and other authorized users.

Limitation of Liability

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the Board be responsible for financial obligations arising through the unauthorized use of the system.

District Rights and Responsibilities

The computer system is the property of the district, and all computer software and hardware belongs to the district. Therefore, the district retains the right to monitor all network activity and access to all systems.

The Board designates the Chief School Administrator (CSA) as the coordinator of the district system. He/she shall recommend to the Board of Education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document

Technology

6142.10

retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

Each principal shall coordinate the district system in his/her building by approving all activities for that building, including but not limited to ensuring that teachers receive proper training in the use of the system, ensuring that students are adequately supervised when using the system, maintaining executed user agreements, and interpreting this acceptable use policy at the building level. Specifically, each principal shall develop or oversee the development and maintenance of an age-appropriate code of conduct for students in his/her building with respect to technology. This may or may not be included in the school's existing code of conduct manual. A separate agreement, to be signed by the student and his/her parent/guardian, is required for a student to use computers, access the Internet, or use any other technological equipment on school property. A separate agreement is to be signed by all designated staff and authorized users.

The agreements referenced are included in this policy in the section entitled "Acceptable Use Policy (AUP) Agreements".

Access to the System

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for Policy 5131 Conduct/Discipline. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

The Board shall ensure the acquisition and installation of blocking/filtering technology to deny access to certain areas of the Internet.

World Wide Web

Designated students, designated staff and other authorized users of the Board shall have access to the Web through the district's networked computers. The AUP signed by each student and his/her parent/guardian and each staff member and authorized user shall be required. To deny a child access, parents/guardians must notify the building principal in writing.

Individual E-Mail Accounts for Students

Students may have individual accounts at the request of teachers and with the consent of parents/guardians.

Individual E-mail Accounts for District Employees and Authorized Users

Designated district staff and other authorized users shall be provided with an individual account and access to the system.

Designated district staff and other authorized users are encouraged to use e-mail for work-related purposes to communicate with other staff, parents, authorized users, and organizations. Teachers are expected to check their e-mails once a day. E-mail containing SPAM should not be stored on the system and deleted promptly. Individual users are responsible for saving hard copies of e-mails as required by other policies, regulations, laws and/or as directed by district administration.

School e-mail addresses should not be given out to marketing companies, used to sign up for promotions, or other lists unless required specifically for work-related situations.

Attachments should not exceed 1MB in size per e-mail. Users should not e-mail themselves or ask anyone else to e-mail them attachments exceeding 1MB. E-mail system should not be utilized to transfer files – users should utilize USB drives.

Attachments containing confidential information must be password protected.

Users need to verify that they have correct e-mail addresses before sending the e-mail out.

Users shall check their electronic files/messages and delete them according to the document retention schedules.

Supervision of Students

Student use of the Internet shall be supervised by qualified staff.

Technology

6142.10

District Web Site

The Board authorizes the CSA to maintain the district web site, www.longhill.org. The purpose of the web site is to inform the district educational community of district programs, policies and practices. All reasonable accommodations will be made to enable users free and full access to the website.

Individual schools and classes may also establish web sites that include information on the activities of that school or class. The building principal shall oversee these web sites.

The CSA shall publish and disseminate guidelines on acceptable material for these web sites. The CSA shall also ensure that district and school web sites do not disclose personally identifiable information about students without prior written consent from parents/guardians. Consent shall be obtained on the form developed by the State Department of Education. "Personally identifiable information" refers to student names, photos, addresses, e-mail addresses, phone numbers and locations and times of class trips. Additionally building layouts, maps and emergency procedures are not to be published.

The district website is not responsible for content outside www.longhill.org.

Parental Notification and Responsibility

The CSA shall ensure that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child(ren) to have an individual account. Parents/guardians who do not wish their child(ren) to have access to the Internet or an individual account, must notify the principal in writing.

Student Safety Practices

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online.

Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Acceptable Use

Prohibited Activities

Users shall not attempt to gain unauthorized access to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses", trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems. This also includes connecting unauthorized devices to the system, including, but not limited to personal laptops, ipods, web-based tablets, and other IP devices, unless pre-approved by the technology coordinator.

Users shall not use the district system to engage in illegal activities or non-school related activities.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Technology

6142.10

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user disclose his/her password to another individual or via e-mail to an outside party.

Users shall immediately notify the supervising staff person or technology department if they detect a possible security problem or suspicious e-mail activity. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the technology coordinator.

Users shall follow all district virus protection procedures when installing or downloading approved software.

Users must sign off their accounts to prevent unauthorized access to the system.

Users who suspect that someone may know their password(without authorization) should change it immediately.

System Limits

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations.

Users shall check their electronic files/messages frequently and delete them according to the document retention schedules. Retention schedules may be established by OPRA(Open Public Records Act) or by the district for legal or other requirements.

Privacy Rights

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Technology

6142.10

Users shall not disseminate private information about another individual.

Software Work-at-Home Rights

Some software vendors allow staff and/or designated users to install district owned software on their home computer for evaluation, lesson prep, etc. When such software is provided, staff and individual users are responsible for reviewing work-at-home licensing and compliance with the vendor license agreement(s). Users agree to uninstall software when they are no longer employed by the district.

Usage Accommodations

All reasonable accommodations will be made for authorized users(staff, volunteers, students, etc.)to enable access to district technology. These accommodations include, but are not limited to large print text, oversized screens, speech-to-text and text-to-speech software and hardware, ergonomic furniture, etc.

Implementation

The CSA shall prepare regulations to implement this policy.

Acceptable Use Policy (AUP) Agreements

There are 3 Acceptable Use Policy (AUP) Agreements used in the district. They are included herein.

Long Hill Township School District
Technology Acceptable Use Policy (AUP) Agreement
September 2007 (K-3)

At the Long Hill Township School District, computer technology is provided for students to conduct research, communicate with others, and to promote learning and teaching. The District is committed to meeting the requirements of Child Internet Protection Act (CIPA) as well as other state and federal regulations relating to technology and Internet use. Computer access is a privilege and is only given to students once they have reviewed the rules, responsibilities and consequences listed below and have agreed to abide by them. Parental permission is required for students to use computer technology and Internet. Students who do not have parental permission to use the Internet will be provided with alternative activities.

Responsible and Appropriate Use of Computer Technology

- Use computer technology as directed by your teacher. Your teacher will tell you how to use the computer so that it will not be damaged or broken and kept clean. For example, no food or drink should be anywhere near the computer.
- Report computer problems to a teacher or supervisor.
- Use appropriate language when communicating with others. Speech that is not appropriate for class is not appropriate for the computer.
- Tell the teacher if any information that makes you feel uncomfortable is found on the computer. If an inappropriate comment is left on the computer in language that is not appropriate, the teacher must be told right away.
- Report to the teacher if others are violating these rules.
- Log off the computer when you are finished.

Incorrect Use of Computer Technology

- Do not change anything on the computer – files, software, how the computer is set up.
- Never give out personal information such as addresses, phone numbers, pictures, or name and location of the school without permission of a parent and a teacher. Never post personal information on a blog.
- Do not copy or use other people's work without their permission.
- Do not put pictures \ video online that were taken during school hours\ on school grounds - even when using a personal computer at home.
- Does not use the computer to send information that others may make other s feel uncomfortable.
- Do not access graphics or sign on to websites that show hate\violence or material that could offend people.
- Do not sign onto the computer using someone else's ID pretending to that person.

Consequences for violating this Agreement:

Each student is responsible for his or her actions and activity on the network. Students who violate this policy may have their network\computer privileges taken away or be suspended. Parents may be responsible for their children's actions when they intentionally damage or destroy a computer system or use in ways that violate the rules. Depending upon the situation, law enforcement agencies may be contacted.

Long Hill Township School District
Technology Acceptable Use Policy (AUP) Agreement
September 2007 (K-3)

My parent/guardian has explained to me, _____, the Acceptable Use Agreement. I understand the rules and agree to follow them.

Signature of the Student _____ Date ____ / ____ / ____

I, _____, being the parent/guardian of the above student have read and understood the above rules and have taken the time to explain them to my son\daughter. I am also aware of computer Policy 6142.10, which is available at the school office. I understand that even though my child will be provided with supervision and there is filtering mechanisms in place, during the use of technology systems\Internet, my child may encounter material inappropriate for them. I agree not to hold the Board or its employees liable. I give permission for my child to use technology systems and Internet.

Signature of the parent _____ Date ____ / ____ / ____

I, _____, the instructing teacher have thoroughly reviewed this agreement with the above named student and will immediately report any suspected violations of the rules to the building principal or technology coordinator.

Signature of the teacher _____ Date ____ / ____ / ____

Long Hill Township School District
Technology Acceptable Use Policy (AUP) Agreement
September 2007 (4-8)

At the Long Hill Township School District, computer technology is provided for students to conduct research, communicate with others, and to promote learning and teaching. The District is committed to meeting the requirements of Child Internet Protection Act (CIPA) as well as other state and federal regulations relating to technology and Internet use. Computer access is a privilege and is only given to students once they have reviewed the rules, responsibilities and consequences listed below and have agreed to abide by them. Parental permission is required for students to use computer technology and Internet. Students who do not have parental permission to use the Internet will be provided with alternative activities.

Responsible and Appropriate Use of Computer Technology

- Use computer technology for approved educational purposes as directed.
- Report computer issues to a teacher or supervisor.
- Use appropriate language when communicating with others. Students are expected to treat computer spaces, such as blogs and e-mail, as classroom spaces. Speech that is not appropriate for class is not appropriate for the computer.
- Tell the teacher/group leader if any information that is inappropriate is found on the computer. If an inappropriate comment is left on a blog, the teacher must be told right away.
- Report to the teacher if others are violating these rules.
- Search approved databases only as directed.
- Always cite the source of information which you will use in your own work .
- Log off the computer when finished using.
- Use e-mail only under the teacher's/group leader's direction.

Inappropriate Use of Computer Technology

- Do not change computer settings, install or download software.
- Never give out personal information such as addresses, phone numbers, pictures, or name and location of the school without permission of a parent and a teacher. Never post personal information on a blog.
- Do not disregard copyright law \ plagiarize \ copy or use other people's work without their permission and/or citing their sources
- Do not post pictures \ video online obtained during school hours\ on school grounds - even when using a personal computer at home.
- Do not delete or alter files on the system that do not belong to you.
- Do not use technology to transmit information that others may find offensive.
- Do not knowingly distribute computer viruses via school technology.
- Do not access inappropriate material, such as graphics that advocate hate\violence or material that could be considered offensive or pornographic.
- Do not access the computer using someone else's ID pretending to that person.

Consequences for violating this Agreement:

Each student is responsible for his or her actions and activity on the network. Students who violate this policy may have their network\computer privileges taken away, be suspended, or prosecuted by authorities. Parents may be responsible for their children's actions when they intentionally damage or destroy a computer system. When applicable, law enforcement agencies may be contacted regarding potential illegal activities.

Long Hill Township School District
Technology Acceptable Use Policy (AUP) Agreement
September 2007 (4-8)

I, _____, have reviewed with my parent(s)\guardian(s) this Acceptable Use Agreement. I understand the rules and agree to follow them.

Signature of the Student _____ Date ____ / ____ / ____

I, _____, being the parent/guardian of the above student have read and understood the above rules and have taken the time to explain them to my son\daughter. I am also aware of computer Policy 6142.10, which is available at the school office. I understand that even though my child will be provided with supervision and there is filtering mechanisms in place, during the use of technology systems\Internet, my child may encounter material inappropriate for them. I agree not to hold the Board or its employees liable. I give permission for my child to use technology systems and Internet.

Signature of the parent _____ Date ____ / ____ / ____

I, _____, the instructing teacher have thoroughly reviewed this agreement with the above named student and will immediately report any suspected violations of the rules to the building principal or technology coordinator.

Signature of the teacher _____ Date ____ / ____ / ____

Long Hill Township School District
Technology Acceptable Use Policy (AUP) 6142.10 Agreement
Staff

At Long Hill Township School District, computer technology is provided for staff use to conduct research, lesson planning, communicate with others, and to promote learning and teaching. The District is committed to meeting the requirements of Child Internet Protection Act(CIPA) as well as other state and federal regulations relating to technology and Internet use. Computer access is a privilege and is given to those who require it for work assignments and have reviewed the policy and agree to abide by the rules.

Consequences for violating this Agreement:

Each staff member is responsible for his or her actions and activity on the network. Staff who violates this policy may have their network\computer privileges taken away, be suspended, or appropriate disciplinary actions taken as well as being prosecuted by authorities. Staff may be responsible if it is determined that they intentionally damaged or destroyed a computer system or other item of technology equipment. When applicable, law enforcement agencies may be contacted regarding potential illegal activities.

I, _____, have read and understand the Acceptable Use Policy(AUP) 6142.10, which is available in the school office and on the school website I understand that even though filtering mechanisms are in place, through the use of technology systems\Internet, I may encounter offensive material. I agree not to hold the Board or it's employees liable. I will immediately report any suspected violations of the policy to technology coordinator or the Superintendent of Schools.

First reading: Sept. 24, 2007

Second reading: Sept. 24, 2007

Legal References:

N.J.S.A. 2A:38A-1 et seq.	Computer System
N.J.S.A. 2C:20-25	Computer Related Theft
N.J.S.A. 18A:7A-11	Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
N.J.S.A. 18A:36-35	School Internet websites; disclosure of certain student information prohibited
N.J.A.C. 6A:24-1.1 et seq.	<i>Urban Education Reform in the Abbott Districts</i>
See particularly:	
N.J.A.C. 6A:24-1.4,2.2,4.1,6.1	
N.J.A.C. 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
17 U.S.C. 101	United States Copyright Law
47 U.S.C. 254(h)	Children's Internet Protection Act
N.J. v. T.L.O. 469 U.S. 325 (1985)	
O'Connor v. Ortega 480 U.S. 709 (1987)	
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.	

Manual for the Evaluation of Local School Districts (September 2002)

Possible Cross References:

*1111	District publications
*3514	Equipment
3543	Office Services
*3570	District records and reports
4118.2/	
4218.2	Freedom of speech (staff)
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5131	Conduct/discipline
*5131.5	Vandalism/violence
*5142	Pupil safety
5145.2	Freedom of speech/expression (students)
*6144	Controversial issues
*6145.3	Publications
6161	Equipment, books and materials

*Indicates policy is included in the Critical Policy Reference Manual.