

POLICY

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Acceptable Use of Technology
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2361 Acceptable Use of Technology and Social Media

The District reaffirms its commitment to improving learning and teaching in a 21st Century educational environment. In support of its commitment, the District shall implement a comprehensive system of technology in order to ensure students and staff members have avenues of access to 21st Century information resources on the Internet.

The District supports access to these information resources, including social media sites, but reserves the right to limit in-school use to materials appropriate for educational purposes. The District directs the Superintendent to effect training of teaching staff members in skills relevant to analyzing and evaluating such resources as to appropriateness for educational purposes.

The District cannot guarantee the appropriateness of materials or accuracy of information that may be encountered on the Internet.

The District shall not be responsible for any harm or financial obligation arising from service interruptions, data loss, or any other circumstance resulting from the use of technology on or off school grounds.

District-Issued Technology

District-issued technology includes but is not limited to all electronic devices, databases, and communication systems and networks purchased, owned, maintained, or operated by the District for the benefit of students or staff members. Any technology device provided to a student or staff member is and shall remain the property of the District.

Students and staff members shall have no expectation of privacy in electronic information created, stored, or transferred using District-issued technology on or off school grounds.



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District personnel may monitor and/or collect any and all electronic files or communications to ensure the integrity and proper use of District-issued technology and to oversee compliance with Federal and State laws that regulate Internet safety.

In the event that the District provides to a student an electronic device that is equipped with a camera, GPS, or other feature capable of recording or collecting information, the District will not use such capabilities to violate the privacy rights of the student or the individuals residing with the student.

As a condition of issuing such a device to a student, the District will provide to the student's parent written notice of same and will require the parent to sign and return a written acknowledgement of receipt, which will be kept on file at the student's school for as long as the student retains the use of the device.

Individuals who use District-issued technology are required to properly secure same at all times in order to protect confidential or personally identifiable information, prevent unauthorized access, and guard against data and property theft, damage, or loss. This standard of care applies both on and off school grounds.

If any of these incidents should occur, the individual user is responsible for notifying the building administrator immediately. In the event of theft, the building administrator or his/her designee must immediately file an incident report where the incident occurred and provide a copy of the report to the District within two weeks.

Students and staff members shall not download any additional software or alter, re-format, or otherwise tamper with the security settings or pre-loaded software on a District-issued device without prior approval from the Department of Technology.



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The District may impose disciplinary sanctions and enforce any financial obligations against individual users whose negligence in using, storing, or securing District-issued technology results in theft, damage, or loss. Replacement cost is the fair-market replacement value of the item or device as determined by the Business Administrator.

Privately-Owned Technology

Privately-owned technology means hardware and software that is purchased and/or maintained at no expense to the District and is not owned by the District.

The District assumes no responsibility for any privately-owned technology brought to school by a student or staff member. The student or staff member shall be responsible for the proper operation and use of any privately-owned technology brought to school.

The District will not provide technical support for any privately-owned technology. The District will not grant network access to students on privately-owned devices without the approval of a network administrator.

The use of privately-owned technology by a student during the school day must be approved by the student's parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the student's instructional program.

A teaching staff member may approve a student's use of privately-owned technology based on the assignment(s) to the student. The use of privately-owned technology by a student may also be prohibited by the teaching staff member based on the assignment(s).



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The teaching staff member will ensure the use of privately-owned technology provides no unfair advantage or benefit to those students who have access to such technology over those who do not.

Acceptable Use of Technology

Access to technology is granted for approved purposes only. The District retains the right to restrict or terminate access at any time, for any reason.

In addition to the standards, guidelines, and expectations for acceptable use of technology and social media, students and staff members are required to comply with all conduct standards, guidelines, and expectations described in all other District policies and regulations that apply.

Students who use technology in school are prohibited from turning on or using audio/video recording devices or transmitters on school grounds during the school day, or on school transportation, or during school events or school-sponsored activities, except in emergency situations or with permission from school staff and parental consent.

Any audio and/or video recording by a student made with permission of a school staff member while participating in a curricular or school-sponsored activity where other students or staff members are present shall require the permission for such recording or transmission from any other student and their parents and/or staff members whose voice or image is to be recorded or transmitted.

Inappropriate conduct outside a staff member's professional responsibilities may deem them as unfit to discharge the duties and functions of their position. Staff members are advised that communications, publications, photographs, and other information appearing on the Internet deemed inappropriate by the District could be cause for dismissal of a non-tenured staff member or to



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certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are further advised to be concerned and aware such conduct deemed inappropriate includes, but is not limited to, communications and/or publications disseminated through e-mail, text-messaging, social networking, or any other form of electronic communication that is directed and/or available to students or for public display or publication.

The District hereby adopts the following standards of conduct for the use of technology and declares unethical, unacceptable, or illegal behavior as just cause for initiating disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

Any individual using a privately-owned device or District-issued technology shall be subject to disciplinary and/or legal action for engaging in the following conduct:

- A. Use for illegal, unapproved or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Unapproved activities are defined as those that are not authorized by the District or for which the District did not intend to grant access. Obscene activities are defined as those that violate generally accepted social standards for reasonable use of technology owned or issued by the District.
- B. Violation or infringement of copyrights or other forms of intellectual property.
- C. Violation of license agreements or any other contract or form of agreement.
- D. Use for a purpose or in a manner that involves:



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1. Disruption, obstruction, rerouting, or other forms of interference with the flow of network traffic;
2. Degradation or disruption of equipment or system performance;
3. Promotion or facilitation of commercial purposes, financial gain, fraud, data theft, or intellectual property law violations;
4. Promotion or facilitation of unauthorized access to the data of another or manipulation of such data without permission;
5. Transmission of forged or falsified electronic communications that misrepresent the identity of the actual sender;
6. Violation or intrusion upon the reasonable privacy of others;
7. Possession or control of data that would violate this Policy;
8. Disclosure of confidential information about the school District or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including students and/or their families;
9. Conduct that has the effect of insulting, demeaning, harassing, intimidating, or bullying any student or group of students;
10. Conduct that creates a hostile educational environment for any student or group of students by interfering with education or by severely or pervasively causing physical or emotional harm; and/or



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11. Other uses of technology which interfere with or inhibit the educational purposes of the District.

Social Media

Social media is a pervasive form of communication that promotes web-based user-generated content within social channels. The District is committed to supporting and facilitating the responsible use of social media for educational purposes.

The building principals or their designees shall provide information to students and staff members concerning the acceptable use of various social media platforms; social media behavior that ensures cyber safety, cyber security, and cyber ethics; and potential negative consequences, including cyber bullying, of failing to use various social media platforms responsibly.

In addition, students and staff members shall be reminded annually regarding the importance of refraining from conduct on social media sites that may distract from or disrupt the educational process. When using personal social media and networking sites, students and staff members are expected to use responsible privacy settings and adhere to the following guidelines:

- A. Exercise care and good judgment when posting content and information.
- B. Uphold the District's value of respect for the individual and do not make statements that are defamatory, harassing, or discriminatory toward members of the school community or that otherwise violate any of the District's policies.
- C. Do not disclose any confidential information about the school District or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including students and/or their families.



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- D. Do not post any materials of a sexually graphic nature.
- E. Do not post any materials that promote violence.
- F. Do not use social networking sites in any way that would be detrimental to the mission and function of the District.

Any electronic communication that is potentially adverse to the operation, morale, or efficiency of the District, may be deemed a violation of this Policy. Additionally, staff members are expressly prohibited from initiating or accepting requests to "friend", "follow", or otherwise communicate with students via non-educationally based social media sites without the prior written approval of a member of the Superintendent's Cabinet.

If the Superintendent believes that the activity of a student or staff member on any social networking site violates the District's policies, regulations, or other legal restrictions, the District or Superintendent may request that the individual cease such activity. Depending on the severity of the incident, the individual may be subject to disciplinary action.

District and School Electronic Communications

The District's system of technology shall include web sites, blogs, and social media for communicating information to students, parents, and staff members regarding District news, events, programs, policies, and practices. The Superintendent or his/her designee shall publish guidelines to enable individual schools and classes to establish web sites, blogs, and social media to communicate appropriate information about the activities of that school or class to the school community. The Building Principal or his/her designee shall be responsible for the oversight of each school's online presence.

The District acknowledges that students' names, photos or images, residential addresses, e-mail addresses, phone numbers and locations constitute personally identifiable information in



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which students and their parents have privacy interests. Although the District cannot control the spread of information that is published on the Internet, the District shall not publish non-public personally identifiable information of students without the prior written consent of the student's parent or guardian.

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school District shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school District, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the District as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and world wide web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.



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Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the District shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every student regarding appropriate online behavior, including students interacting with other individuals on social networking sites and/or chat rooms, and cyber-bullying awareness and response.

The District will provide reasonable public notice and will hold one annual public hearing during a regular monthly District meeting or during a designated special District meeting to address and receive public community input on the Internet safety 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.

The school District will certify on an annual basis, that the schools, including media centers/libraries in the District, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school District enforces the requirements of these Acts and this Policy.

Consent Requirement

Students and staff shall be required to sign and submit to their school principal or supervisor a written form acknowledging that they reviewed this policy, understand its contents, and agree to use technology and social media in a responsible manner. Acknowledgement forms for students shall also contain a parental consent provision that must be signed by the student's parent or



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legal guardian as a condition of the student's use of District-issued or privately-owned technology in school.

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by law enforcement.

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

N.J.S.A. 18A:36-39

Federal Communications Commission: Children's Internet Protection Act
Federal Communications Commission: Neighborhood Children's Internet Protection Act

Cross-reference with District policies and regulations 0157, 2360, 2363, 3281, 3321, 4281, 4321, 5512, and 5516

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