

POLICY

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2360 USE OF TECHNOLOGY

The Board of Education recognizes that the use of technology in the educational process is essential as part of the schooling experience. Technology is to be viewed as a tool to enhance the learning process among other tools that are required for teachers and students to fully explore the curriculum. In addition, technology can be used to enhance the administration of the schools and the district. In order to provide direction and meaning to the use of technology as an instructional tool, the Board directs that the Superintendent and the teaching and support staff use technology as a regular part of the learning process in every area of the curricular area.

For purposes of this policy "technology" means the use of computers and computer peripherals, communications, networks, access to databases and libraries of information and the integration of audio, video, multimedia devices and media for purposes of teaching and learning.

The Superintendent in consultation with the teaching and support staff shall recommend to the Board the acquisition of appropriate technology to best implement the curricular, instructional and administrative program of the school district. The Superintendent shall prepare a technology plan for the school district to encompass the following:

Curricular, Instructional and Administrative Need

The technology plan shall define the curricular, instructional and administrative need for technological equipment and media for each area of instruction and shall project the need to the extent possible for a three-year period.

In-service Education



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The Board shall provide opportunities to participate in in-service programs for employees on all hardware or software programs to be used in the execution of educational and administrative tasks. In-service programs may be provided on or off site. The cost of tuition for in-service programs may be reimbursed by the Board.

District Responsibility

1. The Director of Technology will serve as the coordinator to oversee the district system and will work with other county or state organizations as necessary.

2. The technology teacher and/or facilitator will serve as the building-level coordinator for the district network services, they will provide for and support building-level activities, ensure teachers receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, maintain executed user agreements and be responsible for interpreting the District Acceptable Use Policy at the building level.

3. The Director of Technology will establish a process for setting-up staff and class accounts, set guidelines for disk usage on the system and establish a district virus protection process.

C. Technical Services Provided through District System

1. E-mail. E-mail allows employees and students to communicate with people throughout the world. Users will agree to the regulations contained in the District Acceptable Use Policy governing the activities on these accounts.

2. World Wide Web. The Web provides access to a wide range of information in the form of text, graphics, photographs, video and sound, from throughout the world. The Web is a valuable research tool for students and employees.



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3. File Transfer Protocol (FTP.) FTP allows users to download large files and computer software.

4. News groups. News groups are discussion groups. The BBECN will provide access to selected news groups that relate to subjects that are appropriate to the educational purpose of the system.

5. Internet Relay Chat (IRC.) IRC provides the capability of engaging in "real-time" discussion. The BBECN will provide access to IRC only for specifically defined educational activities.

6. Blocking software. The BBECN will utilize software designed to block access to certain sites.

D, Equipment Acquisition

The school district shall acquire technology equipment through direct purchase, lease purchase or combination of direct, lease purchases and lease/purchases.

E. Access to the System

1. The District Acceptable Use Policy will govern all uses of the BBECN.

2. Student's use of the system will also be governed by the existing disciplinary code. Employee's use will also be governed by existing district policy and the collective bargaining agreement as it relates to professional conduct.

3. World Wide Web. All district employees and students will have access to the Web through the BBECN computers. Students and staff must acknowledge and agree to follow conduct specified in the District Acceptable Uses Policy. Parents may specifically request that their child(ren) not be provided such access by



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notifying the district in writing or whatever procedure the district uses for other permissions.

4. Student E-mail. there will be no individual E-mail account for students. E-mail communications will be handled through generic school address accounts supervised by the technology staff or other designated staff members with the approval of the Director of Technology.

5. District Employee E-mail Accounts. District employees will be provided with an individual account upon receipt of training or verification of literacy by the Director of Technology. Application will be done in writing and will require a signature denoting their understanding of and desire to honor the Acceptable Use Policy of the district.

6. Guest Accounts. Guests may receive an individual account, with the approval of the Director of Technology, if there is a specific district-related purpose requiring such access. Use of the system by a guest must be specifically limited to the district-related purpose. An agreement will be required. The district may allow home schoolers to obtain access through the district system.

F. Parental Notification and Responsibility

1. The Superintendent or designee shall inform parent(s) or legal guardian(s) of computers and software purchased by the district in order that a computer purchased privately for home use may be compatible with the computer and software the pupil uses in the school setting.

2. The district will notify the parents about the BBECN and the policies governing its use. Parents may request alternative activities for their child(ren) that do not require Internet access.



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3. The Districts 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 be fitting 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 students' 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 BBECN.

4. The district will provide students and parents with guidelines for student safety while using the Internet.

G. District Limitation of Liability

The Bayonne Board of Education makes no warranties of any kind, either express or implied, that the function or the services provided by or through the BBECN will be error-free or without defect. The Bayonne Board of Education will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The BBECN is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Bayonne Board of Education will not be responsible for financial obligations arising through the unauthorized use of the system.

H. Due Process

1. the Bayonne Board of Education will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the BBECN.

2. In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be



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provided with a written notice of the alleged violation and an opportunity to present an explanation before a neutral administrator or have the opportunity to be heard in the manner set forth in 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 an electronic network.

4. Employee violations of the district Acceptable Use Policy will be handled in accord with district policy or the collective bargaining agreement.

I. Search and Seizure

1. System users have a limited privacy expectation in the contents of their personal files on the BBECN.

2. Routing maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Acceptable Use Policy, the disciplinary code, or the law.

3. And individual search will be conducted if there is reasonable suspicion that a user has violated the law or the disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

J. Copyright and Plagiarism

1. District policies on copyright will govern the use of material accessed through the BBECN. Because of extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement.



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Teachers will instruct students to respect copyright and to request permission when appropriate.

2. District policies on plagiarism will govern use of material accessed through the BBECN. Teachers will instruct students in appropriate research and citation practices.

K. Academic Freedom, Selection of Material, Student Right to Free Speech.

1. Board Policies on Academic Freedom and Free Speech will govern the use of the Internet.

2. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

L. District Web Site

1. District Web Site. The Bayonne Board of Education may establish a Web site and may develop Web pages that will present information about the District. The Director of Technology, or his/her appointee will be designated the Webmaster responsible for maintaining the District Web site.

2. School or Class Web Pages. Schools and classes may establish Web pages that present information about the school or class activities. the building principal will designate an



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individual to be responsible for managing the school Web site. Teachers will be responsible for maintaining their class site.

3. Student Web Pages. With the approval of the Director of Technology, students may establish personal Web pages. The Director will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. material presented in the student's Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the Bayonne Board of Education or (name of) school."

4. Extracurricular Organization Web Pages. With the approval of the building principal extracurricular organizations may establish web pages. The principal will establish a process of criteria for establishment and posting of material, including pointers to other sites, on these pages. Material presented on the organization Web page must relate specifically to organization activities and will include only student-produced material. Organization Web pages must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the Bayonne Board of Education or (name of) school."

M. District Acceptable Use Policy

The following uses of the BBECN are considered unacceptable:

1. Personal Safety (Restriction are for students only)
 - a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
 - b. Users will not agree to meet with someone they have met online without their parent's approval and participation.



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c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

a. Users will not attempt to gain unauthorized access to the District system or to any other computer system through the BBECN, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's file. These actions are illegal, even if only for the purpose of "browsing."

b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c. Users will not use the BBECN to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

The Superintendent shall develop security procedures to include, but not be limited to, the following areas:

A. Physical Security of Equipment

All Computer equipment shall be maintained in a secure manner appropriate to its location.

B Data Security

a. Under no conditions should a user provide their password to another person.

b. Users will immediately notify the Director of Technology if they have identified a possible security problem. Users will not go looking for security problems, because they may be construed as an illegal attempt to gain access.



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c. Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if they download software.

d. Back-up procedures for system files, libraries, and data shall be practiced in a timely fashion.

e. Disaster recovery plans shall be kept up-to-date at all times.

4. Inappropriate Language

a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.

d. Users will not engage in personal attack, including prejudicial or discriminatory attacks.

e. Users will not harass other persons. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them message, they must stop.

f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.



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b. Users will not post private information about another person.

6. Respecting Resource Limits

a. Users will use the system only for educational and professional or career development activities, and limited, high-quality, self-discovery activities.

b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.

c. Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

d. Users will check their e-mail frequently, delete unwanted messages promptly.

e. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

7. Plagiarism and Copyright Infringement

Users will respect the right of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. Inappropriate Access to Material



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a. Users will not use the BBECN to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature.) For students, a special exception may be made for hate literature if the purpose of such access is to conduct research and access is approved by the teacher and the Director of that curricular area. District employees may access the above material only in the context of legitimate research.

b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against allegation that they have intentionally violated the Acceptable Use Policy.

Audio/Video

All audio and/or video materials shall be used in accordance with the copyright laws of the United States. Teachers, students or staff who create audio or video materials containing the voices or images of the individuals involved shall obtain proper releases from those individuals, their parent(s) or legal guardian(s) or instructional use within the school.

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