

2360 – USE OF TECHNOLOGY

The Board recognizes the use of technology in the educational process is an essential part of the schooling experience. Technology is to be viewed as a resource to enhance the learning process among other resources available to teachers and students. 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 resource, the Board requires and supports staff use of technology as a component of the learning process.

For purposes of this policy "technology" includes, but is not limited to, the use of **computers and computer peripherals**, computing devices (includes chromebooks, laptops, iPads, cellphones and other district issued devices), communications networks, access to databases and libraries of information and the integration of audio, video conferencing, multimedia devices and media for purposes of teaching and learning.

The Superintendent, in consultation with 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, financial cost, support services, and administrative need for technological equipment and media for the district.

Inservice Education

The Board shall provide opportunities for school staff to participate in inservice programs on hardware or software programs to be used in the execution of educational and administrative tasks. Inservice programs may be provided in or out of the district.

Standards, Codes and References

All technology installations shall conform to the industry standards and applicable federal, State and local statutes and codes.

POLICY

PEQUANNOCK TOWNSHIP BOARD OF EDUCATION

Facilities Planning

In all facilities projects involving new constructions, additions and renovations, the Superintendent or designee shall insure the plans include provisions for current and future technology needs in terms of the structural, electric/electronic, mechanical, acoustical and visual systems of the building(s). All educational specifications shall include features required for the use of instructional technology.

Computing Devices

The school district will provide support or maintenance agreements for specified brands of computing devices. All other computers purchased or donated will be subject to repair only when non-allocated funding is available and therefore may remain unrepaired until funding is available.

Computer Software Acquisition and Upgrading

The school district will only support the specified upgrades and training. Staff members shall not purchase and/or install software or extensions that have not been included on a list of specified software or been approved by the Principal.

The Superintendent will recommend the purchase of upgrades to software as needed. An evaluation of upgrades shall be made by appropriate personnel and no upgrade shall be purchased without the express approval of the Principal.

Site Licenses

In the case where more than one copy of a software program is required, the Principal or appropriately designated staff member shall attempt to acquire or negotiate a site license with the software developers. In the event a site license is not possible, vendors shall be sought who will provide multiple copies at a discounted cost.

Software Copyright

All employees shall strictly adhere to the copyright laws of the United States. No software shall be copied and/or distributed except in accordance with these laws. All district approved software and/or extensions placed on computing devices, workstations or any network with public access shall be copy protected by the Principal or appropriately designated staff member who shall assure that individuals who have access to such programs shall not copy them without authorization.

POLICY

PEQUANNOCK TOWNSHIP
BOARD OF EDUCATION

External Communications

The Board encourages the use of external communications so schools may utilize the vast resources of external databases and communicate with other schools, external agencies, and businesses throughout the world. Gateways to such communications will be supported by the school district. The use of particular gateways shall be approved by the Principal or appropriately designated staff member. The staff member shall be responsible for the installation of district approved software and/or pushing out extensions in district owned computers and/or computer systems that prevents access to gateways and Internet sites that have material considered by the Superintendent to be inappropriate for use by students.

Computer Laboratories and Distributed Computing

In order to provide teacher, staff and student access to computing devices the Board directs that provisions be made to provide computer access in computer laboratories, classrooms, and school libraries/media centers, and distributed Chromebooks or other district issued computing devices to students in school or remote learning locations.

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) for instructional use within the school and on district approved social media websites.

Broadcast Rights and Copyrights

The Board specifically retains the Broadcast rights and copyrights to all materials created by employees of the Board as part of their responsibilities to the Board. Any financial remuneration for the use of such materials shall be retained by the Board.

Computer Security

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

1. Physical Security of Equipment

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

POLICY

PEQUANNOCK TOWNSHIP
BOARD OF EDUCATION

2. Data Security

- a. Back-up procedures for system files, libraries, and data shall be practiced in a timely fashion.
- b. Disaster recovery plans shall be kept up-to-date at all times.
- c. Password protection and/or two-factor identification shall be in place and updated periodically.
- d. Resource security shall be in place to prevent unauthorized access to system files, libraries, and data.

3. Employee Training

All new employees having, as part of their job responsibilities, access to computers and information systems will be trained in the proper security procedures outlined above.

All employees having, as part of their job responsibilities, access to computers and information systems will be kept up-to-date on current security procedures for equipment and data.

4. Transaction Audit Trail

Appropriate procedures will be maintained in order to monitor system activity and users, as necessary.

5. Security Officer

The Superintendent shall designate the district's computer security officer to monitor system security procedures.

Students are not permitted to use cellular telephones or any other electronic communication devices during the school day except in instances where an administrator or teacher has granted permission for instructional purposes only. In grades 6-12, this prohibition shall not apply during the student's lunch period.

For students in grades 6 through 12, the use of any such device for the purposes of photography, or the capture, display, transmission, or receipt of any visual images, either still or video, is prohibited during school hours unless granted permission by teacher for instructional purposes.

POLICY ————— PEQUANNOCK TOWNSHIP

BOARD OF EDUCATION

Use of Facsimile (FAX) Machines

Fax machines provide a useful means of communicating and shall be subject to the same rules that apply to the use of telephones. All incoming faxes shall be considered confidential mail. No disclosure of the contents of any fax shall be made except to the individual for whom the fax is intended. Any individual violating this confidentiality shall be subject to discipline as provided by the policies and regulations of the Board.

N.J.A.C. 6A:26-6.1 et seq.
17 U.S.C. 101 et seq.

Adopted: 11 November 1999
Revised and Adopted: 28 March 2006
Revised and Adopted: 12 January 2015
Revised and Adopted: 13 July, 2020