

# POLICY

## BOARD OF EDUCATION MOUNT OLIVE TOWNSHIP

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USE OF TECHNOLOGY

### 2360 DISTRICT USE OF TECHNOLOGY

The Board 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 and employ technology in the smooth administration of the school district.

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

The District Supervisor of Technology, 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 District Supervisor of Technology shall prepare a technology plan for the school district that shall 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

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.



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### Standards, Codes and References

All technology installations shall conform to the following standards, codes and references N.J.S.A. 18A, N.J.A.C. 5:23 and 6:22, BOCA National Building Code, NEMA, EIA/TIA 568 and 569 (Electronics Industry Association/Telecommunications Industry Association), LPC NFPA 78 (Lighting Protection code) IEEE 802.3 - Ethernet and 802.5 Token Ring (Institute of Electrical and Electronic Engineers), UL (Underwriter's Laboratories), ANSI (American National Standards Institute) and ADA (Americans with Disabilities Act).

### Facilities Planning

In all facilities projects involving new constructions, additions and renovations the District Supervisor of Technology shall insure that the plans include provisions for current and future technology needs in terms of the structural, electric/electronic, mechanical, acoustical, data, and visual systems of the building(s). All educational and administrative specifications shall include under the description of instructional and administrative activities and implications for technology and under special features, those features required for the use of instructional and administrative technology.

### Computers

The school district will provide support or maintenance agreements for approved technology purchases which meet district standards and donations appropriate for classroom use. If the repair of older equipment is not deemed to be cost-effective or feasible, replacements will be purchased where funding is available. All other equipment purchased or donated will be subject to repair only with the approval of the District Supervisor of Technology.

### Computer Software Acquisition and Upgrading

The Board will purchase new and upgrades to existing software on a periodic basis. An evaluation of needs shall be made by appropriate personnel and no programs or upgrades shall be purchased without the express approval of the Superintendent or his designee.



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### Site Licenses

In the case where more than one copy of a software program is required, the Superintendent or designee shall attempt to acquire or negotiate site or district licenses with the software developers or resellers. In the event that site licenses are not possible, vendors shall be sought who will provide multiple copies at competitive prices.

### Software Copyright

All employees shall strictly adhere to the copyright laws of the United States. No software shall be installed on district workstations or any network devices unless purchased by the district and approved by the District Supervisor of Technology.

### Internal and External Communication

The school district shall provide communication between schools by:

- Voice network
- Voicemail
- Data network
- Internet Gateway
- Email
- FAX

### Equipment Acquisition

The school district shall acquire technology equipment through direct purchase or lease purchase.

All technology equipment shall be considered to have a useful life of five years. The District Supervisor of Technology shall develop a plan for the continual replacement and upgrading of equipment.



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### Computer Laboratories

The Board may provide computer laboratories where clusters of computers and computer peripherals are available. When computer laboratories are provided, they shall be accessible to all teachers and pupils who have a defined educational need for computing facilities.

### 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 parents or legal guardians prior to using those materials for other than classroom or instructional use within the school.

### Interactive Television

Teachers or pupils may participate in interactive television courses provided in conjunction with other education institutions. Full credit may be obtained by pupils for participating in such courses. If the teacher involved is not the teacher of the course but rather a proctor, such assignment shall be counted as a duty rather than an instructional assignment.

### Informing Parents, Legal Guardians and Interested Parties

The Superintendent or designee shall make information available to parents or legal guardians 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.

### Technology Coordination

The Superintendent shall appoint a District Supervisor of Technology to assure the technology needs of the district are met in the most efficient manner possible at the lowest costs available to meet specified needs. The position of District Supervisor of Technology shall be full time.



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The Superintendent shall prepare a job description for the District Supervisor of Technology.

### Instructional Media Center/Library

The Instructional Media Center/Library shall be the division of each school responsible for coordinating the distribution and use of educational technology throughout the school. Teachers, students and staff shall be given the opportunity to indicate data and publication needs. All items available through the IMC/Library shall be cataloged electronically and are to be available through the school's computer network. To avoid duplication, all media and software purchases shall be coordinated through the IMC/Library and approved by the District Supervisor of Technology and the school principal. In determining approval, the following factors shall be taken into account:

1. The title of the material;
2. Any recognized rating of the material (eg. motion picture industry rating);
3. The relevance to the curriculum;
4. The cost of the media or software;
5. The viability of the company producing the software;
6. District standards.

### 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 and specifically dedicated to enhance technology used as part of the educational program.



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### Computer Security

The District Supervisor of Technology 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.

#### 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 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.



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### 5. Security Officer

The Superintendent shall designate a Computer Security Officer to monitor system security procedures.

### Use of Beepers in School

Students shall not possess a beeper/paging device while on school property or while attending school-sponsored activities on or off school property, unless the student is in attendance in the capacity of an active member of a volunteer emergency fire/medical service organization. A beeper is defined as a telecommunications paging device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

A person who discovers a student in possession of a such device in violation of this policy shall report the violation to the principal or designee, who shall confiscate the device. On the first offense, the device will be turned over to the parents or legal guardians. On the second offense, additional appropriate actions shall be taken in accordance with Regulation 5600.

### 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. 6:22-5.4  
17 U.S.C. 101 et seq.

Adopted: 29 June 1998  
Revised: 9 September 2002



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