ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS & RESOURCES

INTERNET USE: The internet is a privilege, not a right.

Access to computer networks/computers is given ONLY to students who have signed the district Acceptable Use Policy and agree to act in a considerate, appropriate, and responsible manner.

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. School district personnel will monitor networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety.

Due to the complex association between government agencies and computer networks/computers and the requirements of Federal and State laws, the end user of the school district's computer networks/computers must adhere to strict regulations. Regulations are provided to assure staff, community, pupils, and parent(s) or legal guardian(s) of pupils are aware of their responsibilities.

ONLINE CONDUCT: Communications on the computer networks/computers are often public in nature and policies and regulations governing appropriate behavior and communications apply. The school district's networks, Internet access, and computers are provided for pupils to conduct research, complete school assignments, and communicate with others. **Students are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers.**

Prohibited behavior and/or conduct using the school district's networks/computers include, but are not limited
to:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in
   section 1460 of Title 18, United States Code;
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256
   of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

5. Depicting, describing, or representing 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;
6. Cyberbullying;
7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
8. Harassing, insulting, or attacking others;
9. Damaging computers, computer systems, or computer networks/computers;
10. Violating copyright laws;
11. Using another's password;
12. Trespassing in another's folders, work or files;
13. Intentionally wasting limited resources;
14. Employing the computer networks/computers for commercial purposes; and/or
15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

INTERNET SAFETY: Compliance with Children's Internet Protection Act
As a condition for receipt of certain Federal funding, the school district has technology protection measures for
all computers in the school district, including computers in media centers/libraries, that block and/or filter
material or visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, 4, 5,
6, and 7 above and in the Children's Internet Protection Act. The school district will certify the schools in the
district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the
district complies with and enforces Policy and Regulation 2361.

NETWORK USE: All students are given a unique login for the district network. When using district
computers, students MUST log in using their own personal login information. Under NO circumstances should
a student share personal network information.

NETWORK ETIQUETTE: The accepted rules of network etiquette include, but are not limited to:

1. Be polite. Do not get abusive in messages to others.
2. Use appropriate language. Do not swear, use profanity, or any other inappropriate language.

3. Do not reveal personal information such as your address, phone number, etc. to others while using the network.
4. Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities (such as lockers). School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential.
5. Do not use the network in such a way that you would disrupt the use of others.

EMAIL GUIDELINES: The following guidelines are provided to assist staff and community members to
utilize email effectively in an educational setting. Email can be used for clarification of assignments, due date
questions, field trip questions, requests for a phone call, thank you notes, communicating with staff members, etc. Parent Portal is also a source of information for parents and students.

We request that you consider the following when sending email:

- Be sure to put the topic of your email in the subject line. Teachers and staff often delete emails from unfamiliar addresses in an effort to avoid SPAM;
- Email is not to be used for discussions, discipline issues, student information (privacy laws), or anything of a time-sensitive nature. Confidential items should be discussed over the phone or in person.
- Please allow teachers and staff one (1) business day (24 hours) to respond to your email prior to making a second contact.

CHROMEBOOK USE

Technology is integrated into the curriculum offered in the North Arlington Public Schools. In the elementary schools (K-5), students are assigned a Chromebook for their intended use throughout the year. In grades 3-5, the devices are expected to go home, and be utilized for homework, or other necessary classwork. It is imperative that the Chromebooks are fully charged at home and brought back to school for the following day.

Students are expected to adhere to the Acceptable Use of Computer Networks/Computer & Resources outlined above. The Chromebook and other district-issued devices, email/Google accounts, server space, etc., are the property of the North Arlington Public Schools and, as a result, may be subject to inspection at any time. The student should have no expectation of privacy of materials found on a Chromebook, their Google Drive or Gmail account. Supplied devices are an educational tool and not intended for personal use (gaming, social networking, or high-end computing). The Chromebook assigned to you is your responsibility. Negligence on your part will result in fines and/or disciplinary action.

CHROMEBOOK USE CONTINUED

CHROMEBOOK CARE:

Screen

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the screen by following the rules below:

- Do not lift the Chromebook by the screen. When moving a Chromebook, support it from the bottom with the lid closed.
- Do not clean the screen, alert your teacher if your Chromebook screen appears dirty.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (pens, pencils, notebooks).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Failure to comply with the above may result in damage fines.

Student Responsibility/Usage

- Follow each teacher's rules and expectations regarding use in the classroom.
- Do not allow other students to use your Chromebook or leave it unattended.
- Do not trade, swap or lend your Chromebook to anyone else
- Do not insert anything into the available ports on the device, unless it is for their intended use.
- Do not change district settings or remove district identification tag from the device.
- Do not bring your charger to school. It is your responsibility to bring your Chromebook to school fully charged.
- Do not pick keys from the keyboard
- Comply with trademark and copyright laws and license agreements.
- Failure to comply with the above may result in damage fines.

Managing Files and Saving Work

- Students will be logging into North Arlington Public School's G Suite domain and saving documents to Google Drive via the Chromebook.
- Storage space on the Chromebook device should NOT be utilized.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless otherwise instructed by the classroom teacher.
- Students should NOT download apps, games, music, or other programs to their device.
- Failure to comply with the above may result in disciplinary action.

Printing

- Printing is not available from the Chromebooks.

Security

The district uses a centralized Chromebook management system, which is utilized to change security settings,
update software, add or remove applications, and monitor usage.

- Periodic checks of Chromebooks and/or Google account may be made to ensure that students have not added or removed apps/extensions.
- Any attempt to change the configuration settings of Chromebooks will result in immediate disciplinary action.
- All activity on the Chromebook and district-issued emailed account, whether conducted at school or off site, is subject to search as District property.
- Chromebooks may be inspected at any time.

Privacy

- As per the Anti-Big Brother Act (N.J.S.A. 18A:36-39), school-issued electronic devices have the ability to record or collect information on user's activity, both online and offline.
- All files stored on the North Arlington Public Schools' G-Suite accounts or network are the property of the district and are subject to regular review and monitoring for responsible use.
- Internet history and email checks may occur at the discretion of the District Administration. Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued Chromebook.

Repairs and Fees

- If repairs/replacements are needed due to abuse or neglect, there will be a fee.
- Fee for needed repairs will not exceed the replacement cost of the Chromebook.
- Any hardware/software repairs not due to misuse or intentional damage will be covered by the district.
- Any intentional or accidental damage to the device may be subject to a fine.
- Fines will be imposed as the circumstances warrant at the discretion of the district.
- A tiered damage scale, and Chromebook replacement cost can be found in the Technology section on the North Arlington website, or by clicking here: Chromebook Damage Information

STUDENT USE OF INTERNET-ENABLED & NON-INTERNET ENABLED DEVICES

As required by New Jersey law (P.L. 2025, c. 195), the Board of Education adopted Policy and Regulation 5516 which— outside of very limited exceptions that must be previously approved by the district—prohibits students from using internet-enabled devices (e.g. cell phones, wireless headphones, personal laptops/tablets, gaming devices, meta glasses, smart watches, etc.). Additionally, Policy and Regulation 5516 prohibits students from using non-internet enabled communication devices (e.g. non-internet connected cell phones, beepers, two-way radios, etc.), while on school grounds during the school day. Students who violate Policy 5516 are subject to disciplinary consequences as outlined in Regulation 5516.