

Sample Discretionary Policy*

****Sample discretionary policies compiled and distributed by NJSBA are not model district policies or suggested best practices and should not be adopted without district revisions and consultation with your board attorney.***

TECHNOLOGY AND SCHOOL OPERATIONS

The board of education is committed to providing the students of this district with the technology, tools and resources that enhance achievement for 21st century learners. The board shall endeavor to establish and maintain the technology infrastructure necessary for all students, administrators and staff to safely access the Internet and to communicate virtually.

The skill sets for college and career readiness in the 21st century higher education and employment environments will require students to master the use of technology as a productivity tool, not just a social networking and gaming tool. Excellence in education requires that technology and Internet access be seamlessly integrated throughout the educational program. Integrating the use of technology and access to the Internet in all areas of the educational program promotes student achievement in the Common Core State Standards for mathematics and language arts and literacy and the Core Curriculum Content Standards by:

- A. Providing access to staff development and educational materials and resources;
- B. Providing information for research and study both inside and outside the classroom;
- C. Facilitating skill development and competency in the use of technology;
- D. Connecting the classroom to other local, national and global educational communities;
- E. Enhancing the continuous dynamic interaction among students, educators, parents and the extended community.

The board directs the chief school administrator to oversee the development and implementation district's technology plans and initiatives as detailed in this policy.

NOTE: IF THE BOARD WANTS TO ENCOURAGE STUDENTS TO BRING PERSONAL ELECTRONIC DEVICES TO SCHOOL, IT CAN ADD AND/OR MODIFY THIS SECTION.

Bring Your Own Device (BYOD)

Students will be encouraged to utilize personal technology devices to enhance learning in the classroom. Unless the classroom teacher specifically authorizes utilization of personal devices, such devices must remain off and put away. Personal electronic devices may not be used at any time in locker rooms, restrooms, and the nurse's office.

- A. The district will allow middle school and high school students to bring their own authorized technology devices (currently includes laptops, netbooks, eReaders, iPads, and android tablets) for personal use at the following specified times during the school day:
 - 1. Before/after school; and
 - 2. In the classroom when specifically permitted by the classroom teacher.
- B. Registration

Students shall register their device in the main office. When a student brings his/her own technology

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device onto school grounds, he/she shall utilize the district filtered wireless network, only. Students shall sign in using their assigned username and password. By authenticating and logging into the district network, the student is agreeing to comply with the terms of the district policy 6142.10 Internet Safety and Technology covering acceptable use (AUP). Once on the district network, all users will have filtered Internet access on their personal equipment in compliance with the Children's Internet Protection Act (CIPA), just as they would on district devices.

C. Acceptable Devices

1. Computers

Laptops and netbooks with either Windows or Apple operating systems are permitted on our network. It is expected that these devices will have 1) an updated web browser from which students are able to access necessary tools; 2) current antivirus software; and 3) be fully charged and maintained to work properly during the school day.

2. Mobile Devices

Tablet technology and eReaders are clearly useful for productivity purposes and will enhance instruction, so they are permitted for use on our network. This category includes but is not limited to iPads, Android tablets (Samsung Galaxy, Asus Transformer, etc.), and eReaders (Kindles, Nooks, etc.).

The category referred to as "handheld devices", which includes iPods, MP3/4 players, and smartphones are not permitted, at this time. We understand that many of these devices offer some of the same features as the more conventional wireless technology, however at this time handheld devices are not identified as approved "learning tools" included by the district policies.

Students and staff are required to access the district's wireless network when using the approved devices during the school day under the supervision of the classroom teacher or when authorized to use approved devices for personal use as approved by the school principal. While users may operate their own devices to access the Internet, they must do so by way of the district's filtered wireless connections. The use of private (3G/4G) network access on school grounds is prohibited. Users may not disable, override or circumvent district technology filters and protection measures.

NOTE: IF THE BOARD WANTS TO FURNISH DISTRICT OWNED ELECTRONIC DEVICES TO STUDENTS, IT CAN ADD AND/OR MODIFY THIS SECTION AS APPROPRIATE.

School Issued Electronic Devices

School furnished electronic devices will be distributed in September. The chief school administrator or his or her designee shall develop guidelines for the equitable distribution of the available equipment by class or grade. The distribution of school furnished electronic devices shall not be discriminatory and shall be in compliance with law and board policies for nondiscrimination (2224 and 6121).

Parents and students shall sign and return copies of the *School Furnished Electronic Device Protection Plan*, *Student Pledge*, and *Acceptable Use Policy* documents before the school furnished electronic device shall be issued. The School Furnished Electronic Device Protection Plan shall outline the requirements for obtaining the school furnished electronic device.

Any student issued a school furnished electronic device shall be liable for any damage suffered during the period of its use. He/she shall be responsible for its safe return (board policy 3514 Equipment).

NOTE: THE FOLLOWING IS MANDATED CONTENT IF YOU FURNISH DISTRICT OWNED ELECTRONIC DEVICES.

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The district may furnish students with electronic devices such as laptop computers, tablets, notebooks, cellular telephones, or other electronic devices. When a student is furnished with an electronic device the district shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student furnished an electronic device shall acknowledge receipt of the notification. The district shall retain the acknowledgement as long as the student retains the use of the electronic device.

Failure to provide the required notification shall be subject to a fine of \$250 per student, per incident. If imposed, the fine shall be remitted to the Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils.

NOTE: IF THE BOARD WANTS TO PROHIBIT RECORDING WITH ELECTRONIC DEVICES AT SCHOOL, IT CAN ADD AND/OR MODIFY THIS SECTION.

Unauthorized Use of Recording Technology on School Issued or Personal Electronic Devices

Students are prohibited to use personal or school issued electronic devices to record or photograph teachers, other staff members and students unless specifically authorized by the principal. Students found to be engaging in unauthorized recording or photographing shall be subject to discipline according to the school code of student conduct including but not limited to restriction on the use of their device, the privilege to have a school issued device or bring their own device to school revoked, confiscation of the electronic device, detention and suspension.

NOTE: IF THE BOARD WANTS INCLUDE GUIDELINES FOR ACCEPTABLE ACCESS TO THE INTERNET, IT CAN ADD AND/OR MODIFY THIS SECTION.

Availability of Access

Access to the school district's filtered wireless network utilizing school issued or personal wireless devices shall be made available to secondary students, employees and members of the board primarily for instructional and administrative purposes, in accordance with the Acceptable Use Policy for Technology (board policy 6142.10) and this policy.

Conditions of use for the district's network shall be permitted as long as the user's actions:

- A. Comply with the responsibilities specified in the District's Acceptable Use Policy (AUP) for Technology (6142.10);
- B. Impose no tangible costs to the district;
- C. Do not unduly burden the district's computers, or network resources;
- D. Have no adverse effect on an employee's job performance or on a student's academic performance;
- E. Do not cause a substantial disruption to the educational environment.

Parents/guardians and students shall sign and return the signature page of the district acceptable use agreement (board policy 6142.10) before access to the district network shall be granted.

Students may also be required to complete a district instructional program on acceptable use of technology and the rules and restrictions for personally owned technology at school.

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Access to the district's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all rules governing use of the system and shall agree in writing to comply with such regulations and guidelines.

Noncompliance with the applicable regulations may result in limitation, suspension, or termination of privileges and other disciplinary action consistent with the district code of student conduct (board policy 5131 Conduct and Discipline). Violations may result in disciplinary action up to and including suspension and criminal prosecution as appropriate to the severity of the offense.

NOTE: IF THE BOARD WANTS TO PROHIBIT CERTAIN NETWORK ACCESS, IT CAN ADD AND/OR MODIFY THIS SECTION (THIS SECTION SHOULD BE REVIEWED BY YOUR TECHNOLOGY SUPERVISOR/DIRECTOR).

Prohibited Network Use

The use of 3G/4G network access is prohibited. Mobile devices such as laptops, tablets, e-readers, are often equipped with 3G/4G wireless accessibility, which the district is unable to filter or monitor, in legal compliance with the Children's Internet Protection Act. Students and employees who bring 3G/4G-enabled devices must access the Internet via the district's filtered Wi-Fi connection, only. Violators may have their devices confiscated; the use of their device restricted and be subjected to other disciplinary action.

NOTE: IF THE BOARD WANTS TO PROVIDE STAFF TRAINING AND/OR DEVELOPMENT REGARDING TECHNOLOGY AND INSTRUCTION, IT CAN ADD AND/OR MODIFY THIS SECTION.

Staff Development and Training

The board is committed to providing staff development and training opportunities to all teaching staff members including administrators that support the development of 21st century skills and knowledge necessary to effectively integrate educational technology throughout educational program.

The chief school administrator in conjunction with the school improvement panel shall ensure that the school staff development plans provide opportunities for staff development and training programs as necessary to ensure that school teaching staff members are familiar with the uses and functions of educational technology and the teaching strategies that utilize this technology. The building principal shall ensure that teaching staff consistently apply the skills acquired and use technology in the day to day educational programs.

NOTE: IF THE BOARD WANTS TO ESTABLISH GOALS FOR INTEGRATING TECHNOLOGY IN THE CLASSROOM, IT CAN ADD AND/OR MODIFY THIS SECTION.

Technology and Curriculum

The chief school administrator in consultation with the supervisor of the curriculum shall oversee research and implement curriculum teaching strategies that provide students with the opportunity to use technology and Internet resources in every class.

Teacher-student relationships help guide students on how to use technology properly and therefore enhancing college and career readiness. Through structured classroom experiences teachers shall encourage students to:

- A. Use technology practically and master the basics of managing their electronic resources so that they can achieve their learning goals. Students will become completely comfortable with using technology and get rid of any "tech phobia" they might have from past experiences;
- B. Use technology in a healthy way to connect with people in the world through social media (Facebook, Twitter, Academy Central, etc.). This interaction is to foster collaboration and community awareness;
- C. Use technology creatively and in a way that reflects the goals of their courses by showing enriched

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learning and depth of thinking;

- D. Use technology in a manner that they can continue to develop “information literacy” -- being able to sift through and discern important information that can be used in their academic pursuits;
- E. Use technology in order to discover what issues are going on in the world and how our students might be part of a solution in the future;
- F. Use technology in a disciplined manner so that technology does not become a constant distraction that takes away from relationships and productivity.

NOTE: IF THE BOARD WANTS TO PROVIDE GUIDELINES FOR STATE ASSESSMENTS, IT CAN ADD AND/OR MODIFY THIS SECTION.

Technology and State Assessments

The PARCC Assessments shall be administered online. Teachers shall ensure that students are familiar with the use of technological devices for the administration of the assessment in order to prevent technical inexperience from adversely affecting the test scores.

The district shall provide the necessary equipment, software and network resources for students to take state assessments online, submit assignments online, as well as receive teacher feedback, grades and evaluations online. The chief school administrator or his or her designee shall consult with the school technology supervisor/director, curriculum supervisor and the board technology committee in the selection equipment, programs and applications to support consistent use of technology in the educational program and prepare students with the skills necessary for online state assessments.

The district information technology supervisor/director or his or her designee shall be onsite and available on all days that state assessments are being administered.

NOTE: IF THE BOARD WANTS TO ESTABLISH A TECHNOLOGY COMMITTEE, IT CAN ADD AND/OR MODIFY THIS SECTION.

Technology Committee

The board shall establish a technology committee that shall oversee the district technology plan and its effective implementation. The technology committee shall include the involvement and support of school administrators with fiscal and managerial responsibilities (i.e. chief school administrators, business administrators, and principals) and individuals who ultimately use and support educational technology systems (i.e. teachers, curriculum supervisors, students, technology staff). Participation of the multiple stakeholders in the planning and design of the school technology plan shall facilitate an understanding of the project goals across the school community and support the implementation of the goals.

The committee may include:

- A. District and school representatives including the chief school administrator, board of education members, students, teachers, administrators, curriculum supervisors, support staff, IT staff/IT review committee, and community representatives;
- B. Board of education committees as necessary and appropriate – facilities committee, finance committee, instruction and curriculum committee;
- C. Design consultants - the architect and/or engineers or other professional services personnel of record providing design services necessary to the implementation of the technology plan.

The IT director/supervisor shall take part in all technology committee meetings and system planning and design meetings with design consultants and other contractors as needed. The IT director/supervisor shall be

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responsible for the approval of all iterations of technology-related design documents and receive progress reports.

NOTE: IF THE BOARD WANTS TO CREATE GUIDELINES FOR THE SELECTION AND/OR PURCHASE OF TECHNOLOGY, IT CAN ADD AND/OR MODIFY THIS SECTION.

Technology Selection and Purchase

The district will establish and maintain the technology infrastructure necessary for all students, administrators and staff to safely access digital information on demand and to communicate virtually.

The district information technology (IT) director/supervisor shall direct the planning and decision making process for infrastructure remodeling and modernization and the selection of equipment, software, and Internet service providers. The IT director/supervisor shall be responsible for the regular review and maintenance of the district's or school's technology plan. The devices selected and purchased for student use shall be affordable and provide the features most suited to classroom use and at a minimum:

- A. Have Internet capacity;
- B. Be school network compatible;
- C. Have word processing capability;
- D. Have a physical key board.

All changes to the district technology plan shall be board approved. Contracts, purchases and payments shall be board approved according to board policy (see policies 3320 Purchasing Procedures, 3326 Payment for Goods and Services, and 3327 Relations with Vendors).

Adopted:

Key Words

Technology, Acceptable Use, AUP, Technology Plan, Technology Committee, Electronic Device, Computer, School Furnished Electronic Device, Internet, Equipment

<u>Legal References:</u>	<u>N.J.S.A. 2A:38A-1 et seq.</u>	Computer System
	<u>N.J.S.A. 2C:20-25</u>	Computer Related Theft
	<u>N.J.S.A. 18A:7A-10</u>	NJQSAC
	<u>N.J.S.A. 18A:36-35</u>	School Internet websites; disclosure of certain student information prohibited
	<u>N.J.S.A. 18A:36-39</u>	Notification by school to certain persons using certain electronic devices; fine
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
	17 <u>U.S.C. 101</u>	- United States Copyright Law
	47 <u>CFR 54.503(d)</u>	- <u>Competitive Bidding; Gift Restrictions</u>
	47 <u>U.S.C. 254(h)</u>	- <u>Children's Internet Protection Act</u>
	<u>No Child Left Behind Act of 2001</u> , Pub. L. 107-110, 20 <u>U.S.C.A. 6301 et seq.</u>	

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<u>Cross References:</u>	*1200	Participation by the community
	*2224	Nondiscrimination/affirmative action
	*3100	Budget planning and preparation
	*3320	Purchasing procedures
	*3514	Equipment
	*3570	District records and reports
	*4119.26/4219.26	Electronic communication by staff members
	*5114	Suspension and expulsion
	*5124	Reporting to parents/guardians
	*5131	Conduct/discipline
	*5131.1	Harassment, intimidation and bullying
	*6000/6010	Concepts and roles, goals and objectives for instruction
	*6142.10	Internet safety and technology
	*6161.1	Guidelines for the evaluation and selection of instructional materials

*Indicates policy is included in the Critical Policy Reference Manual.