



Technology Responsible Use Policy, Procedures and Information Handbook for Students, Parents, and Guardians

2020 - 2021

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The Manalapan-Englishtown Regional School District
Technology Responsible Use Policy, Procedures, and Information
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The focus of the Technology program at the Manalapan-Englishtown Regional School District is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future and one of the learning tools of these twenty-first century students is the Chromebook computer, but may also include other devices. The individual use of technology devices, including Chromebooks, is a way to empower students to maximize their full potential and to prepare them for high school, college and the workplace. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning integrates technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all technology devices used in the Manalapan-Englishtown Regional School District including Chromebooks, iPads, tablets, routers, or any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1. TAKING CARE OF YOUR SCHOOL OWNED DEVICE

Students are responsible for the general care of their school-owned technology devices they have been issued. District-owned devices will be labeled so that they may be identified. A record of the serial number and student to whom the device is assigned will be kept in the distributing school.

1.1 General Precautions

Chromebooks, iPads, routers, etc. are school property, and all users will follow this policy and the **District's Acceptable Use of Computer Policy** which is located in the Student Handbook and on the district website.

- Only use a clean, soft cloth to clean screens; no cleansers of any type.
- Cords and cables must be inserted carefully into the devices to prevent damage.
- All district-owned devices must remain free of any writing, drawing, stickers, or labels.

1.2 Screen Care

Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near or on top of the devices that could put pressure on the screen.
- Don't bump the devices against any surface as it will eventually break the screen.

- Do not pick the Chromebook up by display or top cover.

1.3 Damage

Families are required to participate in an insurance policy provided by the district for district - owned devices.

- District-owned devices that are broken or fail to work properly must be taken to your school's computer technician for an evaluation of the equipment.
- District-owned devices that malfunction or are damaged must be reported to the computer technician.
- The school district will be responsible for repairing district-owned devices that malfunction due to non-malicious injury.
- District-owned devices that have been damaged from student misuse or neglect will be repaired with the cost being charged to the student. This damage includes, but is not limited to: broken screens, cracked plastic pieces, missing keys, and defaced covers,. Should the cost for repair exceed the cost of purchasing a new device, the student will be responsible for the full replacement cost of the device.
- Excessive damage may result in the loss of take home privileges.

2. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

2.1 Network Access

- Chromebooks must be connected at all times when in use on the district's secure filtered wireless network only. No other networks or hotspots can be used.

2.2 Chromebook Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair. There may be a delay in getting a Chromebook should the school not have enough to loan.

2.3 Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.

2.4 Sounds and Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- All software/apps must be approved and provided by the school district.

3. MANAGING YOUR FILES & SAVING YOUR WORK

3.1 Saving on Chrome

- Student's work done on the Chromebook will be saved to the cloud. Students work on iPads and done in a Google app will be saved to the cloud. Students can access their work from any computer by logging into Chrome.

3.2 Network Connectivity

- The Manalapan-Englishtown Regional School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the Manalapan-Englishtown Regional School District will not be responsible for lost or missing data.

4. SOFTWARE/APPS

4.1 Original Software

- The original software/apps must remain on the district-owned device in usable condition and be easily accessible at all times. From time to time the school may add software applications/apps for use in a particular course. The licenses for this software may require that the software be deleted from a student account at the completion of the course. Periodic checks of district-owned devices will be made to ensure that students have not removed required apps.

4.2 Additional Software

- Students will need approval to install third party apps and extensions.

4.3 Inspection

- Students may be selected at random to provide their district-owned devices for inspection.

4.4 Procedure for Restoring Software

- If technical difficulties occur or non district authorized software/apps are discovered, the district-owned devices will be restored to its original image. The school does not accept responsibility for the loss of any software or documents deleted due to a re-image.

5. RESPONSIBLE USE

The Manalapan-Englishtown Regional School District considers internet, computer, Chromebook, iPad, and other district-owned device usage as both a privilege and a necessity for students to experience enhanced learning; however, this right does not supersede each student's right to a healthy and safe learning environment. In that vein, we will outline acceptable and unacceptable use regarding technology as part of our learning environment. The students, staff, and administration of the Manalapan-Englishtown Regional School District agree to follow guidelines and acceptable behaviors of our policy. Additionally, the Manalapan-Englishtown Regional School District considers parents and guardians a vital part of

students' instruction support, and we ask that parents and guardians agree to set and follow reasonable guidelines for supervision outside of school.

5.1 General Staff Responsibilities

- Staff members in charge of supervising students should make reasonable efforts to monitor student use of the internet and technology to ensure that such is acceptable academic behavior. Staff members should also attend periodic training sessions to enhance their own understanding of hardware, software, and the Internet as tools of instruction. Staff is also required to follow all district guidelines regarding the use of district approved digital resources and ensure that all resources adhere to the district privacy guidelines.

5.2 Parent and Guardian Responsibilities

- Students issued district-owned devices such as Chromebooks or iPads, to use at school for academic purposes. Students can also access their district issued Google account to do school work from home. While the district has a filtering system on the school network, the Manalapan-Englishtown Regional School District recognizes that students' home networks may not be filtered. We ask parents to discuss and establish acceptable use in their own homes and hold their child(ren) accountable to their expectations.

5.3 User Responsibilities

- Technology is offered to students at no cost while they are at school. In order to maintain the privilege of using technology both at home and at school, users must agree to comply with the following responsible uses:
 - All use of school technology must be grounded in academic purposes and align with learning objectives specific to classes offered at the Manalapan-Englishtown Regional School District.
 - Network accounts and hardware (including but not limited to school email accounts, computers, and Chromebooks) should be considered school property.
 - Users agree to be monitored and supervised by both announced and unannounced checks and recognize that the Manalapan-Englishtown Regional School District reserves the right to determine if specific uses of the network or equipment are consistent with acceptable use policies. Communication and information accessible on the network may be viewed by district administration and security personnel as appropriate.
 - With the exception of accessibility and minor settings, users agree to maintain the software and app configuration of computers, Chromebooks and iPads set by the Manalapan-Englishtown Regional School District.
 - Network accounts and district-owned devices are to be used only by the authorized user of the account.
- Network, hardware, and software should be viewed as tools of learning and kept in good working order, including but not limited to:
 - equipment should be secured when not in use and treated carefully at all times;

- equipment should be kept clean and away from foods and liquids;
 - equipment should not be altered in any way;
 - cords and cables must be inserted and removed carefully; and
 - Any malfunctions or possible repairs needed, should be reported to the school's computer technician.
- Students should exhibit superior digital citizenship for all technology-related interactions including but not limited to:
- being mindful of giving out personal information;
 - using inappropriate language;
 - committing plagiarism and copying others' work;
 - attempting to access or accessing others' accounts; and
 - using district technology for inappropriate or non-educational purposes.
- Students/parents/guardians should not take photos, screenshots, record any video or audio from the virtual instruction sessions. Doing so is in violation of [District Policy 5516](#).
- Students should be reminded that virtual instruction is to be considered the same as the physical classroom. The same rules of conduct and behavior apply to virtual instruction as applies in the classroom, including school dress code.
- Not all classes/teachers will use the same digital tools and programs as others; comparison of instructional methods on social media sites is not productive. If there are specific concerns, please contact the teacher directly.
- A number of tools may be used during virtual instruction. Families need to prepare their homes for the implementation of these tools, many of which include video conferencing, including but not limited to:
- being mindful about what family activities can potentially be heard/seen during the use of video conferencing; and
 - ensuring the backgrounds on display during video conferencing is school appropriate and not distracting to viewers.
- Many rely on body language and facial expressions for communication. It is important for developing relationships and a sense of belonging. Therefore, it is strongly recommended that students and teachers show their faces, not a photo or other graphic, during all video conferencing.

5.4 Consequences:

- Consequences for a student who violates the responsible use policy shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent

with Policy 5600 and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A: 16-7.1.

5.5 Disclaimer

- The Manalapan-Englishtown Regional School District will periodically review the acceptable use policies and reserves the right to change the policies to further the academic environment for students. The Manalapan-Englishtown Regional School District cannot be held accountable for the following:
 - Information retrieved on the network.
 - Privacy of electronic communications whether in the email system, in Google Classroom, Google products, in audio or video formats. System administrators have access to all activities and will monitor these activities as appropriate. Inappropriate or illegal communication of any form will be reported and dealt with by the proper authorities.
 - Damages users may suffer including loss of data from delays of service interruptions or malfunctions caused by the district's negligence or user errors or omissions. Users agree to use technology, storage, and data at your own risk.
 - Costs or charges incurred as a result of seeing or accepting information or any costs, liability, or damages caused by the way a user chooses to use his/her access to the district network or out of school networks used with district-owned devices.

5.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, district administrator, or parent.
- Plagiarism is a violation of the Manalapan-Englishtown Regional School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6. Video Conferencing

Video conferencing is an efficient virtual instructional tool, but it does create a doorway between the homes of our students and our staff. We want to ensure that we are opening that door while continuing to maintain a professional environment. We have chosen to utilize Google Meet as our video conferencing tool.

While your child is participating in video conferencing, we ask you and your child to adhere to all Manalapan-Englishtown Regional Schools Board of Education policies, including:

- [2361](#) - Acceptable Use of Computer Networks/Computers and Resources
- [5516](#) - Use of Electronic Communication and Recording Devices
- [3283](#) - Electronic Communications Between Staff Members and Students
- [4283](#) - Electronic Communications Between Support Staff Members and Students

Please be aware that we are recommending all teachers record their video conferences. These recordings will not be shared. They will only be viewed by an administrator if a specific concern regarding protocols, school rules, or district policies is presented to administration. By default, the recording will automatically be saved in the teacher's Google Drive.

If you would like your child to participate, but would not like them to appear on video, your child can be audible and not visible by clicking on the video camera icon located on the bottom of the screen.

7. MANDATED DISCLOSURE REGARDING DISTRICT PROVIDED DEVICES

Technical devices provided by the Manalapan-Englishtown Regional School District may record or collect information on student activity or the student use of the technology device. The school district shall not use any of the recordings or recording capabilities in a manner that would violate the privacy rights of the student or individual residing with the pupil. A signed written acknowledgement of this notification by the parent is required before the issuance of a technology device to a pupil. Electronic signatures of acknowledgement are acceptable.