

Willingboro Public School District Student/Parent Technology Acceptable Usage Policy

The Willingboro Public School District ("District") recognizes that the nature of teaching and learning changes as new technologies shift the manner in which information is accessed, communicated, and transferred. Access to technology will allow pupils to explore databases, sites, and bulletin boards while exchanging information with individuals throughout the world. The District supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes.

The District also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using District approved standards. The District, therefore, adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The District provides access to computer networks/computers and other technology for educational purposes only. The District retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. School district personnel will monitor network and online activity, to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

In accordance with the foregoing, the District shall, at times, allow the use of District-owned devices, including Chromebooks & Chrome Tablets pursuant to the 1:1 Chromebook initiative, by students enrolled in certain classes. These students, and their parent/guardian, must be advised of and agree to abide by the Acceptable Use Policy of the District as well as the Laptop Usage Policy, discussed below. The device may record or collect information on the student's activity or use of the device, however, under no circumstances will a student's privacy be violated with the device, as per New Jersey's Anti-Big Brother Act (A2932/S2057).

Acceptable Use Policy

I. Standards for Use of Computer Networks

Students will use their devices at home or school only for school-related purposes. Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using computer networks/computers for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, local laws, and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of

generally accepted social standards for use of publicly owned and operated communication vehicles.

- B. Using computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements, or other contracts.
- C. Using computer networks in a manner that:
 - a. Intentionally disrupts network traffic or crashes the network;
 - b. Degrades or disrupts equipment or system performance;
 - c. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 - d. Steals data or other intellectual property;
 - e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 - f. Gains or seeks unauthorized access to resources or entities;
 - g. Forges electronic mail messages or uses an account owned by others;
 - h. Invades the privacy of others;
 - i. Posts anonymous messages;
 - j. Possesses any data which is a violation of this Policy; and/or
 - k. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

II. Internet Safety/Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents 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.

The Acceptable Use Policy also establishes Internet safety policies and procedures in the district as required in the Neighborhood Children's Internet Protection Act. This policy addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors

online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors, and measures designed to restrict minors access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act, and the Neighborhood Children's Internet Protection Act, the District shall determine other Internet material that is inappropriate for minors.

III. Violations

Individuals violating this Policy shall be subject to the consequences and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

Laptop Regulations

Prior to the issuance of a device, students and parents must sign and agree to adhere to the Acceptable Use Policy. In addition, the student will be required to sign an acknowledgment when the laptop and its equipment are received.

1. The device is an educational tool and should be used in that capacity only. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate, or bully any person or persons. Any violation of law through the use of this technology may be dealt with through disciplinary action and may result in the suspension and/or cancelation of privileges.
2. Once the device is issued, the student is responsible for it at all times. If the device or any of its components is suspected to be lost, students must report it immediately to their homeroom teacher who will contact the main office and the technology department.
3. Students will ensure that devices are recharged daily and have a fully charged battery each morning.
4. Devices are subjected to recall at any time by school personnel. Specifically, devices will, on occasion, be required to be furnished to the school for repair and potential

replacement.

5. Keep all food and drinks away from the laptops.
6. DO NOT physically mark up the laptop or its storage case with writing, stickers, or other items that might deface or damage the laptop finish, screen, or other components.
7. Students will transport their laptops in a secure manner and will store them in secure locations when not using them.
8. Students will keep their device in its storage case when not in use to avoid damage.
9. The student is responsible to save and backup any schoolwork or pertinent data.
10. Keep passwords confidential.
11. Use the laptop on a flat, stable surface.
12. Avoid touching the screen. When cleaning is necessary, wipe the laptop surface lightly with a soft cloth. Never use a cleaner, such as Windex or water, to clean laptop screens.
13. Do not rest pencils/pens or other items on the keyboard. Closing the laptop with items on the keyboard may accidentally damage the screen.
14. Students will return the laptops, cases and power cords in good working condition at the end of the year and/or upon the District's demand.
15. Laptops are school district property. If a student fails to surrender their device prior to leaving the Willingboro Public Schools District, then the student will be in possession of stolen property and appropriate charges will be filed.

Lost, Stolen, Vandalized, and Broken Devices

With the implementation of the 1:1 Chromebook Initiative, there is a need to protect the investment of the District, as well as the rights of the student and parent/guardian. Insurance has been purchased by the district through the Worth Avenue Insurance Group. This insurance plan will cover:

- Accidental Damage (cracked screens, liquid spills)
- Liquid Submersion
- Theft/Burglary/Robbery
- Fire/Flood Damage
- Vandalism
- Natural Disasters
- Power Surge due to Lightning

In cases of fire, theft, vandalism, or other criminal acts, a police or fire report must be filed with the appropriate government agency and a copy of the report must be submitted to the School District before the device will be repaired or replaced. A student making a false report will be subject to disciplinary action.

The District is implementing a strict policy for damage to the device and its accessories. Accidental or intentional loss or damage is not covered, except for as described above. The student is responsible for returning the device in good working order, except for reasonable wear and tear. The District will assess any damage and will charge parents/guardians according to the fee schedule below, up to the cost of full replacement (currently valued at \$275).

A student's right to use and possession of the device and accessories terminates upon the last day of the school year, the District's demand, or the student's withdrawal. Students acknowledge that they will be responsible for the device at all times. If the device or its components is suspected to be lost, damaged, or malfunctioning, students will report it immediately to their homeroom teacher.

The chart below outlines the most common repair costs, which are subject to change based upon market conditions:

Part/Component	Costs (subject to change based on market conditions)
Chromebook Lost or Damaged Beyond Repair	\$275
Tablet Lost or Damaged Beyond Repair	\$275
Lost Chromebook Case	\$30
Lost Chromebook Power Adapter	\$38
Damaged Screen	\$60
Damaged Keyboard	\$25
Damaged Hinges	\$15

Parent or Guardian Agreement

As the parent or guardian of _____

I have read the electronic resources Acceptable Use Policy, guidelines, and laptop regulations established by the Willingboro Public Schools. I understand that my son/daughter has been provided access to educational technology tools, networked computer services and resources such as web-based applications, electronic mail, and the Internet. I have read and discussed with my child the district's Acceptable Use Policy, device regulations, and penalties involved. I understand I will be held accountable for the financial burden of repairs due to damages.

I understand individuals and families may be held liable for violations. I further understand that any violation of the regulations is unethical and should my child commit any violation, his/her access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken and I will be responsible for reimbursement of damage and/or loss. I understand that some materials on the computers or internet may be objectionable, but I accept responsibility for guidance of computer or internet use and conveying standards for my child to follow when selecting, sharing or exploring information and media. I understand that the district has taken reasonable precautions to prevent access by students to objectionable material. I also understand that on a global network it is impossible to effectively control the content of data at all times.

Parent or Guardian Name (Please Print) _____

Parent or Guardian Signature/Date _____

Student User Agreement

I understand and will abide by the procedures and Acceptable Use Policy and Laptop Regulations for educational technology tools and electronic resources of the Willingboro Public Schools. I further understand that any violation of the regulations is unethical, and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken and I will be responsible for reimbursement of damage and/or loss.

Student Name (Please Print) _____

Student Signature/Date _____