

### TECHNOLOGY

## **2360 USE OF TECHNOLOGY**

Purpose of Policy: The Board of Education organizes its Policy Manual in order that users can easily locate the policies and regulations.

The Board of Education recognizes the use of technology in the educational process is an essential part of the schooling experience. Technology is to be viewed as a resource to enhance the learning process among other resources available to teachers and pupils. 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 resource, the Board encourages and supports staff use of technology as a component of the learning process.

For purposes of this policy “technology” includes, but is not limited to, the use of computers and computer peripherals, communications networks, access to databases and libraries of information and the integration of audio, video, multimedia devices and media for purposes of teaching and learning.

The Superintendent, in consultation with 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 Superintendent shall prepare a technology plan for the school district to 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 the district.

#### In-service Education

The Board shall provide opportunities for school staff to participate in in-service programs on hardware or software programs to be used in the execution of educational and administrative tasks. In-service programs may be provided in or out of the district.

#### Standards, Codes and References

All technology installations shall conform to the industry standards and applicable federal, State and local statutes and codes.

#### Facilities Planning

In all facilities projects involving new constructions, additions, and renovations the Superintendent or designee shall ensure the plans include provisions for current and future technology needs in terms of the structural, electric/electronic, mechanical, acoustical and visual systems of the building(s). All educational specifications shall include features required for the use of instructional technology.

#### Computers

The school district will provide support or maintenance agreements for specified brands of computers. All other computers purchased or donated will be subject to repair only when non-allocated funding is available and therefore may remain unrepaired until funding is available.

#### Computer Software Acquisition and Upgrading

The school district will only support the specified upgrades and training. Staff members shall not purchase software that has

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not been included on a list of specified software or has been approved by the Superintendent.

The Superintendent will recommend the purchase of upgrades to software as needed. An evaluation of upgrades shall be made by appropriate personnel and no upgrade shall be purchased without the express approval of the Manchester IT Department.

#### Site Licenses

In the case where more than one copy of a software program is required, the Manchester IT Department shall attempt to acquire or negotiate a site license with the software developers. In the event a site license is not possible, vendors shall be sought who will provide multiple copies at a discounted cost.

#### Software Copyright

All employees shall strictly adhere to the copyright laws of the United States. No software shall be copied and/or distributed except in accordance with these laws. All software placed on media workstations or any network with public access shall be copy protected by the Manchester IT Department, who shall assure that individuals who have access to such programs shall not copy them without authorization.

#### Internal Communication (District)

The school district shall provide communication between schools by a variety of means.

#### External Communications

The Board encourages the use of external communications so schools may utilize the vast resources of external databases and communicate with other schools, external agencies, and businesses throughout the world. Gateways to such communications will be supported by the school district. The use of particular gateways shall be approved by the Manchester IT Department. The Manchester IT Department shall be responsible for the installation of software in district owned computers and/or computer systems that prevents access to gateways and Internet sites that have material considered by the Manchester IT Department to be inappropriate for use by pupils.

#### Computer Laboratories and Distributed Computing

In order to provide teacher, staff, and pupil access to computers, the Board directs that provisions be made to provide computer access in computer laboratories, classrooms, and school libraries/media centers.

#### Audio/Video

All audio and/or video materials shall be used in accordance with the copyright laws of the United States. Teachers, pupils, 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 parent(s) or legal guardian(s) for instructional use within the school.

#### Informing Parents, Legal Guardians and Interested Parties

Upon request, the Building Principal shall make available to parent/legal guardians the computer hardware and software used in 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

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The Board shall appoint the Manchester IT Department 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.

#### 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.

#### Computer Security

The Manchester IT Department 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.
5. Security Officer  
The Superintendent shall designate the Manchester IT Department as the district's Computer Security Officer to monitor system security procedures.

#### 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. 6A:26-6.1 et seq.  
17 U.S.C. 101 et seq.

Adopted: 05 November 2008