

Long Valley Middle School/Washington Township Schools

Vision & Beliefs

The WTSchools community is deeply committed to promoting the positive development and well-being of its young people through a well-rounded educational program dedicated to inspiring lifelong learning in its students through the design and implementation of comprehensive, 21st-century curricula. There exists a strong commitment to developing technology-infused curricula, blended learning opportunities, and to fostering learner independence. To these ends, WTS has made contemporary technologies an integral component of program delivery thanks to an ongoing focus on developing pedagogies which integrate technologies and tools that further enhance learning experiences and engage students. Access to information through technology sources reflects the world in which we live and work and provides a platform for myriad learning experiences and opportunities to empower learners in exploring content in authentic frameworks.

Policies: Safety & Compliance

Although the Internet offers vast opportunities for accessing resources, the Board of Education must also maintain an environment that promotes both responsible and ethical conduct in all activities engaged in by students. Access to the internet, email services, and other forms of electronic communication bring the possibility, even with the use of filtering hardware and software, that material may be accessed by students that is either of no educational value, violates our Acceptable Use Policies (Policy 2361), or violates applicable State or Federal law. With the current rate at which these technologies evolve, it is impossible to control access to all materials that are obscene or profane, or that advocate illegal acts, violence, or unlawful discrimination.

*In addition to mechanisms to block and/or filter the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the chief school administrator shall regularly assess and develop procedures to determine other Internet material and/or access that is inappropriate for minors. **It is the student's responsibility to access information specifically for educational purposes, and to use that information appropriately. Educational purposes are those that are related to the preparation and completion of classroom activities, assignments and other pertinent school business. All wtschools' technology efforts and programs are designed in compliance with the Children's Internet Protection Act, Children's Online Privacy Protection Act, and the Family Educational Rights and Privacy Act.***

[WTSchools' BOE Policy 2361](#) (Acceptable Use of Computing Networks/Computers and Resources): This Policy (see link) outlines comprehensive practices to block and/or filter the material according to the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act. Additionally, and notwithstanding infrastructure and systems aligned with CIPA, the chief school administrator shall regularly develop procedures to determine other Internet material and/or access that is inappropriate for minors. Further, the chief school administrator or designee will develop and ensure education is provided to every student and staff member regarding appropriate online behavior, including interacting with other individuals on social networking sites and/or chat rooms, and cyber-bullying awareness and response.

It is our belief that the educational value of the access to information and the interaction enabled by Internet access and email far outweighs the potential disadvantages that may occur. The operation of the district computer network relies, in part, on the proper conduct of the users--students and staff. Therefore, it is necessary for students and staff to follow the guidelines which are set forth below. *If any user violates this policy, his/her privileges to use the*

district network, devices or services may be limited or suspended. In addition, the user may be subject to other applicable disciplinary measures as per district policy, school or district student disciplinary policies/practices, or statute.

Attached to this overview are our ***LVMS Expectations for Digital Citizenship & Use of Personal Learning Tools***. This agreement incorporates the WTSchools' Acceptable Use Policy (2361) along with our school-level Expectations for Digital Citizenship & Use of Personal Learning Tools. *Students will not be permitted to use the district's network, devices or services unless they have signed the agreement and their parents or guardians have signed the agreement indicating the student has his/her permission to use the district network, devices and services.* Signed forms indicate that: parents and students have read these terms and conditions carefully, they understand their significance, and accept any and all responsibilities outlined therein. The user agreement is an acknowledgment of the responsibilities of all users.

As part of our comprehensive protocol to maintain student safety and the integrity of our network/system, the district reserves the right to review accounts routinely and/or in response to emerging needs. *Users should not expect that information either transmitted or stored on the network or district services will be private.*

Please note that many/most modern devices are equipped with peripherals such as cameras, Global-Positioning Software (GPS), or other features capable of recording or collecting information on the pupil's activity or use of the device. The school district shall not use any of these capabilities in any manner that would violate the privacy rights of the pupil or any individual residing with the pupil. (NJSA 18A:34-1, P.L. 2013, Chapter 44.)

Pupils shall comply with all school district policies for the use of district-provided device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policy, pupil code(s) of conduct, or any provisions set forth in the ***LVMS Expectations for Digital Citizenship & Use of Personal Learning Tools***.

LVMS Expectations for Digital Citizenship & Use of Personal Learning Tools

Terms and Conditions of Use

Before any device can be assigned to a student, parent and student must sign and submit their acceptance of LVMS Terms of Acceptable & Responsible Use.

1. Acceptable Use

Per Policy 2361: No Pupil shall be allowed to use the school districts' computer networks/computers and the internet unless they have filed with the school office a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

2. Responsible Use

The purpose of providing access to our computer network, devices, services, and email is expressly to support research and learning. It is to afford access to various resources and opportunities for collaboration, communication, creativity, and critical thinking. The use of the network, district devices, services, and email must be solely to support research and learning which furthers the educational objectives and curriculum established by the Washington Township School District Board of Education. Whether accessing the district's network and services from outside school or not, all users are subject to the terms and conditions of this policy. The district expects that parents will supervise their child(ren) when using district technologies from home. In addition, the use of other organizations' networks or computer resources must comply with the rules for use of those networks in addition to those of the school district.

Transmission and accessing of any material in violation of any Federal law, state law or regulation/or Board Policy is prohibited.

Prohibited activities include, but are not limited to the following:

- a. Students are prohibited from disclosing, either through email or via the Internet, personally identifiable information about any other individual such as addresses, phone numbers, pictures, email addresses, or the name and location of the school.
- b. Users will not transmit or access material that is profane, obscene, harmful to minors (as that term is defined in the Children's Internet Protection Act), or advocates illegal acts, violence or unlawful discrimination.
- c. All users will be assigned a password. *The password is to remain private and is not to be shared with other users.*
- d. Any use of the network for commercial or for-profit purposes is prohibited.
- e. Use of the network for personal and private business is prohibited.
- f. Any use of the network for advertising or political purposes is prohibited.
- g. Users of the network shall not disrupt or interfere with the use of the network by others.
- h. The hardware or software shall not be altered, mishandled or abused in any way.
- i. In compliance with Board of Education Policy #5512, the district Harassment, Intimidation, and Bullying policy, the district network, devices and services shall not be used to harass others. Hate mail, discriminatory remarks, and cyber-bullying are prohibited.
- j. The installation of unauthorized software, whether copyrighted or shareware, for use on the district computer system is prohibited.
- k. Violation of the intellectual property rights of others is prohibited.
- l. Unauthorized gaming and/or gambling activities are prohibited.
- m. Accessing proxy avoidance sites is prohibited.

3. Privileges

1. The use of the district's network, devices, services, and email *is a privilege*, not a right. Inappropriate use may result in the suspension, or partial suspension of those privileges as well as other possible discipline as outlined in the District Student Disciplinary Code and District policy, and even possible prosecution for illegal activity.
2. Each student, in order to obtain access to the network and district services will be required to complete the Washington Township School District Student Technology Responsible Use Agreement. The chief school administrator or his/her designee will have the authority to, at least temporarily, suspend use of the network and services at any time.

4. Network Etiquette

Users of the district computer system and network(s) are expected to:

- a. Be polite.
- b. Use only appropriate language.
- c. Be prepared for periodic searches of student or staff files and other electronic storage areas. The chief school administrator or his/her designee may access these files from time to time not only to insure system integrity, but also to determine if users are complying with this policy. Users should not expect that information either transmitted or stored on the network or district services will be private.
- d. Comply with all intellectual property laws, such as copyright and fair use.
- e. Users should disclose to an administrator, teacher, or parent any information or electronic messages that make them uncomfortable.

5. Security and Vandalism

Security of the network is always a high priority. If a user has reason to believe that they can identify a security problem with the network, district devices or services, they must notify the District Coordinator of Technology Integration, Network Administrator or Systems Administrator. Network storage areas, as well as Google Drive, will be treated similarly to school lockers - they remain the property of school/district and are offered for student use under the expectations outlined here. Network administrators will review files and communications to maintain system integrity and insure that users are using the system responsibly.

6. Online Learning Platforms

"The Board recognizes that technology-based educational applications (apps) and learning platforms (i.e. Flipgrid; Padlet; Kahoot) are being developed by companies for use by students and teachers as a means of facilitating digital learning experiences. Furthermore, the Board recognizes that some of these applications and learning platforms may require students to enroll, often by providing personal information, so that they can participate in exercises designed by the teacher. As a matter of best practice, the Board requires that the District's schools provide notice to parents and guardians regarding the use of educational applications and platforms that may require students to enroll and seek parental consent by way of the District's annual form: "Technology Network / Internet User Agreement Information for Students." (Policy 2361) A list of commonly used learning platforms and "app-based" programs will be available to parents on our LVMS Website and updated regularly.

7. Broken/Lost Equipment

Accidents happen. Recognizing this, we are prepared to assist students in getting repairs in the event that something is damaged. Students experiencing "repeat" accidents will be required to submit payment for repairs. Repair costs for the 2019-2020 School Year are as follows: Battery Replacement (Physical Damage ONLY): \$20, Broken Screen: \$35, Broken Front Bezel: \$20, Broken Charging Port: \$5, Broken Keyboard, \$20, WiFi Card: \$5.

LVMS Expectations for Digital Citizenship & Use of Personal Learning Tools

Signatures & Declarations Page

*This form is to be completed by students **and** parent(s)/legal guardian(s) after reviewing the LVMS Expectations for Digital Citizenship & Use of Personal Learning Tools.*

The completion of this form indicates that you have read the policy and understand the same. It also indicates that you agree to abide by the terms and conditions of all applicable policies (eg. [2361: Acceptable Use of Computer Networks/Computers & Resources](#), [5500: Expectations for Pupil Conduct](#), [5600: Student Discipline/Code of Conduct](#), [5512: Harassment Intimidation & Bullying](#)).

I understand and agree to accept and abide by the WTSchools' Acceptable Use Policy and by the LVMS Expectations for Digital Citizenship & Use of Personal Learning Tools. I also understand that if I fail to follow the policy, my access to the district's network, services and devices may be suspended or that I may be subject to other discipline. In some cases, there could be legal consequences, as well.

Student Signature: _____ **Date:** _____

Name (please print): _____

Grade: _____

As a parent/guardian of the student, above, I hereby give my permission for my child to access the district's network, services and devices, including email. I have read the district [LVMS Expectations for Digital Citizenship & Use of Personal Learning Tools](#), and I understand that my child is expected to abide by same. I understand that the district is employing filtering software and although highly effective, it is not a foolproof safeguard. I also understand that when my child is accessing the district's network and/or services from outside of school, I am responsible to provide appropriate supervision.

Parent/Guardian Signature: _____ **Date:** _____

Name (please print): _____

Be Safe. Be Respectful. Be Responsible.

{Signed copies of this form will remain on file in the Long Valley Middle School.}

Rev: July 11, 2019