

Regulation

ACCEPTABLE USE FOR TECHNOLOGY – ELECTRONIC DEVICES

Passaic Public Schools Electronic Device Program

The focus of the electronic device (laptop, notebook, Chromebook, tablet, or other electronic device) program in the Passaic Public Schools is to provide tools and resources to the 21st Century Learner. The global marketplace requires students to have access to technology, and that learning with technology is integrated throughout the educational program. Increasing access to technology is essential for the future. The individual use of electronic devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning is a result of the continuous dynamic interaction among students, teachers, and the content. 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 with electronic devices integrates technology into the curriculum anytime, anyplace. The information within this document applies to all electronic devices used in the Passaic Public Schools including any other device considered by the administration to come under this regulation. Teachers may set additional requirements for use in their classroom.

The electronic device is being loaned to the student for appropriate school-related coursework and/or related academic purpose. These electronic device(s) are not provided for personal use. All electronic devices will remain in the school unless approved by the Passaic Board of Education to be taken home, with signed consent by the parent/guardian.

The electronic device provided to the student may be equipped with a camera, global position system, and/or other feature capable of recording or collecting information on the user's activity and/or use of the device. The District respects the rights of its students and shall not use the capabilities of recording/collecting information on the user's activity and/or use of the device in a manner that would violate the privacy of the student or any individual residing with the student. However, the District is also responsible for servicing and protecting its property. The District cannot guarantee that content stored on electronic device(s) will be private. The District reserves the right to monitor or access the electronic device(s) if it suspects or is advised of possible breaches of security, harassment, or other violation of school policies, rules, regulations, directives, or law.

Use of the electronic device(s) should be in compliance with the District’s policy on acceptable computer and Internet use, including its policy on cyber-bullying, and as required through the terms and conditions of applicable electronic device software license agreements. The District assumes no liability for any material accessed on the electronic device.

It is the student’s responsibility to take appropriate precautions to prevent damage to or loss/theft of the electronic device. If the electronic device is lost or stolen, it must be reported to the District and, as applicable, proper authorities, immediately.

Table of Contents

1. Receiving your Electronic Device and Electronic Device Check-in	Page 4
1.1 Receiving your Electronic Device	
1.2 Electronic Device Check-In	
1.3 Check-In Requirements	
2. Taking Care of your Electronic Device	Page 4
2.1 General Precautions	
2.2 Carrying Electronic Device	
2.3 Screen Care	
3. Using your Electronic Device	Page 5
3.1 Electronic Device Undergoing Repair	
3.2 Charging Your Electronic Device	
3.3 Screensavers/Backgrounds	
3.4 Sound, Games or Programs	
3.5 Printing	
4. Saving your Work	Page 6
4.1 Saving to the Electronic Device/Google Drive	
4.2 Network Connectivity	
5. Software on Electronic Device	Page 6
5.1 Originally Installed Software	
5.2 Additional Software	
5.3 Inspection	
5.4 Procedure for Re-loading Software	
5.5 Software Upgrades	
6. Acceptable Use	Page 7
6.1 Parent/Guardian Responsibility	
6.2 School Responsibilities	
6.3 Students are Responsible	
6.4 Student Activities Strictly Prohibited	
6.5 Electronic Device Care	
6.6 Legal Propriety	
6.7 Student Discipline	

7. Protecting and Storing your Electronic Device	Page 10
7.1 Electronic Device Identification	
7.2 Storing Your Electronic Device	
7.3 Electronic Device Left in Unsupervised Areas	
8. Damage to your Electronic Device	Page 11
8.1 Repairs to the Electronic Device	
9. Electronic Devices Used at Home	Page 11
9.1 Electronic Devices Left at Home	
9.2 Charging your Electronic Device at Home	
9.3 Home Internet Access	
10. Additional Rules and Regulations	Page 11
10.1 Theft and Vandalism	
10.2 Return of Electronic Devices	
11. Student Pledge for Electronic Device Use	Page 12

1. Receiving your Electronic Device and Electronic Device Check-in

1.1 Receiving Your Electronic Device

Electronic devices will be distributed each school year during “Electronic Device Orientation.” Parents and students must sign and return the Parent and Student Pledge and Acceptable Use Policy documents before the electronic device can be issued to their child.

1.2 Electronic Device Check-in

Electronic devices must be returned during a specified time during the last month of school so they can be checked for serviceability and damage. If a student transfers out of the Passaic Public Schools during the school year, the electronic device must be returned at that time. Electronic devices must be returned before records and report cards can be released.

1.3 Check-in Requirements

Individual school electronic devices and accessories must be returned in satisfactory condition to the Passaic Public Schools at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Passaic Public Schools for any other reason must return their individual school electronic device on their last day of classes or date of termination, whichever is first. If a student fails to return the electronic device at the end of the school year or upon termination of enrollment at Passaic Public Schools, the student and/or their family will be billed the replacement cost of the electronic device, or if applicable, any insurance deductible. Failure to return the electronic device will result in a theft report being filed with the Passaic Police Department.

2. Taking Care of the Electronic Device

Students are responsible for the general care of the electronic device they have been issued by the school. Electronic devices that are broken or fail to work properly must be reported to the teacher and the teacher will complete Exhibit D, Damaged Device Report. Damaged devices and completed Exhibit D form must be taken to the school’s technology office for evaluation of the equipment.

2.1 General Precaution

- a. The electronic device is school property. All users must follow 6142.10 Internet Safety and Technology/Acceptable Use Policy for Technology.
- b. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- c. Cords and cables must be inserted carefully into the electronic device to prevent damage.
- d. Electronic devices, cords, cables, and chargers should be labeled and assigned to each individual student.
- e. Electronic devices must remain free of any writing, drawing, stickers, or labels that are not the property of Passaic Public Schools.

- f. Electronic devices must never be left in an unlocked locker, unlocked car, or any unsupervised area. Students are responsible for theft of their electronic device.
- g. Students are responsible for keeping their electronic device's battery charged for school each day.
- h. Students may not deface or remove any Passaic Public Schools labels on the device.

2.2 Transporting the Electronic Device

The protective case provided with the electronic device has sufficient padding to protect the electronic device from normal treatment and provides a suitable means for carrying the device within the school. The electronic device should always be carried within the district-provided protective case.

2.3 Screen Care

- a. The electronic device screen can be damaged if subjected to rough treatment.
- b. The screen is particularly sensitive to damage from excessive pressure on the screen.
- c. Do not lean on the top of the electronic device when it is closed.
- d. Do not place anything near the electronic device that could put pressure on the screen.
- e. Do not place anything in the carrying case that will press against the cover.
- f. Clean the screen with a soft, dry cloth or anti-static cloth.
- g. Do not "bump" the electronic device against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

3. Using an Electronic Device for Instructional Purpose Only

The electronic device is intended for use at school each day. In addition to teacher expectations for electronic device use, school messages, announcements, calendars, and schedules may be accessed using the electronic device. If students participate in the Device at Home Program, they are required to bring their electronic device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Electronic Device Undergoing Repair

Loaner electronic devices may be issued to students only when they leave their electronic device for repair. There may be a delay in obtaining an electronic device should the school not have enough to provide as loaners.

3.2 Charging your Electronic Device

Electronic devices must be placed in charging station at the end of use and charged at the end of each day to be ready for use the next day. In cases where use of the electronic device has caused batteries to become discharged, students may be able to connect their electronic device to a power outlet in class. Students who participate in the Device at Home Program are responsible for charging their device at home.

3.3 Screensavers/Backgrounds

- a. Inappropriate media may not be used as a screensaver or background photo.
- b. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

3.4 Sound, Music, Games, or Programs

- a. Sound must be muted at all times in school unless permission is obtained from the teacher for instructional purposes.
- b. Music is allowed on the electronic device and can be used at the discretion of the teacher.
- c. Internet Games are not allowed on the electronic devices. Only game apps approved by or within the guidelines of the Passaic Public Schools staff may be accessed and/or installed.
- d. All software/applications/apps must be district provided.

4. Saving your Work

4.1 Saving to the Electronic Device/Google Drive

Students may save work to their Google Drive. While some storage space is available on the electronic device, stored data will NOT be backed-up in the event of re-imaging and syncing. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Electronic device malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

Passaic Public Schools makes every effort for the network to be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data. Use of any information obtained via the District's designated Internet System is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Software on Electronic Device

5.1 Originally Installed Software

The software/Apps originally installed by the District must remain on the electronic device in usable condition, easily accessible at all times. Periodically, the district may add software applications for use in a particular course. The licenses for this software require that the software is deleted from electronic device at the completion of the course. Periodic checks of electronic device will be made to ensure that students have not removed required Apps.

5.2 Additional Software

Students are not allowed to load extra software/Apps on their electronic device. Passaic Public Schools will synchronize the electronic devices so that they contain the

necessary Apps for school work. Students will not synchronize electronic devices or add Apps to their assigned electronic device to include home syncing accounts.

5.3 Inspection

Students will be selected at random to provide their electronic device for inspection.

5.4 Procedure for Re-Loading Software

If technical difficulties occur or unauthorized apps or software are discovered, the electronic device will be restored from backup. Passaic Public Schools does not accept responsibility for the loss of any software or documents deleted due to a re-format/re-imaging of the device.

5.5 Software Upgrades

Upgraded versions of our licensed software/apps are available periodically. Students may be required to check-in their electronic devices for updates and syncing.

6. Acceptable Use

The use of the District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the District's schools.

This regulation is provided to make all users aware of the responsibility associated with efficient, ethical, and lawful use of technology resources. If a user violates any of the terms and conditions defined by the Internet Safety and Technology/Acceptable Use Policy 6142.10, privileges may be terminated, access to the school district technology resources may be denied, reimbursement for damaged equipment may be sought, and the appropriate disciplinary action shall be applied. The Code of Student Conduct Policy No. 5131 shall be applied to student's infractions. Violations may result in disciplinary action up to and including suspension for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, mobile devices, and radio at home. Should you not want your student to have an electronic device, you will need to opt out of participation in the program and understand that your child is still responsible for meeting the course requirements.

6.2 School Responsibilities are to:

- a. Provide Internet access to its students.
- b. Provide Internet blocking of inappropriate material in school.
- c. Provide network data storage areas.

- d. The District reserves the right to review, monitor, and restrict information stored on or transmitted via District owned equipment and to investigate inappropriate use of resources.
- e. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students are Responsible for:

- a. Using computer/devices in a responsible and ethical manner.
- b. Obeying school rules concerning behavior and communication that apply to electronic device computer use.
- c. Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student’s own negligence, errors, or omissions. Use of any information obtained via Passaic Public Schools designated Internet System is at your own risk. The Passaic Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- d. Helping the Passaic Public Schools protect our computer system/device by contacting an administrator and/or teacher about any security problems they may encounter.
- e. Monitoring all activity on their account(s).
- f. Securing their electronic device after they are done working to protect their work and information.
- g. Informing the District immediately if they should receive email or any communication containing inappropriate or abusive language, graphics, or if the subject matter is questionable.
- h. Returning their electronic device to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school electronic device on the date of termination.

6.4 Student Activities Strictly Prohibited

- a. Illegal installation or transmission of copyrighted materials.
- b. Any action that violates existing Passaic Board of Education policies/regulations or public law.
- c. Transmission, accessing, uploading, downloading, or distributing offensive, profane, prurient, threatening, pornographic, obscene, or sexually explicit, or otherwise intended to harass or demean recipients.
- d. Use of any messaging service, such as Skype, Viber, WhatsApp and so forth, is strictly prohibited.
- e. No games or apps may be installed.
- f. Use of outside data disks or external attachments without prior approval from the administration.
- g. Changing of electronic device setting (exceptions include personal settings such as font size, brightness, etc.).
- h. Spamming – sending mass or inappropriate emails.

- i. Gaining access to other student's accounts, files, and/or data.
- j. Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- k. Students are not allowed to disseminate personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, email, etc.
- l. Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- m. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- n. Marking, writing, or placing stickers on district provided devices and protective cases are prohibited. Device, case, and peripherals must be returned in the same condition as when the student received it.
- o. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients. See also Harassment, Intimidation, and Bullying Policy (File Code 5131.1)
- p. Bypassing the District's web filter through a web proxy.
- q. Creating, intentionally accessing or transmitting images, documents, or other material that is disruptive of the school environment, obscene, prurient, defamatory, pornographic, and harassing, or considered to be harmful to minors.
- r. Posting or transmitting of confidential district information is prohibited. Photographs of other students should never be posted without parental consent.
- s. Students shall not "friend," or in any way link to the profiles of current district staff members on social media.

6.5 Electronic Device Care

- a. Students will be held responsible for maintaining their individual electronic device and keeping it in good working order.
- b. Electronic device batteries must be charged and ready for school each day.
- c. Only labels or stickers approved by the Passaic Public Schools may be applied to the electronic device or protective case.
- d. Electronic device cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- e. Electronic devices that malfunction or are damaged must be reported to the teacher so that proper documentation can be completed. The school district will be responsible for repairing electronic devices that malfunction. Electronic devices that have been damaged from student misuse or neglect will be repaired with cost being borne by the student, parent, and/or guardian. Students and/or parent/guardian will be responsible for the entire cost of repairs to electronic devices that are damaged intentionally.

- f. Electronic devices that are stolen outside of school property must be reported to the local Police Department and devices stolen on school property must be reported to school administration.

6.6 Legal Propriety

- a. Comply with trademark and copyright laws and all license agreements.
- b. Plagiarism is a violation of the Passaic Public Schools Code of Student Conduct, File Code 5131.
- c. 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.
- d. Use or possession of hacking software is strictly prohibited and violators will be subject to the Passaic Public School Code of Student Conduct and Student/Parent Handbook. Violation of applicable state or federal law will result in disciplinary action by the Passaic Public Schools or criminal prosecution.

6.7 Student Discipline

If a student violates any part of the above regulation, he/she may be subject to the following disciplinary consequences:

- a. Student loses the ability to bring electronic device home and must check-in/check-out the device each day at their school for a time determined by school administration.
- b. Suspension of electronic device privilege for a time determined by school administration. Student is still responsible for all required work.
- c. Other disciplinary actions as determined by administration.

7. Protecting and Storing your Electronic Device

7.1 Electronic Device Identification

Student electronic devices, cords, cables, and chargers will be labeled in the manner specified by the school. Electronic devices can be identified in the following ways:

- a. Record of serial number
- b. Passaic Public Schools label

7.2 Storing Your Electronic Device

When students are not using their electronic devices and chargers, they should be stored in their lockers, charging stations, or kept at home. Nothing should be placed on top of the electronic device when stored in the locker.

7.3 Electronic Devices Left in Unsupervised Areas

Under no circumstances should electronic devices be left in unsupervised areas. Any electronic device left unsupervised is in danger of being stolen.

8. Damage to Your Electronic Device

8.1 Repairs to the Electronic Device

The District will provide repairs for any routine wear and tear and accidental damage. Students are responsible for the intentional damage to their electronic devices. Students should immediately report any damage to their teacher so that Exhibit D, Damaged Device Report can be completed.

9. Electronic Devices Used at Home

All electronic devices will remain in the school unless approved to go home by Passaic Board of Education and with signed consent by the parent/guardian.

9.1 Electronic Device Left at Home

If a student leaves the electronic device at home, the student is responsible for completing the coursework as if he/she had their electronic device present. If a student repeatedly (3 or more times as determined by any staff member) leaves their electronic device at home, he/she will be subject to disciplinary action (see Student Discipline section 6.7). Electronic devices should not be stored in a student's vehicle.

9.2 Charging your Electronic Device at Home

Students must charge their electronic device before the next school day. There should not be an expectation that students can charge their device at school. Repeat violations of this regulation will result in disciplinary action (see Student Discipline section 6.7).

9.3 Home Internet Access

Students are allowed to connect their electronic devices to home and publicly accessible wireless networks.

10. Additional Rules and Regulations

10.1 Theft and Vandalism

In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report MUST be filed by the student and parent/guardian. A copy of the police/fire report must be provided to the principal's office. The product warranty of these electronic devices DOES NOT cover intentional damage.

10.2 Return of Electronic Devices

Individual school electronic device computers and accessories must be returned to the Passaic Public Schools at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Passaic Public Schools for any other reason must return their individual school electronic device on the date of termination. Electronic devices must be returned before records and report cards can be released. If a student fails to return the electronic device at the end of the school year or upon termination of enrollment at Passaic Public Schools, that student could be subject to criminal prosecution or civil liability. Failure to return the

electronic device will result in a theft report being filed with the Passaic Police Department.

11. Passaic Public Schools – Student Pledge for Electronic Device Use

- a. I will follow the policies outlined in this regulation.
- b. I will take good care of my electronic device.
- c. I will always secure or have in my possession my electronic device.
- d. I will recognize that the electronic device is for my use only.
- e. I will know where my electronic device is at all times.
- f. I will charge my electronic device daily.
- g. I will keep food and beverages away from my electronic device since they may cause damage to the device.
- h. I will not disassemble any part of my electronic device or attempt any repairs or modifications.
- i. I will protect my electronic device by only carrying it while in the case provided.
- j. I will use my electronic device in ways that are appropriate, meet Passaic Public Schools expectations and are educational.
- k. I will not write or place decorations (such as stickers, markers, etc.) on the electronic device or protective case.
- l. I will not deface the serial number or any other labels.
- m. I understand that my electronic device is subject to inspection at any time without notice and remains the property of the Passaic Public Schools.
- n. For electronic devices approved to go home by Passaic Public Schools and having signed consent by parent/guardian, I will follow all policies outlined in this regulation.
- o. I will notify the principal and teacher and file a police report in case of theft or vandalism.
- p. I will be responsible for all damage or loss caused by neglect or abuse.

First Reading: July 29, 2019
Second Reading: August 28, 2019
Approved: August 28, 2019