

# POLICY

## EAST WINDSOR BOARD OF EDUCATION

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USE OF TECHNOLOGY

### 2360 USE OF TECHNOLOGY

The Board of Education recognizes that the use of technology in the educational process is essential as part of the schooling experience. Technology is to be viewed as a tool to enhance the learning process among other tools that are required for teachers and students to fully explore the curriculum. 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 tool, the Board directs that the Superintendent and the teaching and support staff use technology as a regular part of the learning process in every curricular area.

For purposes of this policy "technology" means 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 the 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 Chief School Administrator 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 each area of instruction and shall project the need to the extent possible for a five-year period.

#### In-service Education

The Board shall provide opportunities to participate in in-service programs for employees on all hardware or software programs to be used in the execution of educational and administrative tasks. In-service programs may be provided on or off site. The cost of tuition for in-service programs may be reimbursed by the Board.

#### Standards, Codes and References

All technology installations shall conform to the following



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standards, codes and references N.J.S.A. 18A, N.J.A.C. 5:23 and 6:22, BOCA National Building Code, NEMA, EIA/TIA 568 and 569 (Electronics Industry Association/Telecommunications Industry Association), LPC NFPA 78 (Lighting Protection code) IEEE 802.3 - Ethernet and 802.5 Token Ring (Institute of Electrical and Electronic Engineers), UL (Underwriter's Laboratories), ANSI (American National Standards Institute) and ADA (Americans with Disabilities Act).

### Facilities Planning

In all facilities projects involving new constructions, additions and renovations the Superintendent or designee shall ensure that 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 under the description of instructional activities and implications for technology and under special features, those 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 software and updates and training. Staff members shall not purchase software that has not been included on a list of specified software or has not been approved by Assistant Superintendent for Curriculum and Instruction.

The Board will purchase upgrades to software on a periodic basis. An evaluation of upgrades shall be made by appropriate personnel and no upgrade shall be purchased without the express approval of Assistant Superintendent for Curriculum and Instruction.

### Site Licenses

In the case, where more than one copy of a software program is required, the Assistant Superintendent for Curriculum and



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Instruction 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 which there is public access shall be copy protected by Assistant Superintendent for Curriculum and Instruction 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 including but not limited to: Backbone Media Distribution, Unshielded Twisted Pair, Coaxial Cable, and/or Fiber Optic Cable.

### External Communications

The Board encourages the use of external communications so that the schools may utilize the vast resources of external databases and communicate with other schools, external agencies and business throughout the world. Gateways to such communications will be supported by the school district. The use of particular gateways shall be approved by Assistant Superintendent for Curriculum and Instruction. The Assistant Superintendent for Curriculum and Instruction 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 Assistant Superintendent for Curriculum and Instruction to be inappropriate for use by pupils.

### Equipment Acquisition

The school district shall acquire technology equipment through combination of direct purchase, lease purchases and lease/purchases.

The Superintendent or designee shall develop a plan for the continual replacement and upgrading of equipment.



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### Computer Laboratories and Distributed Computing

In order to provide teacher, staff and pupil access to computers the Board directs that provisions be made as follows:

#### Computer Laboratories

The Board may provide computer laboratories where clusters of computers and computer peripherals are available. When computer laboratories are provided, they shall be accessible to all teachers and pupils who have a defined educational need for computing facilities.

#### Audio/Video

All audio and/or video materials shall be used in accordance with the copyright laws of the United States. Teachers, students 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) or instructional use within the school.

#### Interactive Television

Teachers or pupils may participate in interactive television courses provided in conjunction with other education institutions. Pupils may obtain full credit by participating in such courses. If the teacher involved is not the teacher of the course but rather a proctor, such assignment shall be counted as a duty rather than an instructional assignment.

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

The Superintendent or designee shall inform parent(s) or legal guardian(s) of computers and software purchased by 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

The Superintendent shall appoint a district wide Coordinator of Technology 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.



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The Superintendent shall prepare a job description for the Coordinator of Technology.

### Instructional Media Center/Library

The Instructional Media Center/Library shall be the division of each school responsible for coordinating the distribution and use of educational technology throughout the school. The Center shall contain the electronic media distribution system and shall make the system available throughout the school and to the external world.

To the extent possible, the IMC/Library shall acquire data and publications electronically to facilitate distribution and use. Teachers, students and staff shall be given the opportunity to indicate data and publication needs. All items available through the IMC/Library shall be cataloged electronically and are to be available through the school's computer network. To avoid duplication, all media and software purchases shall be coordinated through the IMC/Library and approved by the Coordinator of Technology and the school principal. In determining approval, the following factors shall be taken into account:

1. The title of the material;
2. Any recognized rating of the material (e.g. motion picture industry rating);
3. The relevance to the curriculum;
4. The cost of the media or software;
5. The viability of the company producing the software.

### 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 and specifically dedicated to enhance technology used as part of the educational program.

### Computer Security

The Superintendent shall develop security procedures to include,



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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 a 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



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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 regulation of the Board.

N.J.A.C. 6:22-5.4  
17 U.S.C. 101 et seq.

Adopted: 22 November 2004

