

2360 USE OF TECHNOLOGY

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 or designee, in consultation with teaching and support staff, shall recommend to the Board of Education the acquisition of appropriate technology to best implement the curricular, instructional, and administrative program of the school district. The Superintendent or designee shall prepare a technology plan for the school district to encompass the following:

Curricular, Instructional and Administrative Need

The Randolph School District three (3) year technology plan shall define the curricular, instructional and administrative need for technological equipment and media for the district and provide instruction through the Randolph Academy.

In-service Education

The district 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.

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 technological 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 shall provide computer hardware and support or maintenance agreements for specified brands of computers.

#### Computer Software Acquisition and Upgrading

The school district shall support only the specified upgrades and training. Staff members shall purchase software that has been approved as specified software or has been confirmed by the Assistant Superintendent for curriculum.

The Superintendent shall 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 academic supervisor and Assistant Superintendent.

#### Site Licenses

In the case where more than one (1) copy of a software program is required, the Computer Coordinator 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 Computer Coordinator, 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 of Education 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 Morris County Education Consortium. The Computer Coordinator 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 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 of Education 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. All video material containing a PG, PG13 and R rating will require Principal approval. Parental permission will be sought prior to showing.

#### Computer Coordinator

The Board of Education shall appoint a Computer Coordinator 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 of Education specifically retains the broadcast rights and copyrights to all materials created by employees of the Board of Education as part of their responsibilities to the Board of Education. Any financial remuneration for the use of such materials shall be retained by the Board of Education.

## Computer Security

The Computer Coordinator 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 Computer Coordinator 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 of Education.

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

Adopted: