

### **USE OF DISTRICT TECHNOLOGY DEVICES**

The Board of Education may provide technology devices to students in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to students of this district.

For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to students to be used as part of their educational program, including a district-provided mobile hotspot device.

For the purpose of this Policy, "hardware" means any device that can store, access, retrieve, and/or communicate data or information. "Hardware" may include, but is not limited to, any type of computer device; wireless telephone; electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera.

For the purpose of this Policy, "software" means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

#### **A. STUDENT USE OF PRIVATELY-OWNED TECHNOLOGY**

The use of privately-owned technology by a student in the educational program must be approved by the student's parent or legal guardian.

For the purpose of this Policy, "privately-owned" means technology that is purchased, owned, and maintained by the student at no expense to the school or school district.

Students utilizing personal devices do so at their own risk. The district assumes no responsibility for personal devices that are stolen, damaged or lost.

Functionality, including but not limited to wifi set-up/connection, maintenance/updating, charging, software and operation of the personal electronic device, is solely the device owner's responsibility.

Should a device connect to a network other than that provided by the district, the device may have access to content not suitable for school, and the user of the device is still expected to abide by district acceptable use guidelines while the device is in use for educational programming.

The student shall be responsible for the proper operation and use of any privately-owned technology used for educational programming. The district shall not be responsible for the effective use and/or technical support for any privately-owned technology.

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Students utilizing privately-owned devices are expected to abide by the Student Code of Conduct, Internet Safety and Technology Policy (6142.10), and the Personal Electronic Devices Policy (3515.1) while using privately-owned devices for educational programming.

**B. SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STUDENTS**

The board of education may furnish students with district-owned electronic devices, including computer laptops and/or notebooks/tablets, as well as district-provided mobile hotspots. District furnished technology devices shall be issued for educational purposes related directly to the student's educational programming.

A technology device provided by the school district may include pre-loaded software. A student is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

By accepting a school district provided technology device, the parent and student acknowledge the terms of use set forth in the CCSD Provided Technology Device Acknowledgement Form requiring the parent and the student to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the student for school district authorized use;
2. A student shall comply with the school district's acceptable use of technology policies, which shall be attached to the CCSD Provided Technology Device Acknowledgment Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a student must be returned to the school district including all accessories, parts, and/or chargers and in the condition it was initially provided to the student considering reasonable use and care by the student;
4. The parent or student shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Acknowledgment Form;
5. The parent and/or student shall be responsible for any loss or damage to the technology device in accordance with the terms of the CCSD Provided Technology Device Acknowledgment Form;
6. A student will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the CCSD Provided Technology Device Acknowledgment Form, within two school days of the commencement of the problem.
7. A student must report to the school district staff member designated on the CCSD Provided Technology Device Acknowledgment Form within two school days in the event the technology device has been damaged or is missing;

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8. A parent or student is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or student shall complete the CCSD Provided Technology Device Loss Acknowledgement Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
9. A student shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
10. Any other provisions the Superintendent of Schools determines should be included on the CCSD Provided Technology Device Acknowledgement Form.

The school district will provide the student and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the student's activity or the student's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the student retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Acknowledgement Form shall be required before the issuance of a technology device to a student, unless in the event of a public health emergency, physical signatures are not able to be gathered, the parent's acceptance of the technology device will be deemed temporary acknowledgement of this notification. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per student, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk students as defined in N.J.S.A. 18A:7F-45.

Students shall comply with all school district policies for the use of a school district provided technology device. A student shall be subject to consequences in the event the student violates any school district policy, including the district's Internet Safety and Technology Policy (6142.10); student code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Acknowledgement Form.

Adopted: April 2020