



# **Technology Plan**

## **July 1, 2010 – June 30, 2013**



**Roxbury Township School District**

**42 North Hillside Ave**

**Succasunna, NJ 07876**






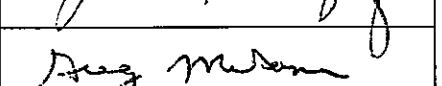
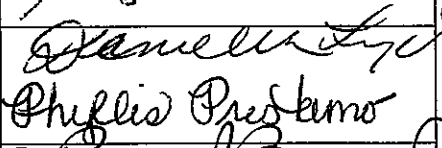
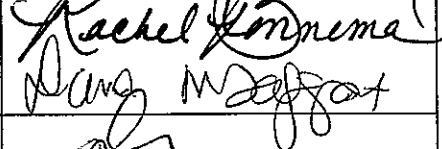
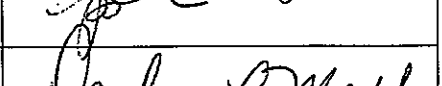
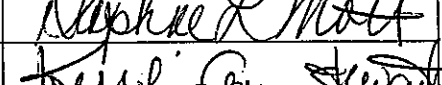

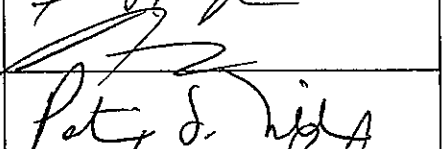



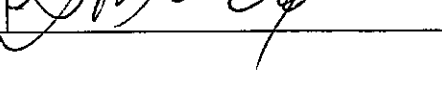
**Three-Year Roxbury Township School District  
Technology Plan  
July 1, 2010 through June 30, 2013**

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## I – Stakeholders / Technology Planning Committee Members

Title	Name	Signature
Superintendent	Dr. Michael Rossi	
Nixon Elementary Principal	Beth Azar	
RHS Principal	Jeff Swanson	
District Supervisor of Technology	Neil Ascione	
Assistant Superintendent / Curriculum Director	Dr. James Heinegg	
Director of Human Relations	Dr. Greg McGann	
Curriculum Supervisors	Danielle Lynch Phyllis Prestamo	
Teachers	Rachel Bonnema Dana Taggart	
Director of Special Services	Patricia Hovey	
Library Media Specialist	Daphne Mott	
Guidance Director	Kerstin Stewart	
Technicians / Network Administrators	Mic Shields Tom Hellner	
Board Member	Pat Miller	
Parent	Audra Sarafin	
Student	Michael Albrecht	
Community Member / Business Sector Representative	Steve Alford	

## **II – Executive Summary / Mission Statement**

The Roxbury Township School District, a proud and progressive district, in partnership with a supportive community, inspires and prepares all learners through a challenging educational experience to achieve their full potential as productive citizens. Our talented staff provides a challenging, yet supportive environment. In each of our seven schools, students enjoy experiences and opportunities that enable them to become productive young adults in an ever-changing world.

Our curricular areas are aligned to the New Jersey Core Curriculum Content Standards. Annually, we revise curricula using a five-year plan to ensure frequent updating of what we teach and how we teach it to the youngsters of Roxbury Township.

In addition to annually assessing our curricular needs, we provide staff with professional development activities which enables our teachers to constantly strive to stay current with the latest instructional techniques. Additionally, technology is an important component in the instructional process. We provide the necessary software, hardware, and Internet access so that it may be used as a tool to enhance instruction.

We encourage parents/guardians to take an active role in their child's educational process. Parents/guardians are also encouraged to attend conferences and maintain open lines of communication with their child's teachers. We recommend participating in the Parent Teacher Association, the High School Community Association, and attendance at Board of Education meetings. We also urge individuals to regularly visit our school district website at [www.roxbury.org](http://www.roxbury.org) to view district and school information that is regularly updated. We are very proud of our district website, and we hope you add our site to your "favorites" list.

In the spirit of continual growth, the Roxbury School District is collaborating with representatives from diverse elements of the community to create an educational vision that directs, motivates, and inspires us to work together for the common good of our students. The Shared Services Committee, which is comprised of representatives from both the Roxbury School District and the Town Council, meet periodically throughout the school year to discuss various interests which affect both the Township and the school district. This is a prime example of the collaborated efforts of the Township and the school district working together to create a vision for the future. Community support is a critical component that enables Roxbury to have the outstanding schools we all enjoy. It is through the combined efforts of the entire community that all students will have the opportunity to realize success.

### III. Technology Overview

#### A. Technology

##### 1. Current Technology Inventory

Desktop Computers	1223
Laptop Computers	150
Tablet Computers	20
Smartboards	90
Servers	48
Network Switches	67
Routers	9
Cisco Dedicated Phone Appliances	3
Cisco IP Handsets	271
Gigabit Fiber Network	District-wide

##### 2. Technology Inventory Needed Through 2013

###### Computers and Equipment

While the accepted standard lifecycle for a computer is 5 years, currently more than 62% of our computers are 6 years or older. The oldest of these are between 7 and 10 years old and in dire need of replacement.

Our technology needs accordingly include:

- Replacement of computers that have moved beyond their 5 year lifecycle of obsolescence.
- Maintenance of equipment beyond warranties.
- Purchase of equipment and software to enable us to make use of virtual servers.
- Purchase of equipment and software to enable us to begin deployment of virtual desktops.

###### Network

We will seek to leverage virtual technology to help mitigate some of the costs associated with maintaining network services.

In order to do so we will need to:

- Upgrade critical servers and switches.
- Expand our data storage capacity on the network.
- Maintain critical servers and data.
- Explore and identify virtual solutions that will be cost efficient yet also allow for future expansion needs.

- Explore wireless networking for our high school and EMS middle school. While this was eliminated in the current budget it would enable us to make better use of and expand upon our use of mobile technology such as the Computer On Wheels that was purchased for the high school to increase access to technology for all students.

### **Software**

We are currently in the process of updating our curriculum for technology K-12. This will help us to:

- Identify software licenses that are critical to maintain for curriculum purposes.
- Achieve greater cost savings by obtaining site licenses wherever possible.
- Software deployment will be greatly facilitated by making use of the Altiris Client Management System.

## Three-Year Technology Plan Inventory Table

Area of Need	Describe for 2010-11	Describe for 2011-12	Describe for 2012-13
Technology Equipment	<p>The district will seek to replace many of its oldest computer models. Standardized models are selected for desktops, laptops, printers, smartboards and other technologies. A sparing strategy is utilized with our Cisco IP phones. A failover for critical phone switches will be implemented. Virtualization technology will be piloted for servers and we will research this technology for desktops. 2-3 servers will be virtualized at this time.</p>	<p>We will continue to replace our oldest computers as budget allows. Evaluate the effectiveness of server virtualization and if possible expand upon the number of virtualized servers. Pilot a hybrid virtualized desktop environment for classrooms.</p>	<p>We will continue to replace our oldest computers as budget allows. Evaluate the effectiveness of virtualization for desktops and servers. Expand upon the number of virtualized servers and desktops. Pilot a hybrid virtualized desktop environment for classrooms.</p>
Software used for curricular support and filtering	<p>Altiris will be used for curricular support in the deployment of software. All computers in district will be reimaged to make use of this ability. Site licenses will be pursued to ensure that our software is up to date, cost efficient and appropriate for our curriculum. Filtering is provided by our Chaperon web filter. This subscription is essential to maintain our CIPA compliance and eRate eligibility.</p>	<p>Once all computers are managed in Altiris, we will continue to support all curricular areas with the appropriate software packages. We will continue to pursue cost effective site licenses wherever possible. Our filtering software subscription is essential and this will be renewed pursuant to CIPA and eRate requirements.</p>	<p>We will continue to maintain our computers and software through the Altiris Client Management Suite. We will continue to pursue cost effective site licenses wherever possible. Our filtering software subscription is essential and this will be renewed pursuant to CIPA and eRate requirements.</p>
Technology maintenance policy and plans	<p>Computer up-time will be maximized by utilizing Deep Freeze site throughout the district</p>	<p>We will continue to utilize Deep Freeze and Altiris to maintain our existing computers. Hopefully we</p>	<p>We will continue to utilize Deep Freeze and Altiris to maintain our existing computers. Hopefully we</p>

	<p>based on our site license. Once all computers are managed in Altiris, the Deep Freeze application will be deployed throughout the district. Maintenance contracts such as Smartnets (for Cisco) will be purchased on mission critical technology to ensure prompt and efficient repairs to vital systems.</p>	<p>will have a budget that allows us to replace some of our older computers in step with this technology plan. Maintenance contracts will be purchased on mission critical technology to ensure prompt and efficient repairs to vital systems.</p>	<p>will have a budget that allows us to replace some of our older computers in step with this technology plan. Maintenance contracts will be purchased on mission critical technology to ensure prompt and efficient repairs to vital systems.</p>
Telecommunications Services	<p>VOIP telephony is utilized throughout the district via our contract for Voice and Internet with Optimum Lightpath. Our Cisco servers and switches and VOIP software will need to be upgraded as they are more than 6 years old and we rely on them for phone service throughout the district. We will be looking into Verizon as a provider for mobile telephones. All of these expenses are eRate eligible and we will pursue eRate applications as appropriate.</p>	<p>We will continue to maintain our VOIP system and renew our Smartnets for critical servers, switches and software. Additionally, we will maintain our relationship with our mobile telephone provider. All of these expenses are eRate eligible and we will pursue eRate applications as appropriate.</p>	<p>We will continue to maintain our VOIP system and renew our Smartnets for critical servers, switches and software. Additionally, we will maintain our relationship with our mobile telephone provider. All of these expenses are eRate eligible and we will pursue eRate applications as appropriate.</p>
Technical Support	<p>Our technicians will utilize Dell Warranty Parts Direct to acquire parts under warranty in a timely fashion. Smartnets support will be maintained on critical phone servers and switches. Additionally, the Alriris Computer Management Suite and Helpdesk will be fully utilized.</p>	<p>Our technicians will continue to utilize Dell Warranty Parts Direct to acquire parts under warranty in a timely fashion. Smartnets support will be maintained on critical phone servers and switches. Additionally, the Alriris Computer Management Suite and Helpdesk will be fully utilized.</p>	<p>Our technicians will continue to utilize Dell Warranty Parts Direct to acquire parts under warranty in a timely fashion. Smartnets support will be maintained on critical phone servers and switches. Additionally, the Alriris Computer Management Suite and Helpdesk will be fully utilized.</p>

<p>Facilities – infrastructure including central telephone &amp; security systems</p>	<p>VOIP telephony is maintained through our CISCO Call Manager and its associated servers and switches. Our security system was recently migrated to an IP based solution which gives us greater flexibility and better access.</p>	<p>VOIP telephony is maintained through our CISCO Call Manager and its associated servers and switches. Our security system is an IP based solution which gives us very good flexibility and access.</p>	<p>VOIP telephony is maintained through our CISCO Call Manager and its associated servers and switches. Our security system is an IP based solution which gives us very good flexibility and access.</p>
<p>Other Services:</p>	<p>We will continue to explore new technologies and services to enhance the delivery of technology resources for the district.</p>	<p>We will continue to explore new technologies and services to enhance the delivery of technology resources for the district.</p>	<p>We will continue to explore new technologies and services to enhance the delivery of technology resources for the district.</p>

### **III. A. 3 - Assistive Technology**

Technology is infused in the various levels of Special Education from the classroom to administration. Assistive Technology ranges from individual augmentative communication devices such as the DynaVox to Kidspiration/Inspiration, a program on every student's computer. To administrate the individual education programs of our students, child study team members utilize both Project Special and the Genesis student information system.

For the 2010-2011 school year the district is installing Don Johnston Solo to be accessible throughout the district and at home on an as needed basis. This project affords the district the opportunity to be proactive in addressing the needs of the struggling reader as well as those students with dyslexia. The availability of the program will allow both special education classrooms and general education classrooms access to Draft Builder, Write Out Loud, Read Out Loud and Co-Writer.

For the students at the high school experiencing limited mobility and difficulty accessing the second floor, a mobile lab of laptop computers has been put in place. This provides the opportunity for all students to participate in computer based classes regardless of the school locale.

The small group instruction rooms at the high school have recently been updated and outfitted with SMARTboards, LCD projectors and desktops. These are allowing parody with general education classrooms and the ability to use a variety of methods to accommodate a continuum of learning disabilities.

Child study teams and the support staff are in need of ways to streamline data collection, IEP development and student information input. With the recent deployment of Genesis it is necessary to explore IEP development programs that are compatible and web accessible. The correct program will recognize time savings and will create wide availability to staff. Teams are utilizing protocol and scoring that is computer based and more accurate and efficient. The teams are expanding their knowledge of technology and requiring programs that will meet the continually changing needs of this population. State requirements and mandates include data collection that needs to be available quickly and accurately.

### **III. A. 4 – Educator Access to Educational Technology**

All educators have access to educational technology in their classrooms. All classrooms are currently equipped with at least one desktop computer with network and internet access. In addition, many classrooms are equipped with printers, projectors and interactive white boards. A Computer On Wheels was purchased for use at the high school. Budget allowing, we are looking to purchase additional Computers on Wheels and to create a wireless network infrastructure for Roxbury High School and Eisenhower Middle School.

### **III. A. 5 – Administrator Access to Educational Technology**

Each administrator has access to a desktop computer with network and internet access in their office. In addition, each administrator has a wireless capable mobile laptop with built in webcams to facilitate the use of online collaborative tools.

### **III. A. 6 – District Website Accessibility**

The district website is hosted on our own server and available to all stakeholders on the World Wide Web. The district website was completely redesigned during the 08-09 school year. The project began by obtaining feedback from stakeholders via an online survey. Indications from our users indicated that they valued most a well organized and easily navigable user interface. With these considerations in mind, the website was completely redesigned from the ground up to make use of modern web technologies such as CSS and templates. The website has become a communication portal and hub for the district. Timely news events, online technology service requests, district email, student information system, district policies, online job opportunities, acceptable use policy, district forms and more are all available on the website.

### **III. A. 7 – Plan for Replacing Obsolete Computers / Technology**

In recent years, failed budgets have precluded the district from purchasing new computers to replace obsolete ones. As a result, more than half of the computers in district are now more than 5 years old. As of this writing we still have computers as old as 9 and 10 years in service. Such computers are not able to handle many of the demands of modern operating systems and software. Furthermore, they cost much more to maintain and operate. These computers are well out of warranty and purchasing parts for old computers is prohibitively expensive. Additionally, because these older computers do not run nearly as efficiently as newer computers they cost much more to operate in terms of energy consumption. Budget allowing, we will make every effort to replace our oldest and most obsolete computers. Also budget allowing, we hope to be able to make use of virtual technology to mitigate some of the costs of new computer purchases.

Twice each year we have a recycling program which is coordinated between our Buildings and Grounds department and Educational Technology. The company that performs the recycling does so at no cost to the district and follow all guidelines established by the DEP of NJ regarding the recycling of computer equipment.

## **III. B. 1-4 – Cyber Safety**

### **1. Filtering Method**

Chaperon for ISA 2004/06 is a comprehensive filtering program that we use to ensure the online safety of our children, staff and data. All internet access in the entire school district flows through the Chaperon filter. A detailed list of features for this program is available at: <http://www.cornerpost.net/chaperon2004/default.asp>.

District protocol for unblocking a specific URL for curriculum / educational purposes:

- Staff member will bring the request and rationale to the school principal for approval of a specific resource.
- Request to open a specific URL will be forwarded via email to the district supervisor of technology.
- Technician is assigned to unblock the specific URL.

## **2. Acceptable Use Policies (AUP) for Students and Staff**

AUP's are maintained for all students and staff. There are 3 versions: Students K-4, Students 5-12 and staff. These are available on the district website and a copy of each is included in the appendix of this document.

## **3. Internet Safety Policy**

### **a) Internet Safety**

The district utilizes Chaperon ISA 2004/06 filtering software for content filtering of the internet. Chaperon is a CIPA compliant web filter. It is used to filter obscene, pornographic and otherwise objectionable information, images and content that may be harmful to minors.

### **b) Educating Minors about Appropriate Online Behavior**

All students are educated about appropriate online behavior through their computer/technology classes, work with Media Specialists, and instruction that is infused into classroom work involving online research. In addition, the district periodically offers special programs, e.g., offered by school resource officers, about appropriate online behavior.

## **4. Dates when the district provided public notice regarding Internet safety policies pursuant to CIPA**

District adopted BOE policies on use of technology and acceptable use on 11/05/2001. BOE policy regarding cyberbullying was adopted on March 24, 2008. In addition, the district provides annual confirmation of acceptance of CIPA guidelines through its NCLB application process.

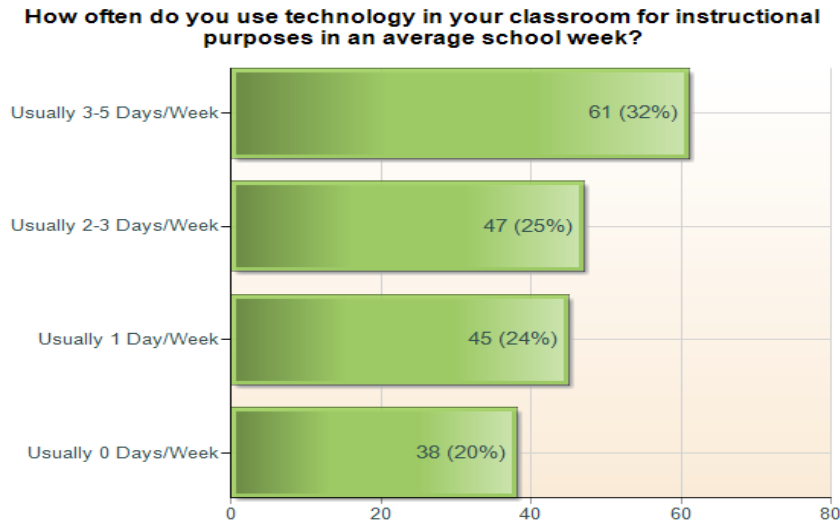
## **III. C. Needs Assessment**

### **1. Current Status**

In an effort to reach all stakeholders we created 4 technology surveys for each of: Staff, Parents, Middle & High School Students, Elementary Students. The purpose of each survey was to determine our current status with regards to technology. A copy of each survey and the corresponding results is included in the appendix. Some of those findings will also be summarized below:

**a) Educators’ Current Practices in Integrating Technology**

Our survey of staff asked how often they utilized technology for instructional purposes each week. The results are below:











**b) Summary of Educator’s Proficiency in the Use of Technology**

Our surveys provided several questions designed to gauge the level of comfort with various forms of technology. The results for staff are below:

















**4.** Select each hardware device from the list below that you know how to use proficiently. Actions | ▼

Desktop Computers		221	98%
Laptop Computers		196	87%
Printers		217	96%
Scanners		133	59%
Copiers		214	95%
Webcams		57	25%
Fax Machines		161	71%
Projectors		123	54%
USB Flash Drives		162	72%
External Hard Drives		75	33%
Network Configuration Equipment (i.e. Routers)		34	15%
Digital Cameras		179	79%
Cell Phones		208	92%
Gaming Consoles		68	30%
mp3 Players		107	47%

**5.** Each computer is comprised of many components. Select each component from the list below that you know the purpose (function) of: Actions | ▾

RAM		123	54%
ROM		77	34%
CPU		114	50%
Motherboard		121	54%
Video/Graphics/Sound Card		104	46%
Disc Drives		187	83%
Network Interface/Wireless Cards		93	41%
Power Supplies		153	68%

**6.** Select each technology from the list below that you know how to use proficiently. Actions | ▾

Word Processing Software (Microsoft Word, MaxWrite, etc.)		217	96%
Google Documents (Online Office Documents for Sharing and Collaborating)		101	45%
Spreadsheet Software (Microsoft Excel, MaxCount, etc.)		119	53%
Presentation Software (Microsoft Power Point, MaxShow, etc.)		151	67%
Database Software (Microsoft Access)		35	15%
Publishing Software (Microsoft Publisher)		84	37%
Web Browsers (Internet Explorer, Firefox, etc.)		176	78%
Search Engines (Google, Nettekker, etc.)		213	94%
Social Networking Sites (Facebook, etc.)		114	50%
Email		218	96%
Movie Making Software (Windows Movie Maker, Mac iMovie, etc.)		44	19%
Photo Enhancement Software (Adobe Photoshop, etc.)		82	36%
Programming Based Software (Alice, Visual Basic, Java, C++ etc.)		10	4%
Music Recording Software (Audacity, etc.)		34	15%
Online Blogging		42	19%
Communication Software (Skype, Oovoo, etc.)		49	22%

### **c) Current Educational Environment**

#### **i. Educator Access to Technology**

- All educators are assured that they and their students will have access to technology. Throughout the district there is at least one computer in every classroom.
- A variety of software applications are installed on each computer throughout the district. Essential software such as Microsoft Office, Internet Explorer etc. along with many other more specialized software titles are installed as part of the base image for computers throughout the district. Additional titles are installed based upon curricular needs and licensing.
- All teachers and regular staff have access to a district based email account, a network login and storage space on the district servers.
- Network shares are available and additional ones are created as needed to help support the sharing and collaboration of curricular resources.
- All educators have access to the web based Genesis Student Information System as needed.
- All rooms are equipped with internet access and bandwidth between buildings is gigabit fiber.
- The district subscribes to United Streaming / Discovery Ed and teachers have access to thousands of videos and multimedia content that is geared toward K-12 education.
- Additional district subscriptions include Nettekker, Brainpop, Study Island and Rosetta Stone. Students and teachers have a plethora of online resources available to them.
- Each school in the district has at least 1 computer lab w/ 25 computers, a network capable laser printer and an LCD projector.
- At the high school a Computer On Wheels system w/ 30 laptop computers is available for classroom use.
- Student response systems are available at the high school, middle school and elementary schools.
- A state of the art Computer Aided Design (CAD) lab was updated in 09-10. This was a much needed update as the computers previously in place were no longer capable of the cutting edge demands of the new CAD software and otherwise the class could not function properly. All of the previous computers were then trickled down to room 242 at the high school. With the use of Altiris and our outstanding Educational Technology staff members all computers in

both labs were imaged and up in running less than 24 hours from delivery of the new shipment.

## **ii. Student Access to Technology**

- As stated above, students have access to a wide variety of technology to help foster the development of 21<sup>st</sup> century skills.
- Students have access to technology in their classrooms, computer labs and now at the high school via a computer on wheels setup.
- Beginning in middle school, students have their own computer logins for the network and space on the network to save their work.
- Subscription online services such as Nettekker, Brainpop, Study Island and Rosetta Stone are available to students as appropriate.
- Assistive technology is provided for students as detailed in a prior section.
- Students have begun to communicate with other students within the district as well as outside the district through teacher led interactive online collaborations via Skype.

## **iii. Evaluation of Educator Needs**

- Educator needs are evaluated as part of the observation process on an ongoing basis.
- Educator needs are also evaluated on the basis of staff development surveys conducted following staff in-service days.
- Teachers are able to communicate directly with the administrative team regarding educational technology needs.
- Now that service requests for educational technology are available online it is possible to respond directly to patterns and work proactively based upon educator needs.

## **iv. Evaluation of Student Needs**

- Student technology skills are evaluated at all levels based upon the districts technology curriculum which has been aligned with the state Core Curriculum Content Standards.
- Student technology competencies and projects are evaluated continually by teachers across the curriculum.
- Middle school students participate in the 8<sup>th</sup> grade assessment and areas of need are identified based upon results.

## **v. Past Professional Development for Educators**

- Staff in-service days offer many opportunities for professional development regarding the integration of technology.

- The district participates in the Morris County ETTC and all staff are able to attend technology courses at no charge. These courses are held on campus as well as at the ETTC site in Denville.
- Each year technology teachers throughout the district have attended the annual technology conference hosted by NJECC.
- New teacher training is held each year and this training includes a technology component.
- A variety of courses are offered on an ongoing basis through the districts' Professional Leadership Program.
- Faculty meetings held throughout the district have included technology components and have covered specific technology subjects.

**vi. Past Professional Development for Administrators' Needs**

- Administrators attend many of the technology training opportunities that are available to teachers.
- Specialized workshops have been offered as needed to address a variety of technology topics.
- Individualized instruction is available and provided to the administrative team as needed.

**vii. Ongoing Professional Development in 2009-10 for Educators**

- Grade level meetings
- Team meetings
- Department meetings
- Faculty meetings
- In-service days
- District Professional Leadership Program
- Morris County ETTC programs
- NJECC Annual Conference
- Genesis training – basics, attendance, gradebook

**viii. Ongoing Professional Development in 2009-10 for Administrators**

- Website development using Contribute
- Genesis training – basics, attendance, gradebook, reports, scheduling and other topics as needed.
- Morris County ETTC programs.
- District guest lecturer program.
- One on one training as needed.

**ix. Supports Other Than Professional Development**

- Educators may request help from media specialists for help planning a technology lesson.

- Staff network shares are available with step by step instructions covering a variety of technology topics.
- Educational Technology service requests are available online to all staff.

**x. Identification of Professional Development Needs**

- End of workshop evaluations.
- Technology survey completed by all staff members.
- Ongoing assessment of technology needs by the administrative staff.
- Analysis of trends in online helpdesk requests.

**2 - 3. Needs of the District to Improve Academic Achievement Prioritized**

Based upon our needs assessment surveys with Students, Parents and Staff we have identified the following needs in order of priority:

1. Ensure that all computers work reliably.
2. Further integration of technology into the core curriculum.
3. Increase opportunities for professional development.
4. Increase knowledge of how to be safe on the internet.

**IV. Three-Year Goals and Objectives**

**A. History – Evaluation of Goals from Previous Technology Plan**

**Previous Goal 1:** All students and teachers will have access to information technology in their classrooms, schools, communities and homes.

**Evaluation:** This was an important goal for the district because previously not all classrooms had at least 1 computer in them. The goal of a computer in every classroom has been met and each of these computers has internet access.

**Previous Goal 2:** All teachers will use technology effectively to help students achieve high academic standards.

**Evaluation:** While we have made progress in the percentage of teachers who are able to use technology effectively, academic achievement of our students remains a top priority. Since we believe that there is still room for improvement, we have decided to maintain this as a goal for 2010-2013.

**Previous Goal 3:** All teachers will have technology and information literacy skills.

**Evaluation:** We have met this goal to the extent that all teachers do have some technology and information literacy skills. At this point, however, we have decided to pursue this goal further by addressing more specific goals and objectives for teacher technology and information literacy skills.

**Previous Goal 4:** Research and evaluation will improve the next generation of technology applications for teaching and learning.

**Evaluation:** The district has in fact upgraded its technology applications for curriculum, instruction, and management of district operations. This has been facilitated by technology developments in research and evaluation.

**Previous Goal 5:** Digital content and networked applications will transform teaching and learning.

**Evaluation:** The district uses United Streaming, Study Island, Nettekter, BrainPop, and other forms of digital content providers. While we still have progress to make in terms of integrated technological instruction, these adoptions have transformed teaching and learning to a limited extent.

## **B. Goals for 2010-2013**

**Goal 1:** All teachers will participate in at least 4 technology training modules which will be presented at faculty meetings.

**Goal 2:** All teachers will use technology effectively to help students achieve high academic standards.

**Goal 3:** Every teacher will enhance their instructional practices by infusing a technology application into the taught curriculum at least twice per year.

**Goal 4:** To establish curriculum maps that highlight internet safety in K-8 and examine opportunities to infuse internet safety into the grade 9 health curriculum.

## **V. Three-Year Implementation and Strategies (July 2010 – June 2013)**

### **A. Implementation Strategies and Activities and Evaluations**

**Goal 1.** All teachers will participate in at least 4 technology training modules which will be presented at faculty meetings.

**Responsibility:** Curriculum Supervisors, Supervisor of Technology, School Principals, Technology Teachers

#### **Goal 1 Implementation**

By the end of year 1:

- Supervisor of Technology will meet with Curriculum Supervisors to develop framework for 2 modules for 2010-2011
- Technology teachers will make instructional plans for implementing modules
- School Principals will schedule 2 faculty meetings for modules
- Technology teachers will facilitate modules at faculty meetings

By the end of year 2:

- Supervisor of Technology will meet with Curriculum Supervisors to develop framework for 3 modules for 2011-2012
- Technology teachers will make instructional plans for implementing modules
- School Principals will schedule 3 faculty meetings for modules
- Technology teachers will facilitate modules at faculty meetings

By the end of year 3:

- Supervisor of Technology will meet with Curriculum Supervisors to develop framework for 3 modules for 2012-2013
- Technology teachers will make instructional plans for implementing modules
- School Principals will schedule 4 faculty meetings for modules
- Technology teachers will facilitate modules at faculty meetings

**Goal 2.** All teachers will use technology effectively to help students achieve high academic standards.

**Responsibility:** Classroom teachers, Curriculum Supervisors, Lead Teachers, School Principals

**Goal 2 Implementation**

By the end of year 1:

- At *Framework for Teaching* workshops with Charlotte Danielson, Curriculum Supervisors will include technology integration into plans for teacher evaluation
- District will offer at least 3 technology-related workshops through its Professional Leadership Academy
- Principals will include evaluation of technology implementation into teacher observations

By the end of year 2:

- District will offer at least 5 technology-related workshops through its Professional Leadership Academy
- Principals will include evaluation of technology implementation into teacher observations

By the end of year 3:

- District will offer at least 7 technology-related workshops through its Professional Leadership Academy

- Principals will include evaluation of technology implementation into teacher observations

**Goal 3.** Every teacher will enhance their instructional practices by infusing a technology application into the taught curriculum at least twice per year.

**Responsibility:** Classroom teachers, Curriculum Supervisors, Lead Teachers, School Principals

**Goal 3 Implementation**

By the end of year 1:

- Curriculum Supervisors and Lead Teachers will present ideas to Classroom teachers about infusion of technology applications
- School principals will monitor infusion of 2 additional practices through review of lesson plans and classroom observations

By the end of year 2:

- Curriculum Supervisors and Lead Teachers will present ideas to Classroom teachers about infusion of technology applications
- School principals will monitor infusion of 2 additional practices through review of lesson plans and classroom observations

By the end of year 3:

- Curriculum Supervisors and Lead Teachers will present ideas to Classroom teachers about infusion of technology applications
- School principals will monitor infusion of 2 additional practices through review of lesson plans and classroom observations

**Goal 4.** To establish curriculum maps that highlight internet safety in K-8 and examine opportunities to infuse internet safety into the grade 9 health curriculum.

**Responsibility:** Supervisor of Technology, Assistant Superintendent, Curriculum Supervisors, Classroom Teachers

**Goal 4 Implementation**

By the end of year 1:

- District will purchase or develop system for curriculum mapping
- Supervisor of Technology, Assistant Superintendent, and Curriculum Supervisors will set up Understanding by Design format for online curriculum documents

By the end of year 2:

- District administrators will provide instruction in use of curriculum mapping software
- Technology teachers will integrate internet safety instruction into curriculum maps

By the end of year 3:

- Curriculum Supervisors and Technology teachers will provide at least 2 sessions of professional development for classroom teachers on use of curriculum mapping software and the topic of internet safety
- Supervisor of Technology, Curriculum Supervisors, and Assistant Superintendent will review curriculum maps for accuracy and appropriateness

### **B. Supporting 21<sup>st</sup> Century Learning Communities**

The district has already established a commitment to the use of Professional Learning Communities as an integral part of staff development. As mentioned in section III. A. 3 above, Roxbury has also made a strong commitment to assistive technology. We have a site license for Don Johnson assistive technology programs, and an agreement with the company for site-based professional development in the Fall of 2010.

### **C. NCLB Requirement for Technology Literacy**

The district has been implementing NCLB requirements for assessment of technology proficiency in Grade 8 through *Simple Assessment* online technology assessment. This is utilized at no cost to the district, and is used as both formative and summative assessment by the middle school technology teacher.

### **D. Telecommunications, Information Technologies, Other Resources**

The district will continue to utilize, contingent upon sufficient funding, all of the telecommunications and information technology resources outlined above in sections A and B: United Streaming, Don Johnson, etc. We plan to continue to use LightPath for internet, Cisco Technology for voice-over-IP, Altiris for management of district computer resources, etc.

## **VI. Funding Plan (July 2010 – June 2013)**

### **A. &B. See table on following page.**

Three-Year Technology Plan Anticipated Funding Table (2010-2013)					
ITEM	FEDERAL FUNDING	STATE FUNDING	LOCAL FUNDING		MISC. (e.g. Donations, Grants)
Digital curricula (see NIMAS in the HELP section)	N/A	N/A	\$36438	2010-11	N/A
			\$38260	2011-12	
			\$40173	2012-13	
Print media needed to achieve goals	N/A	N/A	\$1100	2010-11	N/A
			\$1150	2011-12	
			\$1200	2012-13	
Technology Equipment	N/A	N/A	\$108,000	2010-11	\$2000 PTA 2010-2011
			\$175,000	2011-12	
			\$200,000	2012-13	
Network	N/A	N/A	\$165,000	2010-11	N/A
			\$170,000	2011-12	
			\$175,000	2012-13	
Capacity	N/A	N/A	\$40,000	2010-11	N/A
			\$42,500	2011-12	
			\$45,000	2012-13	
Filtering	N/A	N/A	\$2700	2010-11	N/A
			\$3000	2011-12	
			\$3250	2012-13	
Software	N/A	N/A	\$42,300	2010-11	MSDN Academic Alliance Grant Estimated Value \$25,000
			\$50,000	2011-12	
			\$60,000	2012-13	
Maintenance	N/A	N/A	\$52,000	2010-11	N/A
			\$52,500	2011-12	
			\$53,000	2012-13	
Upgrades	N/A	N/A	\$38,000	2010-11	N/A
			\$40,000	2011-12	
			\$42,000	2012-13	
Policy and Plans	N/A	N/A	\$3600	2010-11	N/A
			\$3700	2011-12	
			\$3800	2012-13	
Other services	N/A	N/A	\$10000	2010-11	N/A
			\$10,500	2011-12	
			\$11,000	2012-13	

\* Please note: All of the above figures are estimates and are contingent upon board approval, local, state and federal funding decisions etc.

### **C. Board Approval of Technology Plan and First Year Budget**

See Appendix

### **D. Board Approved Budget for Each Successive Year**

Successive year budgets are included in table above. Final board approval will take place according to state budget calendars and will be filed for eRate auditing purposes.

### **E. Technology Plan Creation Date**

April 14, 2010

## **VII. Professional Development**

### **A. Person Responsible for Coordinating Professional Development**

District-wide Professional Development : Dr. Greg McGann, Director of Human Resources

Technology Professional Development: Neil Ascione, Supervisor of Technology

### **B. Planned Professional Development Activities**

#### **1. & 2. Professional Development for Educators and Administrators**

A variety of professional development structures and process are currently in place to allow staff to participate in professional learning activities. School-based Professional Development Committees have been established to promote team-based professional learning at each building. Faculty, department and grade level meeting time is devoted to activities focused on student learning and improving instructional practices. A district committee of staff and administrators meets regularly to discuss professional learning community opportunities for staff and to encourage staff efforts to promote focus group and study group learning. Release time is provided for staff to meet by grade and area assignment. This time is used to meet with curriculum supervisors to review benchmark assessments, student performance data, focus on curricular issues related to assignments, and to learn how to improve student learning through classroom instruction. Integration of technology is a component which is considered for each of these areas. All district initiatives target technology and student achievement.

To facilitate goals that are closely aligned, the district conducts grade level articulation across the district. The district supports diverse school goals by providing training at the individual schools during faculty or grade level meetings.

Professional district learning gaps are addressed by district supervisors who conduct training with specific groups or individual teachers when needed.

Progress towards initiatives and accomplishments are communicated through the annual *Our Schools* newsletter sent out to the community and through the Superintendent's *Gael Force* newsletter posted quarterly on Roxbury.org.

### **3. Professional Development for Technical Staff**

All members of the Educational Technology staff are provided with opportunities for professional growth through out of district workshops presented by industry experts, on-site hands on instruction, off site workshops, webinars and other online training resources. Furthermore, we are active participants in NJECC and the Morris County ETTC. Our educational technology staff members take advantage of learning opportunities through these programs as well.

### **4. Professional Development for Assistive Technology**

As mentioned above, we have contracted with Don Johnston to provide extensive on-site staff development in assistive technology. We will also continue to provide opportunities for staff to increase their knowledge and understanding of assistive technology through out of district workshops, webinars and professional learning communities.

## **C. Professional Development for 2010-2011**

The following table provides details of our plans for ongoing professional development in support of our goals in 2010-2011.

<b>Educators' Proficiency/ Identified Need</b>	<b>Ongoing, sustained, high-quality professional development planned for 2010-2011</b>	<b>Support</b>
Safety on the internet.	Workshops and faculty meetings that implement and reinforce our training module on safety on the internet.	Staff members will be given time during in service, department and other faculty meetings to collaborate and develop best practices.
Use of online collaborative tools to support curriculum and infuse technology.	Workshops and faculty meetings that implement and reinforce our training module on online collaborative tools such as Google.	Staff members will be given time during in service, department and other faculty meetings to collaborate and develop best practices.
Using web based resources in an informed manner.	Workshops and faculty meetings that implement and reinforce our training module on using web based resources in an informed manner.	Staff members will be given time during in service, department and other faculty meetings to collaborate and develop best practices.
Technology integration into the core curriculum.	Workshops and faculty meetings that implement and reinforce our training module on the integration of technology into the core curriculum.	Staff members will be given time during in service, department and other faculty meetings to collaborate and develop best practices.
The efficient use of assistive technology.	On-site professional development workshops will be conducted by Don Johnston on the efficient use of the Solo suite. Additional faculty meetings will further reinforce our training module on safety on the internet.	Staff members will be given time during in service, department and other faculty meetings to collaborate and develop best practices.

## **VIII. Evaluation Plan**

We have the following process and accountability measures in place:

1. The District Technology Committee will oversee the meeting of goals and objectives.
2. District performance on state testing—NJ ASK, HSPA, End-of-Course Assessments—is used to evaluate the extent to which students are meeting NJCCC standards. Where appropriate, the analysis of results includes consideration of integration of technology into curriculum and instruction.
3. The District Professional Development Committee collects data on staff development needs, evaluates best practices, and coordinates staff development.
4. Members of the Board of Education, in coordination with the Superintendent and Business Administrator, oversee funding issues in technology.
5. Teachers and administrators, through faculty meetings and administrative council meetings, provide input into evaluation of extent to which goals and objectives are being met.
6. As mentioned, the middle school administers an online assessment exam to measure the extent to which students have met NJ Core Curriculum Content Standards with respect to technological literacy.

The table on the next page describes our evaluation plan further.

## Roxbury Three-Year Technology Plan Evaluation Narrative

<p><i>a. integrating technology</i></p>	<p>Effective integration of technology will be evaluated through surveys of teachers and administrative observation. Instructional planning and preparation, as well as instructional strategies, are components of all formal teacher observations. Integration of technology can be a component of both elements. When possible, additional online evaluation tools, such as Zoomerang surveys, will also be integrated into our evaluation process.</p> <p>We expect our telecommunications services, hardware, and software to improve education in numerous ways. Lightpath, which is an eligible Telecommunications Service provider, allows students to have contact with virtually unlimited online resources. Our students have begun to participate in teleconferencing with Skype, which has enhanced not only the intellectual quality of their experiences, but the social/motivational aspect of them as well.</p>
<p><i>b. enabling students to meet challenging state academic standards</i></p>	<p>The extent to which students are meeting state academic standards is measured in a variety of ways. New Jersey ASK 3-8 and HSPA assessments are analyzed and reported on an annual basis. In addition, school level objectives all include some measurement of student achievement of standards, including some which are not assessed through state testing. Classroom assessments, teacher observations, and benchmark assessments are also used to determine student achievement. As end-of-course exams are fully implemented, they will also allow us to measure the extent to which students are meeting challenging state academic standards.</p>
<p><i>c. developing life-long learning skills</i></p>	<p>In accordance with state guidelines, the district has begun to pursue plans for digital Personalized Student Learning Plans, which will promote life-long learning skills and which include an assessment component which would allow for their evaluation. The focus of several of our staff development programs, such as our work with Charlotte Danielson and Carol Ann Tomlinson, has been to develop life-long learning skills, problem-solving, and critical thinking. While measurement of life-long learning skills can be difficult, the development of digital Personalized Student Learning Plans will facilitate a longitudinal assessment of student progress.</p>

**ROXBURY TOWNSHIP BOARD OF EDUCATION  
STAFF INTERNET & NETWORK PERMISSION FORM**

**Access Services: Acceptable Use Policy**

Your access to the Internet is made possible by the Roxbury Township Public Schools. Your use of electronic resources is a privilege extended to you by the district and may be revoked at any time. Any intentional behavior with respect to the electronic environment that interferes with the missions or activities of the Roxbury Township Public Schools will be regarded as unethical. Specifically, the following guidelines apply to the use of any computer systems, accounts, or network access provided by the district for your use.

- You are responsible for what is done using your account(s). If there is evidence of unauthorized or improper use of your account, it will be temporarily disabled pending investigation by the District System Administrator.
- **Do not let other people use your account; keep your password a secret. Your password belongs to you alone.**
- **DO NOT SHARE ANY PASSWORD(S) with anyone.**
- Never keep a session open when you leave your computer; this ties up a line that can be used by someone else, and allows someone to use your account
- For teachers: Should you wish to permit students to use the Internet, you must carry out the log on procedure before any student gains access, and students must be supervised at all times
- Teachers are responsible to preview possible web sources/pages, if at all possible, provide students with a list of recommended sites to use.
- Teachers are to limit indiscriminate wildcard searches (applicable to texts, images etc.)
- Teachers may not give students their passwords
- Only read other people's files if you have permission from the owner to read them
- Only attempt to connect to other computers if you have reason to believe that the owner wants you to connect
- Forged mail and U3enet/Netnews postings ("forged" means any message without an accurate "From" line), attempts to use other people's accounts, attempts to find other people's passwords, attempts to alter system files and violations of any policies in this document are considered inappropriate behavior and are subject to immediate suspension of system access pending investigation by the District System Administrator
- The school district does not condone or tolerate the unauthorized copying or use of licensed computer software. You must adhere to the district's contractual responsibilities and comply with all copyright laws. Anyone who violates this policy may be subject to immediate suspension of system access pending investigation by the District System Administrator. An individual engaged in the unauthorized copying or use of software may also face civil suit, criminal charges, and/or penalties and fines. Subject to the facts and circumstances of each case, such individuals shall be solely responsible for their defense and any resulting liability
- All non-school related activities are prohibited, such as use of commercial or for-profit activities, use for product advertisement, political lobbying, etc.
- Certain aspects of your use of the electronic environment are being recorded in logs, either for the purpose of performance monitoring or for assistance in duly authorized legal investigations of alleged misbehavior under the policy. The actual contents of these logs will only be reviewed by authorized district or external law enforcement officials.

You will have your own unique log on with user name and Complex Confidential Password.

**User Login Name** will be your **first initial** and **full last name**. For example: John Smith will be: jsmith

*Please see directions for complex confidential password on back of this form.*

**User: I understand and will abide by the above Conditions, Rules and Acceptable Use Agreement. I further understand that any violation of the above conditions, rules, and Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and appropriate legal action may be taken.**

Staff Member completes this section: Please PRINT Legibly			Acknowledgement by Administrator/Principal/Director	
Last Name	First Name	Middle Initial	Signature is REQUIRED in order to be processed: _____ Date: _____	
Signature		Date:		
Login Name	<input type="checkbox"/> Check if request is for change of previous last name:	<input type="checkbox"/> Long Term Substitute Per Diem Substitutes and Temporary Staff Members <b>WILL NOT</b> be eligible for Login/Email accounts		
<i>First initial Full Last Name</i>				
Primary Building	Grades(s)	Activate Login/Email	After (M/D/Y)	
Department	Subject(s)	Disable Login/Email	After (M/D/Y)	
It is the new staff member's responsibility to notify the software application administrator if you need access to the following software:			<b>Student Teacher</b>	
<input type="checkbox"/> <b>Genesis</b> (Student Information System IE: attendance, grades, report cards)		<input type="checkbox"/> <b>Systems 3000</b> (Purchase orders, budget, personnel) ( Contact -Building Principal )		Activate Login/Email After (M/D/Y)
<input type="checkbox"/> <b>Project Special (IEP)</b> (Special Services Dept.) - (Contact - P. Hovey)		<input type="checkbox"/> <b>Other:</b> (IE: Ed-Data, Study Island) ( Contact-Building Principal )		Disable Login/Email After (M/D/Y)
			<b>Revised 03/09/2010</b>	

## **Roxbury Township Board of Education**

### **Grades K-4 Student Acceptable Use Policy (AUP) For Internet and Network Permission**

The *New Jersey Department of Education* requires that all students demonstrate proficiency with technology as specified in the [New Jersey Core Curriculum Content Standards](#). The school will grant access to only those students with parent/guardian permission and who agree to follow the rules established for the school network and Internet, as follows:

1. I will only stay on the websites that my teachers set up for me to use.
2. I will not type in a web address or do my own independent search without my teacher's permission.
3. I will practice Internet safety by not providing any personal information such as my full name, picture, address, home phone number, or name of my school on the Internet.
4. I will tell my teacher if I read or see something on the Internet that makes me feel uncomfortable.
5. I will not use e-mail independently, enter a chat room, or use instant messaging in school.
6. I will not access, modify, copy, or share passwords or data belonging to other users.

***I understand that all school rules apply while I am using the Internet and computers. If I do not follow these rules, I will be subject to disciplinary action. (Re: [K-4 Code of Conduct](#))***

**Accept**

**Do Not Accept**

I am aware that Internet Access is a required skill by the end of 4<sup>th</sup> Grade according to [New Jersey Core Curriculum Content Standards](#). (See page 2 of 2.)

---

PRINT STUDENT'S LAST NAME, FIRST NAME

STUDENT'S SIGNATURE

DATE

---

PRINT PARENT/GUARDIAN'S NAME

PARENT/GUARDIAN'S SIGNATURE

DATE

**STANDARD 8.1 (COMPUTER AND INFORMATION LITERACY) ALL STUDENTS WILL USE COMPUTER APPLICATIONS TO GATHER AND ORGANIZE INFORMATION AND TO SOLVE PROBLEMS.**

[http://www.state.nj.us/njded/cccs/s8\\_tech.htm#81](http://www.state.nj.us/njded/cccs/s8_tech.htm#81)

**Descriptive Statement:** Using computer applications and technology tools students will conduct research, solve problems, improve learning, achieve goals, and produce products and presentations in conjunction with standards in all content areas, including career education and consumer family, and life skills. They will also develop, locate, summarize, organize, synthesize, and evaluate information for lifelong learning.

**Strands and Cumulative Progress Indicators**

**By the end of Grade 4, students will:**

**A. Basic Computer Skills and Tools**

1. Use basic technology vocabulary.
2. Use basic features of an operating system (e.g., accessing programs, identifying and selecting a printer, finding help).
3. Input and access text and data, using appropriate keyboarding techniques or other input devices.
4. Produce a simple finished document using word processing software.
5. Produce and interpret a simple graph or chart by entering and editing data on a prepared spreadsheet template.
6. Create and present a multimedia presentation using appropriate software.
7. Create and maintain files and folders.
8. Use a graphic organizer.
9. Use basic computer icons.

**B. Application of Productivity Tools**

**Social Aspects**

1. Discuss the common uses of computer applications and identify their advantages and disadvantages.
2. Recognize and practice responsible social and ethical behaviors when using technology, and understand the consequences of inappropriate use including:
  - Internet access
  - Copyrighted materials
  - On-line library resources
  - Personal security and safety issues
3. Practice appropriate Internet etiquette.
4. Recognize the ethical and legal implications of plagiarism of copyrighted materials.

**Information Access and Research**

5. Recognize the need for accessing and using information.
6. Identify and use web browsers, search engines, and directories to obtain information to solve real world problems.
7. Locate specific information by searching a database.
8. Recognize accuracy and/or bias of information.

**Problem Solving and Decision Making**

9. Solve problems individually and/or collaboratively using computer applications.
10. Identify basic hardware problems and solve simple problems.

**ROXBURY TOWNSHIP BOARD OF EDUCATION**  
**GRADES 5-12 STUDENT INTERNET & NETWORK PERMISSION FORM**

Independent use of the Internet will be given only to those students who complete and return this permission form with parent/guardian approval. The school will grant access to only those students with parent/ guardian permission and who agree to follow rules established for the school network and Internet.

Students may only access the Internet under direct teacher supervision. The teacher must be with the student and able to see the monitor at all times.

The Internet includes file servers worldwide. It is not possible to screen the materials at all of these sites. Information can change at any site daily. It is important for each family to discuss the Internet and set expectations for the kinds and types of materials that are acceptable for each family.

The district has established a technology policy that applies to student use of the Internet. The computer system administrator has access to all students' saved data. As such, users should have no expectation of privacy regarding files or e-mail. Non-school activities such as those listed below are not permitted:

- Sending or displaying offensive messages/pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others passwords
- Giving others access to your password
- Trespassing in other's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing chat rooms is only permitted under the direct supervision of the teacher

Students violating this policy would, on the first offense, lose computer access for a period of five days. A subsequent violation will result in the loss of access for the remainder of the school year.

Students in grades 5 through 12 will be required to log on with their own user name and unique complex password. User name will be the student's first initial, full last name, and two digits representing his/her high school graduation year. For example: *John Smith* graduating in 2011 will be: *jsmith11*

*Please see directions for complex confidential password on back of this form.*

Should your child experience any difficulty with the log on process, please have him/her contact the classroom teacher.

**PARENT/GUARDIAN:** Please review your individual family expectations regarding materials you may approve for your son/daughter to access on the Internet. If you want to allow your child Internet access, please sign below.

***I give permission***  ***I DO NOT give permission for my child*** \_\_\_\_\_ ***to be issued access to the Internet and email through the computer network of Roxbury Public Schools. I have reviewed the school's rules regarding network and Internet use with my child.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**STUDENT:** ***I understand the school's rules for Network and Internet access, and I agree to follow all rules. I have discussed with my parent/guardian the type of materials that I should access.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Student ID: \_\_\_\_\_  
*Last, First (please print)*

Student Login: *first initial full last name 2 digits high school graduation year* \_\_\_\_\_

## Directions for Student's Complex Confidential Password

*Roxbury Public Schools*

Effective September 1<sup>st</sup> 2007 the district will have a new security precaution procedure on your login password. On your first day back into the school district **ALL STUDENTS** (including returning students) that need to access the district network will be required to assign a new **complex confidential** password. You will be asked for the old password and you must {CHECK WITH THE SCHOOL MAIN OFFICE for the new password}

### Requirements of a complex password:

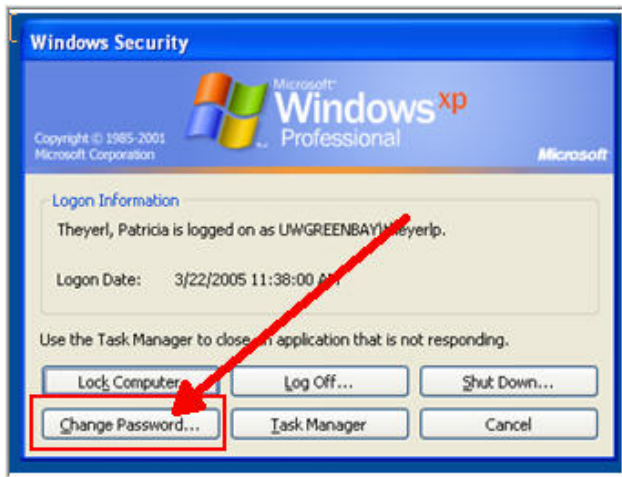
1. Should not contain any or all the user's entire name.
2. Must be at least **EIGHT** characters
3. Must contain characters from at least **three** of the four following categories.

- |                                  |   |
|----------------------------------|---|
| a. Uppercase English letters A-Z | <b>A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</b>                  |
| b. Lowercase English letters a-z | <b>a b c d e f g h I j k l m n o p q r s t u v w x y z</b>                  |
| c. Number 0 to 9                 | <b>0 1 2 3 4 5 6 7 8 9</b>  |
| d. Non-alphanumeric characters   | <b>" # \$ % &amp; ' ( ) * + , - . / : ; &lt; = &gt; ? @ [ \ ] ^ _ { } ~</b> |

The new complex password will be effective for the whole 2006-07 school year. If any student that needs assistance with this complex password procedure please contact your classroom teachers for assistance. During the school year, if you feel your password integrity has been jeopardized you may change it yourself without notifying the district *Computer Services Dept.* You will still need to assign a new password applying the complex password convention. (Unique complex passwords can only be recycled after they were used at least twice). Directions to change your password are as follows:

You will have to be already logged in to the network

Hold down the **Ctrl, Alt, Delete** keys  
Click Change Password



Type in your old password {CHECK WITH THE SCHOOL MAIN OFFICE for the new password}  
Type in your new complex password twice (The 2<sup>nd</sup> time is to verify the password)  
Before you click OK, make sure you record it  
**Keep the password in a safe secured place.**

















### *Please Note:*









If you are logged into the network and your computer is idle for **10 minutes** the computer will automatically be put into a locked status mode (NOT LOGGED OFF). You will be required to go through the unlock procedure by holding down the **Ctrl, Alt, Delete** keys and re-entering your password. If you are sharing the PC with any other users and you failed to log off then the next person trying to use the locked computer will have to totally shut down by holding down the power switch. (This may cause you to lose any unsaved work/data)

If you failed to log in successfully after your three consecutive attempts your login account will be in suspension for a period of **10 minutes**. After this waiting period then you can attempt to login again. If you still have a problem logging in you will have to contact school main office and the district *Computer Services Dept.* will have your login account manually reset. We are aware that you need access to the network ASAP; however, we appreciate your cooperation and patience and will try to make every effort to re-instate your login account.



















Laptop Computers		196	87%
Printers		217	96%
Scanners		133	59%
Copiers		214	95%
Webcams		57	25%
Fax Machines		161	71%
Projectors		123	54%
USB Flash Drives		162	72%
External Hard Drives		75	33%
Network Configuration Equipment (i.e. Routers)		34	15%
Digital Cameras		179	79%
Cell Phones		208	92%
Gaming Consoles		68	30%
mp3 Players		107	47%

5. Each computer is comprised of many components. Select each component from the list below that you know the purpose (function) of:



RAM		123	54%
ROM		77	34%
CPU		114	50%
Motherboard		121	54%
Video/Graphics/Sound Card		104	46%
Disc Drives		187	83%
Network Interface/Wireless Cards		93	41%
Power Supplies		153	68%



6. Select each technology from the list below that you know how to use proficiently.

Word Processing Software (Microsoft Word, MaxWrite, etc.)		217	96%
Google Documents (Online Office Documents for		101	45%




Sharing and Collaborating)			
Spreadsheet Software (Microsoft Excel, MaxCount, etc.)		119	53%
Presentation Software (Microsoft Power Point, MaxShow, etc.)		151	67%
Database Software (Microsoft Access)		35	15%
Publishing Software (Microsoft Publisher)		84	37%
Web Browsers (Internet Explorer, Firefox, etc.)		176	78%
Search Engines (Google, Nettekker, etc.)		213	94%
Social Networking Sites (Facebook, etc.)		114	50%
Email		218	96%
Movie Making Software (Windows Movie Maker, Mac iMovie, etc.)		44	19%
Photo Enhancement Software (Adobe Photoshop, etc.)		82	36%
Programming Based Software (Alice, Visual Basic, Java, C++ etc.)		10	4%
Music Recording Software (Audacity, etc.)		34	15%
Online Blogging		42	19%
Communication Software (Skype, Oovoo, etc.)		49	22%

**7.** How often do you use technology in your classroom for instructional purposes in an average school week?




Usually 0 Days/Week		38	20%
Usually 1 Day/Week		45	24%

Usually 2-3 Days/Week		47	25%
Usually 3-5 Days/Week		61	32%
Total		191	100%




**8.** Do you feel your students' software application skills acquired in previous grades have stayed with them and/or are sufficient?

Not At All		13	7%
Somewhat		117	65%
Absolutely		49	27%
Total		179	100%




**9.** Do you think your technological experience/expertise impacts your ability to utilize technology to teach?

Not at All		25	13%
Somewhat		71	36%
Absolutely		101	51%
Total		197	100%



**10.** Do you think current technology equipment within the classroom (i.e. Smart Boards, projectors, and computers) is positioned/setup properly?

Not At All		55	29%
Somewhat		90	47%
Absolutely		47	24%
Total		192	100%

**11.** Throughout your teaching career, do you feel you have prepared students to utilize technology hardware and software for "real-world" application?

Not at All		34	18%
Somewhat		119	64%
Absolutely		34	18%
Total		187	100%

**12.** Overall, the equipment within my school is up to date.

Strongly Disagree		38	17%
Somewhat Disagree		67	30%

Not Applicable		14	6%
Somewhat Agree		90	40%
Strongly Agree		17	8%
Total		226	100%

**13.** How would you rate the following statements about technology issues in your school?

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.	Strongly Disagree	Somewhat Disagree	Not Applicable	Somewhat Agree	Strongly Agree
Speed of computers is adequate.	57 25%	74 33%	7 3%	68 30%	20 9%
Number of computers within a typical classroom is adequate.	84 37%	58 26%	29 13%	46 20%	9 4%
Number of computers within a computer lab is adequate.	19 8%	31 14%	40 18%	66 29%	70 31%
Most computer monitors work properly.	10 4%	31 14%	29 13%	93 41%	63 28%
Application Software is generally up to date.	16 7%	56 25%	23 10%	100 44%	31 14%
Keyboards work properly without 'sticky' or missing keys.	9 4%	28 12%	26 12%	104 46%	59 26%
During typical use computers generally do not freeze.	11 5%	57 25%	21 9%	101 45%	36 16%
Network inconsistencies are not common.	11 5%	36 16%	38 17%	112 50%	29 13%
Most computers are fully operational.	14 6%	34 15%	32 14%	105 46%	41 18%

**14.** Do you and/or your students (if applicable) have enough space to save and do all projects required on school computers?

Yes		180	80%
No		46	20%
Total		226	100%

**15.** Do you feel you have adequate access to printers?

Poor		42	19%
Fair		66	29%
Good		57	25%
Excellent		61	27%
Total		226	100%

**16.** How satisfied are you with the software used to filter internet content?

Very Unsatisfied		6	3%
Unsatisfied		22	10%
Neutral		77	34%
Satisfied		94	42%
Very Satisfied		27	12%
Total		226	100%

**17.** How would you rate your knowledge on how to be safe on the Internet?

Poor		4	2%
Fair		45	20%
Good		112	50%
Excellent		65	29%
Total		226	100%

**18.** How would you rate your students' knowledge on how to be safe on the Internet?

Poor		33	17%
Fair		87	45%
Good		67	35%
Excellent		6	3%
Total		193	100%

**19.** When researching information online, do you feel students know the difference between a site that is stating opinions versus one that is stating facts?

Yes		56	31%
No		127	69%
Total		183	100%

69 Responses

- 20.** I am familiar with Web 2.0 tools (such as delicious, flickr, picasa, tinyurl, voicethread, google docs, pbwiki, wordpress, classroom 2.0 etc.) and use them regularly for things like bookmarking, working w/ digital images, digital storytelling, web based documents, wikis, blogging and professional networking.

Strongly Disagree		88	39%
Somewhat Disagree		54	24%
Not Applicable		48	21%
Somewhat Agree		24	11%
Strongly Agree		12	5%
Total		226	100%

- 21.** How often do you use computer hardware and software outside of school on a weekly basis for school related purposes such as grading, lesson plans, etc.?


Usually 0 Days/Week		33	15%
Usually 1 Day/Week		36	16%
Usually 2-3 Days/Week		41	18%
Usually 3-5 Days/Week		40	18%
Usually Everyday		76	34%
Total		226	100%

- 22.** How often do you use computer hardware and software outside of school on a weekly basis for leisure related purposes such as talking to friends, checking email, uploading photos, etc.?










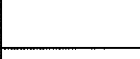
Usually 0 Days/Week		4	2%
Usually 1 Day/Week		15	7%
Usually 2-3 Days/Week		27	12%
Usually 3-5 Days/Week		40	18%
Usually Everyday		140	62%
Total		226	100%

- 23.** Most of the documents and bookmarks that I need are available to me online (cloud computing) and are not located on a particular computer or storage device.


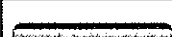



Not at All		66	29%
Somewhat		124	55%

Absolutely		36	16%
Total		226	100%




**24.** What additional technological equipment do you feel would most help you to provide students with a quality education?



More computers in each classroom		153	76%
More printers		118	59%
More Smart Boards		106	53%
More projectors		76	38%
More student response systems (clickers)		61	30%
Computers on Wheels available for classroom instruction		63	31%
Wireless network		128	64%
Electronic reading devices for textbooks and curriculum		58	29%
A per student laptop initiative		62	31%
Other, please specify		34	17%

**25.** I feel the district should utilize technology to provide distance learning via online classes.






Strongly Disagree		19	8%
Somewhat Disagree		49	22%
Not Applicable		46	20%
Somewhat Agree		81	36%
Strongly Agree		31	14%
Total		226	100%

**26.** I feel the technology within the schools provides the ability to promote communication, professional growth, and learning.






Strongly Disagree		3	1%
Somewhat Disagree		20	9%
Not Applicable		22	10%

Somewhat Agree		122	54%
Strongly Agree		59	26%
Total		226	100%



**27.** I feel that I could benefit from additional training on the applications that I need to use everyday.

Strongly Disagree		6	3%
Somewhat Disagree		25	11%
Not Applicable		16	7%
Somewhat Agree		113	50%
Strongly Agree		66	29%
Total		226	100%




**28.** Do you feel your students' technological abilities have influenced your understanding of how to use technology properly?

Strongly Disagree		16	7%
Somewhat Disagree		31	14%
Not Applicable		68	30%
Somewhat Agree		87	38%
Strongly Agree		24	11%
Total		226	100%

**29.** Do you think that students should have individual accounts for access to their gradebook?

Yes		127	56%
No		99	44%
Total		226	100%

**30.** What do you feel are the most important technology needs Roxbury Public Schools should focus on?






Purchase of new computers and equipment		139	62%
Ensure that all computers work reliably		176	78%
Ensure that all students have access to Assistive Technology		59	26%

New software	██████████	60	27%
Simplified access to shared documents for staff	██████████	67	30%
Teacher websites	██████████	61	27%
Other, please specify	██████	34	15%








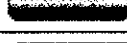





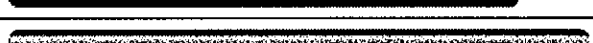

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Network Configuration Equipment (i.e. Routers)		55	37%
Digital Cameras		136	91%
Cell Phones		146	98%
Gaming Consoles		73	49%
mp3 Players		91	61%

**4.** Select each device from the list below that YOUR CHILD knows how to use proficiently.









Desktop Computers		145	97%
Laptop Computers		128	86%
Printers		125	84%
Scanners		60	40%
Copiers		77	52%
Webcams		72	48%
Fax Machines		38	26%
Projectors		24	16%
USB Flash Drives		98	66%
External Hard Drives		37	25%
Network Configuration Equipment (i.e. Routers)		21	14%
Digital Cameras		114	77%
Cell Phones		131	88%
Gaming Consoles		133	89%
mp3 Players		119	80%

**5.** Each computer is comprised of multiple components that are listed below. Select each component from the list below that YOU know the purpose (function) of:








RAM		105	70%
ROM		74	50%
CPU		102	68%
Motherboard		107	72%
Video/Graphics/Sound Card		101	68%
Disc Drives		136	91%









Network Interface/Wireless Cards		102	68%
Power Supplies		130	87%

- 6.** Each computer is comprised of multiple components that are listed below. Select each component from the list below that YOUR CHILD knows the purpose (function) of:

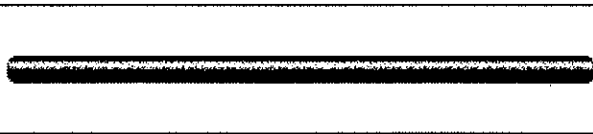

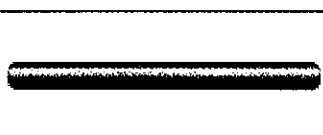
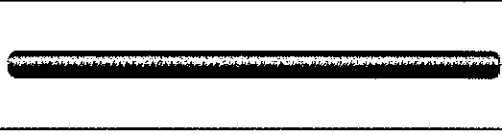


RAM		58	39%
ROM		42	28%
CPU		70	47%
Motherboard		58	39%
Video/Graphics/Sound Card		77	52%
Disc Drives		126	85%
Network Interface/Wireless Cards		56	38%
Power Supplies		112	75%



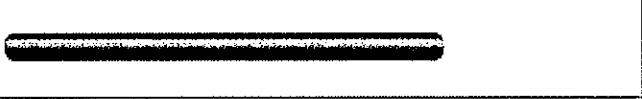







- 7.** Select each technology from the list below that YOU know how to use proficiently.

Word Processing Software (Microsoft Word, MaxWrite, etc.)		140	94%
Google Documents (Online Office Documents for Sharing and Collaborating)		71	48%
Spreadsheet Software (Microsoft Excel, MaxCount, etc.)		112	75%
Presentation Software (Microsoft Power Point, MaxShow, etc.)		85	57%
Database Software (Microsoft Access)		55	37%
Publishing Software (Microsoft Publisher)		49	33%
Web Browsers (Internet Explorer, Firefox, etc.)		135	91%


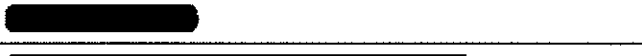

Search Engines (Google, Nettekker, etc.)		143	96%
Social Networking Sites (Facebook, etc.)		106	71%
Email		149	100%
Movie Making Software (Windows Movie Maker, Mac iMovie, etc.)		35	23%
Photo Enhancement Software (Adobe Photoshop, etc.)		82	55%
Programming Based Software (Alice, Visual Basic, Java, C++ etc.)		22	15%
Music Recording Software (Audacity, etc.)		27	18%
Online Blogging		41	28%
Communication Software (Skype, Oovoo, etc.)		45	30%

**8.** Select each technology from the list below that YOUR CHILD knows how to use proficiently.



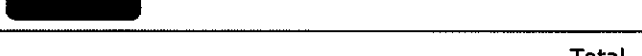
Word Processing Software (Microsoft Word, MaxWrite, etc.)		132	89%
Google Documents (Online Office Documents for Sharing and Collaborating)		70	47%
Spreadsheet Software (Microsoft Excel, MaxCount, etc.)		69	46%
Presentation Software (Microsoft Power Point, MaxShow, etc.)		110	74%
Database Software (Microsoft Access)		30	20%
Publishing Software (Microsoft Publisher)		46	31%

Web Browsers (Internet Explorer, Firefox, etc.)		118	79%
Search Engines (Google, Nettekker, etc.)		128	86%
Social Networking Sites (Facebook, etc.)		99	66%
Email		123	83%
Movie Making Software (Windows Movie Maker, Mac iMovie, etc.)		49	33%
Photo Enhancement Software (Adobe Photoshop, etc.)		67	45%
Programming Based Software (Alice, Visual Basic, etc.)		20	13%
Music Recording Software (Audacity, etc.)		49	33%
Online Blogging		39	26%
Communication Software (Skype, Oovoo, etc.)		63	42%




**9.** Do you think a teacher's technological experience/expertise impacts your child's ability to utilize technology to learn?

Not at All		4	3%
Somewhat		40	27%
Absolutely		105	70%
Total		149	100%



**10.** Based on your knowledge of your child's classroom(s), do you think there is sufficient current technology equipment within the classroom (i.e. Smart Boards, projectors, and computers)?

Not At All		26	17%
Somewhat		96	64%
Absolutely		27	18%
Total		149	100%



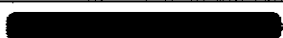

- 11.** Do you feel that it is important for a teacher to utilize current technology and equipment within the classroom for instruction?

Not at All		7	5%
Somewhat		44	30%
Absolutely		98	66%
Total		149	100%


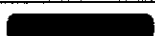
- 12.** Do you feel your child has been prepared to utilize technology hardware and software for real-world applications?

Yes		100	67%
No		49	33%
Total		149	100%



- 13.** How often do you think the equipment within the schools needs to be upgraded?

Every Year		8	5%
Every 2-3 Years		70	47%
Every 4-5 Years		60	40%
Every 5-7 Years		11	7%
Total		149	100%

- 14.** Do you feel the work your child does in school using technology is easily transferable to home computers in order for work to be completed?



Yes		119	80%
No		30	20%
Total		149	100%



- 15.** Are you satisfied with the district's efforts to keep your child safe online?

Yes		137	92%
No		12	8%
Total		149	100%





11 Responses

- 16.** How would you rate YOUR knowledge on how to be safe on the Internet?



Poor		1	1%
Fair		14	9%

Good		83	56%
Excellent		51	34%
Total		149	100%






**17.** How would you rate YOUR CHILD's knowledge on how to be safe on the Internet?

Poor		6	4%
Fair		40	27%
Good		85	57%
Excellent		18	12%
Total		149	100%





**18.** When researching information online, do you feel YOUR CHILD knows the difference between a site that is stating opinions versus one that is stating facts?

Yes		82	55%
No		67	45%
Total		149	100%

**19.** How often do you use computer hardware and software outside of work on a weekly basis for work related purposes?

Usually 0 Days/Week		31	21%
Usually 1 Day/Week		15	10%
Usually 2-3 Days/Week		26	17%
Usually 3-5 Days/Week		13	9%
Usually Everyday		64	43%
Total		149	100%

**20.** How often do you use computer hardware and software outside of work on a weekly basis for leisure related purposes?

Usually 0 Days/Week		4	3%
Usually 1 Day/Week		4	3%
Usually 2-3 Days/Week		16	11%
Usually 3-5 Days/Week		20	13%

Usually Everyday		105	70%
Total		149	100%

**21.** Do you feel your child, in addition to you, should have individual access to their gradebook accounts?

Yes		118	79%
No		31	21%
Total		149	100%

**22.** I am familiar with Web 2.0 tools (such as delicious, flickr, picasa, tinyurl, voicethread, google docs, pbwiki, wordpress etc.) and use them regularly for things like bookmarking, working w/ digital images, digital storytelling, web based documents, wikis, blogging and networking.

Strongly Disagree		66	44%
Somewhat Disagree		20	13%
Not Applicable		36	24%
Somewhat Agree		19	13%
Strongly Agree		8	5%
Total		149	100%

**23.** Most of the documents and bookmarks that I need are available to me online (cloud computing) and are not located on a particular computer or storage device.






Not at All		46	31%
Somewhat		84	56%
Absolutely		19	13%
Total		149	100%

**24.** Do you feel your technological abilities have influenced your child's understanding of how to use technology properly?

Yes		120	81%
No		29	19%
Total		149	100%

**25.** What do you feel are the most important technology needs Roxbury Public Schools should focus on?

Purchase of new computers and equipment		54	36%
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Ensure that all computers work reliably		113	76%
Ensure that all students have access to Assistive Technology		90	60%
New software		56	38%
Teacher websites		64	43%
Other, please specify		29	19%

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## APPENDIX F

## Middle School & High School Student Technology Survey 2010 Results Overview



Date: 4/12/2010 11:53 AM PST

Responses: Completes

Filter: No filter applied

### 1. What Roxbury Public School do you currently attend?

Eisenhower Middle School	[REDACTED]	75	31%
Roxbury High School	[REDACTED]	170	69%
Total		245	100%

### 2. Do you have access to a computer at home?

Yes	[REDACTED]	243	99%
No	[REDACTED]	2	1%
Total		245	100%

### 3. Select each device from the list below that you know how to use proficiently.








Desktop Computers	[REDACTED]	235	96%
Laptop Computers	[REDACTED]	234	96%
Printers	[REDACTED]	233	95%
Scanners	[REDACTED]	112	46%
Copiers	[REDACTED]	169	69%
Webcams	[REDACTED]	153	62%
Fax Machines	[REDACTED]	58	24%
Projectors	[REDACTED]	81	33%
USB Flash Drives	[REDACTED]	180	73%
External Hard Drives	[REDACTED]	85	35%
Network Configuration Equipment (i.e. Routers)	[REDACTED]	77	31%
Digital Cameras	[REDACTED]	225	92%
Cell Phones	[REDACTED]	242	99%
Gaming Consoles	[REDACTED]	213	87%
mp3 Players	[REDACTED]	228	93%

**4.** Each computer is comprised of multiple components that are listed below. Select each component from the list below that you know the purpose (function) of:





RAM		125	51%
ROM		107	44%
CPU		135	55%
Motherboard		126	51%
Video/Graphics/Sound Card		160	65%
Disc Drives		171	70%
Network Interface/Wireless Cards		96	39%
Power Supplies		132	54%

**5.** Select each technology from the list below that you know how to use proficiently.




Word Processing Software (Microsoft Word, MaxWrite, etc.)		238	97%
Google Documents (Online Office Documents for Sharing and Collaborating)		184	75%
Spreadsheet Software (Microsoft Excel, MaxCount, etc.)		164	67%
Presentation Software (Microsoft Power Point, MaxShow, etc.)		203	83%
Database Software (Microsoft Access)		100	41%
Publishing Software (Microsoft Publisher)		125	51%
Web Browsers (Internet Explorer, Firefox, etc.)		216	88%
Search Engines (Google, Nettekker, etc.)		225	92%
Social Networking Sites (Facebook, etc.)		213	87%

Email		232	95%
Movie Making Software (Windows Movie Maker, Mac iMovie, etc.)		125	51%
Photo Enhancement Software (Adobe Photoshop, etc.)		108	44%
Programming Based Software (Alice, Visual Basic, Java, C++ etc.)		55	22%
Music Recording Software (Audacity, etc.)		142	58%
Online Blogging		118	48%
Communication Software (Skype, Oovoo, etc.)		147	60%




**6.** As a student in EMS and RHS, do you feel the software application skills acquired in previous grades have stayed with you? Do you remember how to do mostly everything you were taught?

Not At All		8	3%
Somewhat		63	26%
Mostly		128	52%
Definitely		46	19%
Total		245	100%



**7.** Do you think a teacher's technological experience/expertise impacts your ability to learn with technology?

Not at All		13	5%
Somewhat		73	30%
Absolutely		159	65%
Total		245	100%



**8.** Do you think current technology equipment within the classroom (i.e. Smart Boards, projectors, and computers) is positioned/setup properly?

Not At All		13	5%
Somewhat		107	44%
Absolutely		125	51%
Total		245	100%






**9.** Do you feel you have been prepared to use technology hardware and software for real-world application?

Yes		186	76%
No		59	24%
Total		245	100%


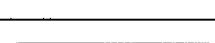



**10.** Do you have enough space to save and do all projects required of you on school computers?

Yes		214	87%
No		31	13%
Total		245	100%





**11.** How satisfied are you with the software used to filter internet content?

Very Unsatisfied		23	9%
Unsatisfied		23	9%
Neutral		109	44%
Satisfied		68	28%
Very Satisfied		22	9%
Total		245	100%

**12.** How often do you use computer hardware and software in school on a weekly basis for school related purposes such as homework, projects, etc.?



Usually 0 Days/Week		24	10%
Usually 1 Day/Week		71	29%
Usually 2-3 Days/Week		60	24%
Usually 3-5 Days/Week		39	16%
Usually Everyday		51	21%
Total		245	100%

**13.** How would you rate your knowledge on how to be safe on the Internet?






Poor		4	2%
Fair		14	6%
Good		95	39%
Excellent		132	54%

Total	245	100%
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- 14.** When researching information online, do you know the difference between a site that is stating opinions versus one that is stating facts?

Yes		219	89%
No		26	11%
Total		245	100%






- 15.** I am familiar with Web 2.0 tools (such as delicious, flickr, picasa, tinyurl, voicethread, pbwiki, google docs, wordpress, etc.) and use them regularly for things like bookmarking, working w/ digital images, digital storytelling, web based documents, wikis, blogging and networking.

Strongly Disagree		50	20%
Somewhat Disagree		27	11%
Not Applicable		63	26%
Somewhat Agree		78	32%
Strongly Agree		27	11%
Total		245	100%






- 16.** Most of the documents and bookmarks that I need are available to me online (cloud computing) and are not located on a particular computer or storage device.

Not at All		31	13%
Somewhat		170	69%
Absolutely		44	18%
Total		245	100%



- 17.** How often do you use computer hardware and software outside of school on a weekly basis for school related purposes such as homework, projects, etc.?

Usually 0 Days/Week		13	5%
Usually 1 Day/Week		49	20%
Usually 2-3 Days/Week		80	33%
Usually 3-5 Days/Week		47	19%
Usually Everyday		56	23%
Total		245	100%



- 18.** How often do you use computer hardware and software outside of school on a weekly basis for leisure related purposes such as talking to friends, checking email, uploading photos, etc.?

Usually 0 Days/Week		4	2%
Usually 1 Day/Week		8	3%
Usually 2-3 Days/Week		32	13%
Usually 3-5 Days/Week		38	16%
Usually Everyday		163	67%
Total		245	100%








- 19.** Do you feel students should have individual access to their gradebook accounts?

Yes		227	93%
No		18	7%
Total		245	100%

- 20.** Do you feel your parents' technological abilities have influenced your understanding of how to use technology properly?

Yes		126	51%
No		119	49%
Total		245	100%

- 21.** What do you feel are the most important technology needs Roxbury Public Schools should focus on?

Purchase of new computers and equipment		145	59%
Ensure that all computers work reliably		183	75%
Ensure that all students have access to Assistive Technology		116	47%
New software		138	56%
Simplified access to shared documents		95	39%
Teacher websites		114	47%
Other, please specify		52	21%

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## APPENDIX G

# Elementary Student Technology Survey 2010

## Results Overview



Date: 4/12/2010 11:54 AM PST  
 Responses: Completes  
 Filter: No filter applied

### 1. What Roxbury Public School do you currently attend?

Lincoln/Roosevelt School		119	23%
Franklin Elementary School		13	3%
Kennedy Elementary School		71	14%
Jefferson Elementary School		236	46%
Nixon Elementary School		69	14%
Total		508	100%

### 2. Do you have a computer at home?








Yes		502	99%
No		6	1%
Total		508	100%

### 3. Select each computer hardware device from the list below that you know how to use.





Desktop Computers		456	90%
Laptop Computers		430	85%
Printers		359	71%
Scanners		125	25%
Digital Cameras		361	71%
Cell Phones		380	75%
Gaming Consoles		421	83%
Prompt 4		7	1%

### 4. Select each computer software program from the list below that you know how to use.



Word Processing Software (Microsoft)		393	77%
--------------------------------------	--	-----	-----

Word, Max Write, etc.)			
Google Documents (Online Word Processing, Spreadsheets and Presentations)		239	47%
Spreadsheet Software (Microsoft Excel)		185	36%
Presentation Software (Microsoft Power Point, Max Show, etc.)		293	58%
Web Browsers (Internet Explorer, Firefox, etc.)		409	81%
Search Engines (Google, Nettekker, etc.)		354	70%
Social Networking Sites (Facebook, etc.)		215	42%
Email		258	51%



**5.** How would you rate your knowledge on how to be safe on the Internet?



Poor		14	3%
Fair		47	9%
Good		223	44%
Excellent		224	44%
Total		508	100%

**6.** When researching information online, do you know the difference between a site that is stating opinions versus one that is stating facts?





Yes		338	67%
No		170	33%
Total		508	100%

**7.** How often do you use a computer outside of school each week for school related purposes such as homework, projects, etc.?







Usually 0 Days/Week		82	16%
Usually 1 Day/Week		155	31%

Usually 2-3 Days/Week		180	35%
Usually 3-5 Days/Week		91	18%
Total		508	100%

**8.** How often do you use a computer each week for fun and recreation such as talking to friends, checking email, uploading photos, etc.?

Usually 0 Days/Week		46	9%
Usually 1 Day/Week		77	15%
Usually 2-3 Days/Week		143	28%
Usually 3-5 Days/Week		242	48%
Total		508	100%

**9.** What do you feel are the most important technology needs Roxbury Public Schools should focus on?

New computers, smart boards and printers		294	58%
Make sure all the computers work		323	64%
Programs that make it easier to use the computer		223	44%
New software		166	33%
Class websites		231	45%
Other, please specify		48	9%

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## POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM  
2360/page 1 of 7  
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 area of the 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 Superintendent shall prepare a technology plan for the school district which shall 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 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 been approved by the Supervisor of Curriculum and Instruction and/or the Supervisor of Technology.

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 the Supervisor of Curriculum and Instruction and/or the Supervisor of Technology.

#### Site Licenses

In the case, where more than one copy of a software program is required, the Supervisor of Technology 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 the Media Specialist and/or the Supervisor of Technology 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. The Roxbury Public Schools will employ reasonable precautions which attempts to ensure that the use of telecommunications is a safe learning environment for students and staff.

Equipment Acquisition

The school district shall acquire technology equipment through direct purchase or lease purchase.

All technology equipment shall be considered to have a useful life of five years. The Superintendent or designee shall develop a plan for the continual replacement and upgrading of equipment.

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. Full credit may be obtained by pupils 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 Supervisor 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. The position of Supervisor of Technology shall be full time.

The Superintendent shall prepare a job description for the Supervisor 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 by way of Internet access. 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 Supervisor 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, 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 System Administrator to monitor system security procedures.

Use of Electronic Devices in School

No pupil knowingly and without the express written permission of the Board, Superintendent or Principal shall bring or possess a beeper/paging device, cellular phone, audio or video devices, or means of electronic communication while on school property or while attending school-sponsored activities on or off school property. A beeper is defined as a telecommunications paging device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. A violation of this requirement is a disorderly persons offense.

The only exception for a pupil to bring or possess a beeper/paging device on school property or while attending school-sponsored activities on or off school property is when the pupil is an active member in good standing of a volunteer fire company or first aid, ambulance or rescue squad. The pupil must be required to respond to an emergency and a copy of the statement by the chief executive officer of the volunteer fire company or first aid, ambulance or rescue squad authorizing the possession of the beeper/paging device must be in the possession of the student at all times when the student is in possession of the beeper/paging device.

A person who discovers a student in possession of a such device in violation of this policy shall report the violation to the Principal or designee, who shall confiscate the device. On the first offense, the device will be turned over to the parent(s) or legal guardian(s). On the second offense, additional appropriate actions shall be taken in accordance with Regulation No. 5600.

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.

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

Adopted: 5 November 2001

2361 ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS  
AND RESOURCES

The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes. The Board of Education expects that all employees will integrate thoughtful use of electronic resources throughout the curriculum.

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

Access to telecommunications is provided by the district and will allow the exploration of databases, libraries, Internet sites, bulletin boards and the like, and exchange of information with individuals throughout the world. The Board supports access to information sources, but reserves the right to limit school use to materials directly of benefit to the Roxbury School District approved curriculum.

The Board reserves the right to limit the extent of use of the school computer facilities by any user. This applies to any access to data and information that may be available to users' of the computer facilities. Any attempt to violate the provisions of this policy may result in disciplinary action. The users of the school computer facilities will adhere to local, state, federal and international laws. Any attempt by the user to break those laws through the use of the school's computer facilities may result in litigation against the offender without liability by the Board whatsoever. Criminal charges may be sought against the user, if appropriate.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

#### Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Inappropriate Uses

The following have been deemed inappropriate uses of technology by either the broad community of computer users or by legal judgment. The list is not all-inclusive, but includes the major categories of misuses of technology.

1. Using the network for illegal activity (e.g., copyright infringement).
2. Disrupting or damaging equipment software or the operation of the system.
3. Vandalizing the account or data of another user. Steals data or other intellectual property whether from students, staff or teachers.
4. Gaining unauthorized access to another account confidential school records or the system operation.
5. Using another person's account or name without permission.
6. Using abusive, obscene language, sending hate mail or harassing another individual.

7. Obtaining pornographic text, graphics or photographs.
  8. Sending or receiving material that is racist, sexist or offensive to the religious beliefs of people.
  9. Creating or installing a computer virus or deliberately crashing a computer.
  10. Using technology for personal financial or business gain.
  11. Installing or using personal software on any computer in the district.
  12. Changing the configuration of an individual computer or network.
  13. Downloading software that is not required for educational use.
  14. Logging on the Internet or sending E-mail using a fictitious name.
  15. E-mail broadcasting or spamming.
- D. The computer system administrator has access to all files, including E-mail. As such, users should have no expectation of privacy regarding files or E-mail.
- E. The district does not issue a warranty for the Internet service it provides. The district is not responsible for the accuracy of the information obtained through the service. The use of information is at the user's own risk. The district is not liable for loss of data, wrong deliveries or service disruptions caused by its own negligence or the user's errors. The district is not responsible for any damages a user may suffer.

Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless they shall have filed with the school principal a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Adopted: 5 November 2001

R 2361 ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS  
AND RESOURCES

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The "system administrators" referred to herein as employees of the school district who administer the school district computer network/computers and the system administrators reserve the right to monitor all activity on network/computer facilities/computers.

Because of the complex association between so many government agencies and computer networks/computers, the end user of these computer networks/computers must adhere to strict regulations. Regulations are provided here so that staff, community, and pupil users and the parent(s) or legal guardian(s) of pupils are aware of their responsibilities. The school district may modify these regulations at any time by publishing modified regulations on the network and elsewhere. The signatures of the pupil and his/her parent(s) or legal guardian(s) on the district-approved consent and waiver agreement are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under Policy and Regulation No. 2361.

Pupils are responsible for good behavior on computer networks/computers just as they are in a classroom or a school hallway. Communications on the computer network/computers are often public in nature. Policies and Regulations governing behavior and communications apply. The school district's networks, Internet access and computers are provided for pupils to conduct research and communicate with others. Access to computer network services/computers is given to pupils who agree to act in a considerate and responsible manner. Parent permission is required. To this end, The Board of Education respects each family's rights to determine whether or not to permit the student to use the computer network and Internet access. Access is a privilege—not a right. Access entails responsibility. Individual users of the district computer network/computers are responsible for their behavior and communications over the computer network/computers. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer network/computers who violate the policies and regulations of the Board.

Computer network/computer storage areas shall be treated in the same manner as other school storage facilities. Computer network/computer administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger pupils will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. As outlined in Board policy and procedures on pupil rights and responsibilities, copies of these are available in school offices. Behavior including but not limited to the following are prohibited:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language;
3. Harassing, insulting or attacking others;
4. Damaging computers, computer systems or computer network/computers;
5. Violating copyright laws;
6. Using another's password;
7. Trespassing in another's folders, work or files;
8. Intentionally wasting limited resources;
9. Employing the network/computers for commercial purposes; and/or
10. Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided.

#### Information Content and Uses of the System

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or

sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parent(s) or legal guardian(s) understand that the Board and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The Board will provide pupil access to Internet resources only in supervised environments and has taken steps to lock out objectionable areas to the extent possible, but potential dangers remain. Pupils and their parent(s) or legal guardian(s) are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Board and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having accounts on the system should be aware of the existence of such materials and monitor home usage of the school district computer network. Pupils knowingly bringing such materials into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such pupils' accounts on the computer network and their independent use of computers.

#### On-line Conduct

Any action by a pupil or other user of the school district's computer network/computers that is determined by a system administrator to constitute an inappropriate use of computer network/computers resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending member's account and other action in compliance with the Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances or weapons. Students shall report any incident of harassment to their teacher or supervising employee. Transmission of material,

information or software in violation of any local, state or federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Users and their parent(s) or legal guardian(s) specifically agree to indemnify the Roxbury School District and the system administrators for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the user.

Computer network/computer resources are to be used by the user for his/her educational use only; commercial uses are strictly prohibited. The accuracy and quality of information cannot be guaranteed. No warranties for telecommunications access are expressed or implied. The Roxbury Board of Education will not be responsible for any information that may be lost, damaged or unavailable due to technical or other difficulties.

#### Software Libraries on the Network

Software libraries on the network are provided to pupils as an educational resource. No pupil may install, upload, or download software without the expressed consent of the system administrator. Any software having the purpose of damaging other members' accounts on the school district computer network/computers (e.g., computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the rights to refuse posting of files and to remove files. The system administrators, at their sole discretion, further reserve the right to immediately limit usage or terminate the account or take other action consistent with the Board's policies and regulations of a member who misuses the software libraries.

#### Copyrighted Material

Copyrighted material must not be placed on any system connected to the network/computers without the author's specific written permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Members may download copyrighted material for their own use in accordance with Policy and Regulation Nos. 2531, Copying Copyrighted Materials. Any member may also noncommercially redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author.

Public Posting Areas (Message Boards/Usenet Groups)

Usenet messages are posted from systems connected to the Internet around the world and the school district system administrators have no control of the content of messages posted from these other systems. To best utilize system resources, the system administrators will determine which Usenet groups are most applicable to the educational needs of the school district and will carry these groups on the school district computer network. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Board policies and regulations. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses the message boards or Usenet groups.

Real-time, Interactive, Communication Areas

The system administrators, at their sole discretion, reserve the right to monitor and immediately limit the use of the computer network/computers or terminate the account of a member who misuses real-time conference features (talk/chat/Internet relay chat).

Web Sites

All school or system level web pages shall contain the following disclaimer:

The Roxbury Township School District is committed to providing instruction to foster competence and stimulate interest in using information. However, Roxbury Township School District is not responsible for any site contents accessed through external links.

Electronic publications created by students may be linked to or included as part of any school or system level web site provided that they are created under the supervision and direction of the Principal's designee Webmaster. Student resumes shall not be linked to or included as part of any school or system level web site. Electronic publications, such as student personal web pages, shall not be linked to or included as part of any school or system level web site.

Electronic Mail

Electronic mail ("E-mail") is an electronic message sent by or to a member in correspondence with another person having Internet mail access. All messages sent and received on the school

district computer network must have an educational purpose and are subject to review. Messages received by the system are retained on the system until deleted by the recipient or for a maximum of fifteen days. A canceled account will not retain its E-mail. Members are expected to remove old messages within fifteen days or the system administrators may remove such messages. The system administrators may inspect the contents of E-mail sent by one member to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the Board policy, regulation or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any E-mail transmitted on the school district computer networks or computers.

#### Disk Usage

The system administrators reserve the right to set quotas for disk usage on the system. A member who exceeds his/her quota of disk space will be advised to delete files to return to compliance with predetermined quotas. A member who remains in noncompliance of disk space quotas after seven school days of notification will have their files removed by a system administrator.

#### Security

Security on any computer system is a high priority, especially when the system involves many users. If a member feels that he/she can identify a security problem on the computer network, the member must notify a system administrator. The member should not inform individuals other than the system administrators or other designated members of the school district staff of a security problem. Members may not otherwise allow others to use their account and password. Passwords to the system should not be easily guessable by others, nor should they be words which could be found in a dictionary. Attempts to log in to the system using either another member's account or as a system administrator will result in termination of the account. Members should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have limitations placed on usage of the computer network/computers or may be terminated as a user and be subject to other disciplinary action.

Vandalism

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the District's discipline code. Vandalism is defined as any malicious attempt to arm or destroy data of another user, the system, or any of the agencies or other network/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Printing

The printing facilities of the computer network/computers should be used judiciously. Printing for other than educational purposes is prohibited. All users should be aware that network printers are not to be used for reproduction. Multiple copies or inappropriately long printed documents should not be done on network printers. Users should obtain the necessary training to insure that these results are not inadvertently obtained.

Internet Sites and the World Wide Web

The system administrator may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by the system administrator, who shall ensure that the content of the site complies with federal, state and local laws and regulations as well as Board policies and regulations.

Violations

Violations of the Acceptable Use of Computer Network/Computers and Resources may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and Regulation Nos. 2361, Acceptable Use of Computer Network/Computers and Resources, No. 5600, Pupil Discipline, No. 5610, Suspension and No. 5620, Expulsion as well as possible legal action and reports to the legal authorities and entities.

Determination of Consequences for Violations

The particular consequences for violations of this policy shall be determined by the Principal in matters relating to the use of computer networks/computers and by the Principal in matters of school suspension. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline which includes but are not limited to:

1. Use of Computer Network/Computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

Decisions of the administrator may be appealed in accordance with Policy No. 5710 Pupil Grievances.

**Roxbury Township Board of Education  
Student Internet & Network Permission Form  
Grades 1-4**

Independent use of the Internet and e-mail will be given only to those students who complete and return this permission form with parent/guardian approval. The school will grant access to only those students with parent/guardian permission and who agree to follow rules established for the school network and Internet.

Students may only access the Internet under direct teacher supervision. The teacher must be with the student and able to see the monitor at all times.

The Internet includes file servers worldwide. It is not possible to screen the materials at all of these sites. Information can change at any site daily. It is important for each family to discuss the Internet and set expectations for the kinds and types of materials that are acceptable for each family.

The district has established a technology policy that applies to student use of the Internet. The computer system administrator has access to all files, including e-mail. As such, users should have no expectation of privacy regarding files or e-mail. Non-school activities such as those listed below are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others passwords
- Giving others access to your password
- Trespassing in other's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing chat rooms is only permitted under the direct supervision of the teacher

Students violating this policy would, on the first offense, lose computer access for a period of five days. Subsequent violations will result in the loss of access for the remainder of the school year.

PARENT/GUARDIAN: Please review your individual family expectations regarding materials you may approve for your son/daughter to access on the Internet. If you want to allow your child Internet access, please sign below.

I give permission  I DO NOT give permission for my child \_\_\_\_\_ to be issued access to the Internet and e-mail through the computer network of Roxbury Public Schools. I have reviewed the school's rules regarding network and Internet use with my child.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_

STUDENT: I understand the school's rules for Network and Internet access, and I agree to follow all rules. I have discussed with my parent/guardian the type of materials that I should access.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Student ID: \_\_\_\_\_

Last, First (please print)

PLEASE SIGN AND RETURN THIS DOCUMENT ON THE FIRST DAY OF SCHOOL

**Roxbury Township Board of Education  
Student Internet & Network Permission Form  
Grades 5-12**

Independent use of the Internet and e-mail will be given only to those students who complete and return this permission form with parent/guardian approval. The school will grant access to only those students with parent/guardian permission and who agree to follow rules established for the school network and Internet.

Students may only access the Internet under direct teacher supervision. The teacher must be with the student and able to see the monitor at all times.

The Internet includes file servers worldwide. It is not possible to screen the materials at all of these sites. Information can change at any site daily. It is important for each family to discuss the Internet and set expectations for the kinds and types of materials that are acceptable for each family.

The district has established a technology policy that applies to student use of the Internet. The computer system administrator has access to all files, including e-mail. As such, users should have no expectation of privacy regarding files or e-mail. Non-school activities such as those listed below are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Accessing chat rooms is only permitted under the direct supervision of the teacher
- Using others passwords
- Giving others access to your password
- Trespassing in other's folders, work or files
- Intentionally wasting limited resources
- Violating copyright laws
- Employing the network for commercial purposes

Students violating this policy would, on the first offense, lose computer access for a period of five days. Subsequent violations will result in the loss of access for the remainder of the school year.

Students in grades 5 through 12 will be required to log on with their own unique user name and password. User name will be the student's first initial, full last name, and two digits representing their graduation year. For example, John Smith graduating in 2001 will be: jsmith01.

A confidential password can be any combination of letters and numbers with a minimum of three, to a maximum of eight letters and/or numbers. User name and password should be in lower case.

Please provide your child's log on password: \_\_\_\_\_

Should your child experience difficulty with the log on process, please have him/her contact the classroom teacher.

PARENT/GUARDIAN: Please review your individual family expectations regarding materials you may approve for your son/daughter to access on the Internet. If you want to allow your child Internet access, please sign below.

I give permission  I DO NOT give permission for my child \_\_\_\_\_ to be issued access to the Internet and e-mail through the computer network of Roxbury Public Schools. I have reviewed the school's rules regarding network and Internet use with my child.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_

STUDENT: I understand the school's rules for Network and Internet access, and I agree to follow all rules. I have discussed with my parent/guardian the type of materials that I should access.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Student ID: \_\_\_\_\_

Last, First (please print)

**PLEASE SIGN AND RETURN THIS DOCUMENT ON THE FIRST DAY OF SCHOOL**

**Roxbury Township Board of Education  
Staff Internet & Network Permission Form**

**K-12 Access Services: Acceptable Use Policy**

Your access to the Internet is made possible by the Roxbury Township Public Schools. Your use of electronic resources is a privilege extended to you by the district and may be revoked at any time. Any intentional behavior with respect to the electronic environment that interferes with the missions or activities of the Roxbury Township Public Schools will be regarded as unethical. Specifically, the following guidelines apply to the use of any computer systems, accounts, or network access provided by the district for your use.

- You are responsible for what is done using your account(s). If there is evidence of unauthorized or improper use of your account, it will be temporarily disabled pending investigation by the District System Administrator.
- For teachers: Should you wish to permit students to use the Internet, you must carry out the log on procedure before any student gains access, and students must be supervised at all times.
- Teachers may not give students their passwords.
- Only read other people's files if you have permission from the owner to read them.
- Only attempt to connect to other computers if you have reason to believe that the owner wants you to connect.
- Forged mail and Usenet/Netnews postings ("forged" means any message without an accurate "from" line), attempts to use other people's accounts, attempts to find other people's passwords, attempts to alter system files and violations of any policies in this document are considered inappropriate behavior and are subject to immediate suspension of system access pending investigation by the District System Administrator.
- The school district does not condone or tolerate the unauthorized copying or use of licensed computer software. You must adhere to the district's contractual responsibilities and comply with all copyright laws. Anyone who violates this policy may be subject to immediate suspension of system access pending investigation by the District System Administrator. An individual engaged in the unauthorized copying or use of software may also face civil suit, criminal charges, and/or penalties and fines. Subject to the facts and circumstances of each case, such individuals shall be solely responsible for their defense and any resulting liability.
- All non-school related activities are prohibited, such as use of commercial or for-profit activities, use for product advertisement, political lobbying, etc.
- Certain aspects of your use of the electronic environment are being recorded in logs, either for the purpose of performance monitoring or for assistance in duly authorized legal investigations of alleged misbehavior under the policy. The actual contents of these logs will only be reviewed by authorized district or external law enforcement officials.

You will have your own unique log on with user name and password. User name will be your first initial and full last name. For example: John Smith will be jsmith.

A confidential password can be any combination of letters and numbers with a minimum of three, to a maximum of eight letters and/or numbers. User name and password should be in lower case.

Please provide your unique **log on password:** \_\_\_\_\_

Please provide your unique **email password:** \_\_\_\_\_

**User: I understand and will abide by the above Conditions, Rules and Acceptable Use Agreement. I further understand that any violation of the above conditions, rules, and Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and appropriate legal action may be taken.**

Name: \_\_\_\_\_ Date \_\_\_\_\_

(please print) Last Name First Name

Log On User Name: \_\_\_\_\_ Signature \_\_\_\_\_

(all lower case) first initial full last name

Building: \_\_\_\_\_ Room: \_\_\_\_\_ Grade/Dept. \_\_\_\_\_

Adopted: 5 November 2001

TEACHING STAFF MEMBERS  
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Acceptable Use of Computer  
Network(s)/Computers and Resources  
by Teaching Staff Members

R 3321 ACCEPTABLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND  
RESOURCES BY TEACHING STAFF MEMBERS

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The "system administrators" referred to herein as employees of the school district who administer the school district computer network(s)/computers and the system administrators reserve the right to monitor all activity on network(s)/computer facilities/computers.

Because of the complex association between so many government agencies and computer network(s)/computers teaching staff members must adhere to strict regulations. Regulations are provided here so that teaching staff members are aware of their responsibilities. The school district may modify these regulations at any time by publishing modified regulations on the network(s) and elsewhere.

Teaching staff members are responsible for good behavior on computer network(s)/computers. Communications on the computer network(s)/computers are often public in nature. Policies and Regulations governing teaching staff members behavior and communications apply. The school district's network(s), Internet access and computers are provided to conduct research and as a tool for instruction and to communicate with others. Access to computer network services/computers is given to teaching staff members who are expected to act in a considerate, responsible and professional manner. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer network(s)/computers are responsible for their behavior and communications over the computer network(s)/computers. It is presumed that users will comply with district standards. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer network(s)/computers who violate the policies and regulations of the Board.

Computer network(s)/computer storage areas shall be treated in the same manner as other school storage facilities. Computer network(s)/computer administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should

TEACHING STAFF MEMBERS  
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Network(s)/Computers and Resources  
by Teaching Staff Members

not expect that files stored on district servers will always be private. Users should expect all files stored on district servers will be available for review by the Supervisor of Technology and/or school administrators.

Within reasonable limits, freedom of speech and access to information will be honored. During school, teaching staff members will guide pupils toward appropriate materials.

Behaviors including but not limited to the following are prohibited:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language;
3. Harassing, insulting or attacking others;
4. Damaging, degrading or disrupting computers, computer systems or computer network(s)/computers;
5. Violating copyright laws;
6. Using another's password;
7. Trespassing in another's folders, work or files;
8. Intentionally wasting limited resources;
9. Employing the network(s)/computers for commercial purposes;
10. Engaging in other activities which do not advance the educational purposes for which computer network(s)/computers are provided;
11. Stealing data or other intellectual projects;
12. Forging electronic mail messages;
13. Posting anonymous messages;
14. Accessing school computers for other than educational purposes; and/or
15. Any other unethical, unacceptable, illegal and/or inappropriate activity.

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### Information Content and Uses of the System

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any non-school related business or solicit the performance of any activity which is prohibited by law or is non-educational.

While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The Board will provide pupil access to Internet resources only in supervised environments and has taken steps to lock out objectionable areas to the extent possible, but potential dangers remain. Teaching staff members are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material and are to supervise pupil use of computers and the Internet. The Board and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Teaching staff members should discipline pupils knowingly bringing such materials into the school environment in accordance with Board policies and regulations and inform pupils that such activities may result in termination of such pupils' accounts on the computer network(s) and their independent use of computers.

### On-line Conduct

Any action by a teaching staff member or other user of the school district's computer network(s)/computers that is determined by a system administrator to constitute an inappropriate use of computer network(s)/computers resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending member's account and other action in compliance with the Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually

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oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Users agree to indemnify the Roxbury Township School District and the system administrators for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the user.

Computer network(s)/computer resources are to be used by the user for his/her educational use only; commercial uses are strictly prohibited.

Software Libraries on the Network(s)

Software libraries on the network(s) are provided to teaching staff members as an educational resource. No teaching staff member may install, upload, or download software without the expressed consent of the system administrator. Any software having the purpose of damaging other members' accounts on the school district computer network(s)/computers (e.g., computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the rights to refuse posting of files and to remove files. The system administrators, at their sole discretion, further reserve the right to immediately limit usage or terminate the account or take other action consistent with the Board's policies and regulations of a member who misuses the software libraries.

Copyrighted Material

Copyrighted material must not be placed on any system connected to the network(s)/computers without the author's specific written permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Members may download copyrighted material for their own use in accordance with Policy and Regulation Nos. 2531, Copying Copyrighted Materials. Any member may also noncommercially redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author.

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Public Posting Areas (Message Boards/Usenet Groups)

Usenet and Internet Relay Chat Room messages are posted from systems connected to the Internet around the world and the school district system administrators have no control of the content of messages posted from these other systems. To best utilize system resources, the system administrators will determine which Usenet groups are most applicable to the educational needs of the school district and will carry these groups on the school district computer network(s). The system administrators or the school administration, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Board policies and regulations. The system administrators or the school administration, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses the message boards or Usenet groups.

Real-time, Interactive, Communication Areas

The system administrators, at their sole discretion, reserve the right to monitor and immediately limit the use of the computer network(s)/computers or terminate the account of a member who misuses real-time conference features (talk/chat/Internet relay chat) etc.

Electronic Mail

Electronic mail ("E-mail") is an electronic message sent by or to a member in correspondence with another person having Internet mail access. All messages sent and received on the school district computer network(s) must have an educational or administrative purpose and are subject to review. A sender of an E-mail message should expect the E-mail messages will be reviewed by the system administrators or the school administration. Messages received by the system are retained on the system until deleted by the recipient or for a maximum of thirty calendar days. A canceled account will not retain its E-mail. Members are expected to remove old messages within thirty calendar days or the system administrators may remove such messages. The system administrators may inspect the contents of E-mail sent by one member to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the Board policy, regulation or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any E-mail transmitted on the school district computer network(s) or computers.

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by Teaching Staff Members

### Disk Usage

The system administrators reserve the right to set quotas for disk usage on the system. A member who exceeds his/her quota of disk space will be advised to delete files to return to compliance with predetermined quotas. A member who remains in noncompliance of disk space quotas after seven school days of notification will have their files removed by a system administrator.

### Security

Security on any computer system is a high priority, especially when the system involves many users. If a member feels that he/she can identify a security problem on the computer network(s), the member must notify a system administrator. The member should not inform individuals other than the system administrators or other designated members of the school district staff of a security problem. Professional staff may allow individuals who are not members to access the system through the staff personal account as long as the staff person does not disclose the password of the account to the individuals and understands that the staff person assumes responsibility for the actions of individuals using his/her account. Members may not otherwise allow others to use their account and password. Passwords to the system should not be easily guessable by others, nor should they be words which could be found in a dictionary. Attempts to log in to the system using either another member's account or as a system administrator will result in termination of the account. Members should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have limitations placed on usage of the computer network(s)/computers or may be terminated as a user and be subject to other disciplinary action.

### Vandalism

Vandalism will result in cancellation of system privileges and other disciplinary measures. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other network(s)/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

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by Teaching Staff Members

Printing

The printing facilities of the computer network(s)/computers should be used judiciously. Printing for other than educational, or school related purposes is prohibited.

Violations

Violations of the Acceptable Use of Computer Network(s)/Computers and Resources may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and Regulation No. 3321, Teaching Staff Members, Acceptable Use of Computer Network(s)/Computers and Resources, Policy No. 3150, Teaching Staff Member Discipline, as well as possible legal action and reports to the legal authorities and entities.

Determination of Consequences for Violations

The particular consequences for violations of this policy shall be determined by the Superintendent or designee in matters relating to the use of computer network(s)/computers and by the Superintendent or designee in matters of discipline or employee suspension or actions by the authorities, deemed to be the appropriate course of action.

Individuals violating this policy shall be subject to the consequences as indicated in Policy No. 2361 and other appropriate discipline which includes but are not limited to:

1. Use of Computer Network(s)/Computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from employment;
7. Legal action and prosecution by the authorities; and/or
8. Any other unethical, unacceptable, illegal and/or inappropriate activity.

Decisions of the Superintendent or designee may be appealed in accordance with the appropriate employee grievance procedure.

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by Teaching Staff Members

STAFF INTERNET & NETWORK PERMISSION FORM

K-12 Access Services: Acceptable Use Policy

Your access to the Internet is made possible by the Roxbury Public Schools. Your use of electronic resources is a privilege extended to you by the district and may be revoked at any time. Any intentional behavior with respect to the electronic environment that interferes with the missions or activities of the Roxbury Public Schools will be regarded as unethical. Specifically, the following guidelines apply to the use of any computer systems, accounts, or network access provided by the district for your use.

- You are responsible for what is done using your account(s). If there is evidence of unauthorized or improper use of your account, it will be temporarily disabled pending investigation by the District System Administrator.
- Do not let other people use your account. Keep your password a secret. Your password belongs to you alone. Do not even give your password to a computer system administrator.
- Never keep a session open when you leave your computer. This ties up a line that can be used by someone else, and allows someone to use your account.
- For teachers: Should you wish to permit students to use the Internet, you must carry out the log on procedure before any student gains access, and students must be supervised at all time.
- Teachers may not give students their passwords.
- Only read other people's files if you have permission from the owner to read them.
- Only attempt to connect to other computers if you have reason to believe that the owner wants you to connect.
- Forged mail and Usenet/Netnews postings ("forged" means any message without an accurate "From" line), attempts to use other people's accounts, attempts to find other people's passwords, attempts to alter system files and violations of any policies in this document are considered inappropriate behavior and are subject to immediate suspension of system access pending investigation by the District System Administrator.
- The school district does not condone or tolerate the unauthorized copying or use of licensed computer software. You must adhere to the district's contractual responsibilities and comply with all copyright laws. Anyone who violates this policy may be subject to immediate suspension of system access pending investigation by the District System Administrator. An individual engaged in the unauthorized copying or use of software may also face civil suit, criminal charges, and/or penalties and fines. Subject to the facts and circumstances of each case, such individuals shall be solely responsible for their defense and any resulting liability.
- All non-school related activities are prohibited, such as use of commercial or for profit activities, use for product advertisement, political lobbying, etc.
- Certain aspects of your use of the electronic environment are being recorded in logs either for the purpose of performance monitoring or for assistance in duly authorized legal investigations of alleged misbehavior under the policy. The actual contents of these logs will only be reviewed by authorized district or external law enforcement officials.

User: I understand and will abide by the above conditions, rules and Acceptable Use Agreement. I further understand that any violation of the above conditions, rules, and Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and appropriate legal action may be taken.

Date: \_\_\_\_\_

User: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ SS No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Last (please print) First

Building: \_\_\_\_\_ Dept.: \_\_\_\_\_

Adopted: 5 November 2001

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Acceptable Use of Computer  
Network(s)/Computers and  
Resources by Teaching Staff Members

3321 ACCEPTABLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES  
BY TEACHING STAFF MEMBERS

The Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow teaching staff members to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by teaching staff members to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow teaching staff members access to information sources that have not been pre-screened using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer network(s) and declares unethical, unacceptable, inappropriate or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, instituting legal action or taking any other appropriate action as deemed necessary.

The Board provides access to computer network(s)/computers for administrative and educational purposes only. The Board retains the right to restrict or terminate teaching staff members access to the computer network(s)/computers at any time, for any reason. The Board retains the right to have the Superintendent or designee, monitor network activity, in any form necessary, to maintain the integrity of the network(s) and ensure its proper use.

Standards for Use of Computer Network(s)

Any individual engaging in the following actions declared unethical, unacceptable or illegal when using computer network(s)/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations.

**POLICY**

**ROXBURY TOWNSHIP BOARD OF EDUCATION**

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Acceptable Use of Computer  
Network(s)/Computers and  
Resources by Teaching Staff Members

Inappropriate activities are defined as those that violate the intended use of the network(s). Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
  - 1. Intentionally disrupts network traffic or crashes the network;
  - 2. Degrades or disrupts equipment or system performance;
  - 3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
  - 4. Steals data or other intellectual property;
  - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
  - 6. Gains or seeks unauthorized access to resources or entities;
  - 7. Forges electronic mail messages or uses an account owned by others;
  - 8. Invades privacy of others;
  - 9. Posts anonymous messages;
  - 10. Possesses any data which is a violation of this policy; and/or
  - 11. Engages in other activities that do not advance the educational purposes for which computer network(s)/computers are provided.

Violations

Individuals violating this policy shall be subject to appropriate disciplinary actions as defined by Policy No. 3150, Discipline which includes but are not limited to:

1. Use of the network(s)/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension;
7. Dismissal;
8. Legal action and prosecution by the authorities; and/or
9. Any appropriate action that may be deemed necessary as determined by the Superintendent and approved by the Board of Education.

N.J.S.A. 2A:38A-3

Adopted: 5 November 2001

5512.02 CYBER-BULLYING

## Policy Statement

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or his/her designee may report allegations of cyber-bullying to law enforcement authorities.

## Definitions

"Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

"School district owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

## Reporting Procedure and Investigation

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has

knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the Building Principal or his/her designee.

The Building Principal or his/her designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Building Principal or his/her designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or his/her designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or his/her designee as outlined in Regulation 5512.

#### Discipline and Consequences

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 - Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361.

Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the Building Principal or his/her designee.

#### Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Building Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

#### Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of cyber-bullying shall be disciplined in accordance with district policies and procedures.

#### Policy Publication

This Policy will be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s).

Adopted: 24 March 2008

**EXTRACT FROM THE MINUTES OF A MEETING OF THE  
BOARD OF EDUCATION OF THE TOWNSHIP OF ROXBURY  
COUNTY OF MORRIS, STATE OF NEW JERSEY  
AS RECORDED IN THE OFFICIAL MINUTE BOOK**

The Roxbury Township Board of Education of the Township of Roxbury, County of Morris, State of New Jersey, convened in Public Session on April 19, 2010, at 6:30 p.m. in the Auditorium at Lincoln/Roosevelt School, 34 North Hillside Avenue, Succasunna, New Jersey.

The following members of the Roxbury Township Board of Education were present:  
Mrs. Annette Brooks, Mrs. Maureen Castriotta, Mrs. Liz D'Abbraccio, Mrs. Terry D'Agostino,  
Mrs. Jennifer Marchesi, Mrs. Patricia Miller, Mr. John Moschella, Mr. Chris Rogers,  
Ms. Carol Scheneck

The following members of the Roxbury Township Board of Education were absent:  
Mr. Gregory Samjen

MOTION: Mrs. Miller  
SECOND: Mrs. Castriotta

AYES: Mrs. Brooks, Mrs. Castriotta, Mrs. D'Abbraccio, Mrs. D'Agostino, Mrs. Marchesi,  
Mrs. Miller, Mr. Moschella, Mr. Rogers, Ms. Scheneck  
NAYS: None  
ABSTAINS: None

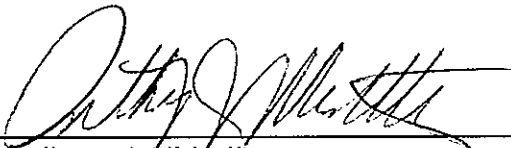
**TITLE AND TEXT OF RESOLUTION**

**RESOLUTION NO. 447-10**  
**Approval of Technology Plan**

IT IS RESOLVED, that in accordance with the Superintendent's recommendation, the Technology Plan, effective July 1, 2010 through June 30, 2013, be approved for submission to the County Superintendent's Office.

I, Anthony J. Mistretta, Interim Business Administrator/Board Secretary of the Board of Education of the Township of Roxbury, County of Morris, State of New Jersey, hereby certify that the foregoing extract from the minutes of the meeting of the Board of Education of said district duly called and held on Monday, April 19, 2010 is a true complete copy of the original minutes as recorded in the minute book of said Roxbury Township Board of Education so far as the same relate to the subject matter referred to in said extract.

In witness, I have hereto set my hand and affixed the corporate seal of the said Board of Education on this 20<sup>th</sup> day of April 2010.

  
\_\_\_\_\_  
Mr. Anthony J. Mistretta  
Assistant Business Administrator/Board Secretary