

Policy

DISTRICT-PROVIDED STUDENT MOBILE DEVICE POLICY

The Hackensack Board of Education has an “Acceptable Use Policy” (6142.10: Internet Safety and Technology) and is given to all students at the beginning of the year. Copies are also available from the main office and from the district website. That Policy applies to the use of devices issued to students. Parent/guardian signature on this document confirms that the student and parent/guardian are aware of this policy and agree to its terms.

The superintendent or designee shall develop procedures, and information that apply to all mobile devices used within Hackensack High School, as well as other devices considered by the Administration to come under this policy. Teachers may set additional regulations for use in their classroom. Mobile devices are the property of Hackensack Public Schools.

In addition to the Acceptable Use Policy (6142.10), the following guidelines shall apply:

6.1 Parent/Guardian Responsibilities

Talk to your children about the values and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities

- A. Provide Internet and Email access to its students.
- B. Provide Internet filtering of inappropriate materials as able.
- C. Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy (6142.10).
- D. Provide technical support, troubleshooting and repairs for all District-owned devices.
- E. Provide all District-approved applications for academic use.

6.3 Students Responsibilities

- A. Use devices in a responsible and ethical manner.
- B. Obey general school rules concerning behavior and communication that applies to device/computer use.
- C. Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student’s own negligence, errors or omissions. The Hackensack Public Schools District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- D. Help the Hackensack Public Schools District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- E. Turn off and secure their device after they are done working to protect their work and information.

EQUIPMENT (continued)

- F. If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked report this to his/her Assistant Principal.
- G. Students who withdraw, are suspended or expelled, are placed in the HASS program, or terminate enrollment for any other reason must return their individual school device prior to the date of termination.

6.4 Student Activities Strictly Prohibited

- A. Illegal installation or transmission of copyrighted materials.
- B. Any action that violates existing Board policy or public law.
- C. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or obscene materials. Transmission of pornography and/or sexually explicit material by or to students will be referred to law enforcement authorities as applicable.
- D. Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
- E. Use of any non-District-approved messaging services (ex: Facebook, Instagram, Line, Vine, Kik, SnapChat, Yik Yak, Twitter, MSN Messenger, etc.)
- F. Internet/Computer Games.
- G. Use of outside data disks or external attachments without prior approval from the Administration.
- H. Changing of device settings (exceptions include personal settings such as font size, brightness, etc.)
- I. Restoring or jailbreaking device.
- J. **Bringing device into the gymnasium, pool, weight room, locker rooms or restrooms. All devices must be locked in student's hallway locker before going they go to physical education class.**
- K. Downloading unauthorized apps.
- L. Spamming, sending mass or inappropriate emails.
- M. Gaining access to other student's accounts, files, and/or data.
- N. Exchanging devices and/or switching device identification labels to conceal fault of damage.
- O. Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- P. Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, or any other forums.
- Q. Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, email, etc.
- R. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- S. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

EQUIPMENT (continued)

- T. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- U. Bypassing the District Web filter through a web proxy
- V. Students are not allowed to record/capture audio, images or video of classes, students or staff unless specifically authorized by the teacher.
- W. Transporting the device across state lines or to another country without prior written approval from District Administration.

6.5 Device Care

- A. Students will be held responsible for maintaining their individual devices and keeping them in good working order.
- B. Device batteries must be charged and ready for school each day. Charge them only by plugging the device into an electrical wall outlet with the original equipment manufacturer-provided wall or A/C charger only.
- C. Only labels or stickers approved by the Hackensack Public Schools may be applied to the device.
- D. Devices that malfunction or are damaged must be reported within 24 hours to Room 111 or via the District's online claim form (see Section 8.3). The school district will be responsible for repairing devices that malfunction. Devices that have been damaged from student misuse or neglect will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to devices that are damaged intentionally.
- E. Stolen devices: If a student and/or parent/guardian suspect(s) that the device has been stolen, it must be reported as soon as possible to Room 111 and the Police Department of the jurisdiction in which it was stolen. A copy of the police report must be submitted to the Assistant Principal's Office for documentary/insurance purposes as soon as it is available.

6.6 Legal Propriety

- A. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or administrator.
- B. Plagiarism is a violation of the Hackensack Public Schools Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- C. Use or possession of hacking software is strictly prohibited and violators will be subject to Acceptable Use Policy and Student Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Anti-Big Brother Act (N.J.S.A. 18A:36-39)

- A. Please be advised that all information transmitted from or received by District-owned devices while both on and off the District network may be subject to capture, inspection and/or storage by District monitoring software and appliances for routing, bandwidth/application control, security/firewall and usage-reporting purposes.

EQUIPMENT (continued)

- B. Internet browsing history may be subject to review to ensure compliance with the District's Acceptable-Use policies.
- C. The District may also periodically access the device when on and off the District network using a Mobile Device Management solution to perform routine maintenance, "push", or remotely install, District-approved software, manage settings, and/or remove software that violates District Acceptable-Use policies.
- D. In cases where a device is reported stolen or lost, the District may record or attempt to collect information regarding the Device's location or usage activity through the use of network tracking software and utilities, which may include images taken using the devices built-in camera. This utility may be tested periodically and any information collected from such tests will not be disclosed or stored. Tracking may also be activated if the District receives credible information that a student has taken the device outside of the state and/or country without prior approval, which is in violation of the terms of this policy.
- E. Data collected may be retained for a period of up to seven years for archival purposes.
- F. Information collected will NOT be used in any manner that would violate the privacy rights of the student or any individual residing with the student.**

Adopted: August 13, 2012

Key Words

iPads, Loaning District Equipment

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes
N.J.A.C. 6A:26-12.2 Policies and procedures for school facility operation

Possible

Cross References: *1330 Use of school facilities
 *1410 Local units
 *3250 Income from fees, fines, charges
 *5142 Student safety
 *6142.10 Internet Safety and Technology

*Indicates policy is included in the Critical Policy Reference Manual.