

Lebanon Borough School Acceptable Use & Digital Citizenship Policy

Digital Citizenship

1. Current filtering methods

Lebanon Borough School complies with all federal regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA). This law specifies that each school:

- "certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, for computers that are accessed by minors"
- "adopt and enforce a policy to monitor online activities of minors"
- "adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them."

Lebanon Borough School employs the following methods to enforce each of these requirements:

- The District uses an In- House Content filter to block sexual content, gambling, games, as well as many sites specifically identified by teachers and staff. Our email system is locked down for students from sending or receiving email or sharing documents from any outside systems except the ones opened by the district for educational use.
 - The Information Technology Coordinator reviews the student and staff Internet access logs on a regular basis to find attempts to circumvent blocked content
2. The District has a Network/Internet Agreement form addressing inappropriate acts which must be signed with the Student Handbook by all students and parents. When students violate these guidelines, they are addressed by the Chief School Administrator. These offenses follow the same disciplinary policy as other discipline at Lebanon Borough School.
3. Acceptable Use Policy (AUP): Technology Code of Conduct

It is the intent of the Lebanon Borough School to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of Internet and other

related technological service requires that all users regard the system as a shared resource. Users must cooperate to form a community of diverse interests with common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

General Network Use

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply, and users must comply with District standards and honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly. Users should not expect that files stored on District servers will be private.

Internet / World Wide Web / E-mail Access

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries and databases and correspondence with experts in their field. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. The Lebanon Borough School believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom Website. In the event anyone requests permission for copyright use, those requests will be forwarded to the student's parent/guardian. In general, documents may not include a student's full name, phone number, address or other identifying contact information.

**LBS Technology Use Agreement Chromebook
Check-out**

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be filled out.

Parents/Guardians: (initial below)

- ___ I have read and discussed the Chromebook Regulations and Responsible Use of the Internet document with my child. I understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action.
- ___ I Understand Chromebook abuse or misuse resulting in damages will be the sole responsibility of the Parent/Student to pay for any damages or for a replacement Chromebook:

Parent
Signature _____ Date _____

Student: (Grade 3 and above: initial below)

- ___ I have read and understand the Chromebook Policy Handbook & Acceptable Use Policy. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Student Signature _____ Date _____

Grade (please circle) Pre-K 1 2 3 4 5 6

Student Name _____

5513 CARE OF SCHOOL PROPERTY (M)

M

The Board of Education believes that the school should help pupils learn to respect property and to develop feelings of pride in community institutions. The Board charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Pupils who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears.

A pupil who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team.

The Chief School Administrator shall develop rules for the safekeeping and accounting of textbooks and prepare a schedule of fines for lost and damaged textbooks.

N.J.S.A. 18A:34-2; 18A:37-3
N.J.A.C. 6A:23-6.6

Adopted: 04 September 2014

