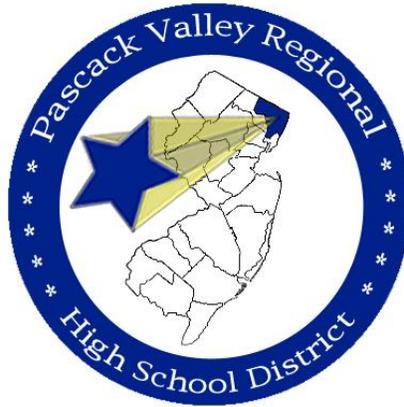


Pascack Valley Regional High School District



Three-Year Technology Plan

Innovation. Inquiry. Individuality.

July 1, 2016 – June 30, 2019

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Acknowledgments

Pascack Valley Regional High School District Board of Education

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Mr. Arnold Scher	Hillsdale, NJ
Mr. David Steinberg	Woodcliff Lake, NJ

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Ms. Pamela Baxley	Business Administrator
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Mr. Glenn deMarrais	Principal, Pascack Hills High School
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Instructional Technology

Mr. Paul Zeller	Director of Instructional Technology
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Ms. Eva Merk	Special Education
Mr. Joseph Orlak	Social Studies, Business, Physical Education and Health
Ms. Noemi Rodriguez	World Languages, FACS, Music
Dr. Mark Russo	Mathematics
Mr. Sean Struncis	Guidance
Dr. Edith Weinthal	English, Media Centers, Art

This plan was prepared by Mr. Paul Zeller, Director of Instructional Technology, and will be submitted to the Pascack Valley Regional High School District Board of Education for approval in May 2016.

I. Stakeholders

The Pascack Valley Regional High School District is indebted to the individuals below for sharing their passion, expertise and commitment to our school district through their service on the District's Technology Steering Committee.

Role/Title, District/School	Name	Signature*
District Director of Instructional Technology, Committee Chair	Mr. Paul Zeller	
Board of Education Member	Ms. Janet Bissinger	
Board of Education Member	Mr. Alfred Murphy	
Board of Education Member	Mr. Arnold Scher	
Board of Education Member	Mr. David Steinberg	
Park Academy Program Coordinator	Mrs. Christine Pollinger	
Assistant Principal, PVHS**	Mr. John Puccio	
Assistant Principal, PHHS***	Mr. Timothy Wieland	
District Supervisor of World Languages, FACS, Music	Ms. Noemi Rodriguez	
District Supervisor of Mathematics	Dr. Mark Russo	
Teacher of English, PVHS	Ms. Tina Marchiano	
Teacher of English, PVHS	Ms. Tracy Recine	
Teacher of Science, PHHS	Ms. Elise Burns	
Parent, PVHS	Mr. Harris Hirsch	
Parent, PVHS	Mr. Fernando Toledo	
Parent, PHHS	Mr. James Lein	
Student, PVHS	Mr. Robert Joseph	
Student, PVHS	Mr. Luke Barden	
Student, PVHS	Mr. Patrick Flinn	
Student, PHHS	Mr. Rishi Gummakonda	
Student, PHHS	Ms. Sophie Messinger	
Student, PHHS	Mr. Simon Castiel	

** The individuals in the list of Stakeholders who participated in the work of the committee. Missing signatures are a result of individual(s) not being present when signatures were collected.*

*** PVHS denotes Pascack Valley High School*

**** PHHS denotes Pascack Hills High School*

II. Executive Summary

The Pascack Valley Regional High School District vision is to create a culture of innovation, inquiry, and individuality that promotes achievement and choice by cultivating the skills needed to compete and collaborate as ethical and responsible global citizens. Over the last 12 years, our Board, Administration and stakeholders have recognized the need to provide the proper tools for this mission and have worked collaboratively to make our 1:1 initiative a reality. Expecting and experiencing challenges along the way, the mission has remained clear as all have fostered the growth of the initiative.

The perseverance of all stakeholders has been rewarded. As we conclude the 12th year of our nationally recognized 1:1 eLearning Initiative, all participants in our learning community, students and teachers alike, are free to try new approaches, take educational risks, and participate in many opportunities to grow as learners and professionals. Through these experiences, coupled with the use of the latest technology, our students continue to achieve the district mission.

Today, technology is woven into the fabric of the Pascack Valley Regional High School District across all curricular areas. Successful integration of technology is made possible through support for creativity and professional growth of our teachers, and the results are a profound impact on the education and future of our students. Outstanding instruction, supported by our 1:1 eLearning Initiative, enables our students to take ownership of their education, pursuing all opportunities our district can provide for knowledge, critical thinking, collaboration and exploration.

Complacency promotes mediocrity, while progression promotes excellence. As we have for the past 12 years, Board Members, Administration, Faculty, Staff, Students and Parents will work together to seek and achieve excellence with our Instructional Technology program. We will continue to explore and embrace the ever-changing tools needed for achieving our mission and excellence. We will continue to work with our community to provide an outstanding and progressive educational environment for our students. We will continue to seek out new global connections to prepare students for the global economy.

With an unwavering commitment to excellence, our district community will continue toward our district vision of preparing students to be ethical and responsible citizens of our society.

III. Goals and Objectives

A – History (Goals from the 2013-2016 plan)

1. With the continued support of the Board of Education and District Administration, foster an environment for our district “community of learners” to further the use of Educational Technology.

Goal Narrative: The successful use of Educational Technology in our district is a complete team effort. Every Board Member, District Administrator, Faculty and Staff member must continue to support and promote the use of technology for the benefit of our “community of learners,” inside the lesson plan and beyond. Support not only includes financial and training resources, but also continued guidance and patience as new technology resources are explored. Further, we need to look beyond the technology tools, always keeping in mind the district mission to prepare students to be knowledgeable and productive citizens of our society. Fostering an environment for our “community of learners” to be responsible digital citizens is essential to accomplishing the district mission.

Objectives and Activities

1.1. Technology Committee Members meet periodically to discuss the Technology program

- 1.1.1. Discuss our successes with relation to the plan
- 1.1.2. Identify areas needing improvement
- 1.1.3. Members will report on committee activities to their respective stakeholders

1.2. Improve Digital Citizenship instruction throughout the district

- 1.2.1. Provide appropriate Digital Citizenship Professional Development for all faculty/staff
- 1.2.2. Infuse Digital Citizenship concepts into curricula

1.3. Further infuse educationally appropriate Social Media and applications into curricula

- 1.3.1. Use Social Media for real-time, authentic collaboration amongst peers
- 1.3.2. Leverage opportunities to research and discuss topics globally
- 1.3.3. Continuously evaluate relevance of applications
- 1.3.4. Assure students have an appropriate command of common district applications

1.4. Streamline electronic data exchange amongst all stakeholders

- 1.4.1. Expand Use of District website as a means of distributing information
- 1.4.2. Expand Use of Student Information System portals for information exchange between the school and parents/students
- 1.4.3. Continued use of Social Media to announce achievements and good-works throughout the district

Goal Achievement: Through the support of our entire district community, this goal has been achieved, as we have progressed against all of the objectives. Our use of technology continues to grow, but not for the sake of using technology as if achieving a task, rather, for enhancing instruction and preparing our students for their future.

Objective 1.1 – Our committee has met as appropriate during these previous three years to discuss status against the current plan, new initiatives in support of the plan, and identifying areas where we can grow. The largest tangible success to come from these meetings was our need to implement one standard Learning Management System district-wide. Our students raised this as an issue, discussed it amongst their respective stakeholders, and presented a compelling need. The Board, administration and faculty responded with piloting several systems, leading us to Canvas, which was rolled out September 2015. While our time using Canvas has been brief at the time of this report, it is clear Canvas has already helped both students and teachers with the organization of instructional resources and assignments.

Objective 1.2 – As a district, we have made strides toward improving Digital Citizenship instruction and practice. We have provided professional development by means of both presentation and resources to our staff, and have included Digital Citizenship concepts in the Laptop Care and Use Test all students must pass before being issued a laptop. Presentations have included District meetings, faculty meetings, and After School Academy course offerings. Resources have included targeted e-mail messages referencing web resources, and monthly micro-topics were distributed to the faculty with resources and suggestions for their use during the 2014-15 school year. While we have made some strides toward this objective, it is the feeling of the committee that even more work could and should be done with Digital Citizenship. To this end, the committee will promote this objective to a goal for the 2016-2019 Technology Plan.

Objective 1.3 – In the last few years, Social Media usage in the world has exploded. First dismissed by many as a “fad,” Social Media is now leveraged as one of the primary sources of news, commerce and collaboration. Entire movements, campaigns, and worldwide events are now chronicled and even motivated through Social Media. As an educational institution, we recognize this powerful tool and the need to teach our students how to appropriately use this tool. As a result, many of our English, Social Studies and World Language classes rely on Social Media as a method of collaboration, discussion, and information gathering to complete projects. We will continue working toward this objective, as students will continue using Social Media well beyond their high school years. In addition to Social Media usage, we are also leveraging time in the Pascack Period to help our freshman students attain appropriate command of common district applications. We will continue working toward this objective as we expect applications and Social Media will continue to evolve.

Objective 1.4 – A great deal of effort has been put forth by our district in the last decade to streamline electronic data amongst stakeholders, all with tremendous success. With our Student Information System, Genesis, all stakeholders have access to their respective grade, contact, attendance and other crucial information. We also leverage our District website to publish all public facing information, including Board of Education Meeting information, co-curricular, extra-curricular and sporting events, student and district earned awards and more. Finally, through Canvas all teachers, students and parents have access to classroom resources, lessons and assignment due dates. The Technology Steering Committee believes this is an objective we have fully accomplished.

- 2. Through an effective professional development program, support educators in attaining the skills and knowledge necessary to effectively use educational technology in a continued effort to achieve the district mission.**

Goal Narrative: The world changes at a rapid pace, requiring our educators to continuously update their knowledge and skills to effectively educate our students. The Pascack Valley Regional High School District recognizes the importance of an effective professional development program to meet the constant changes and must continue to support this program. Success of our professional development program relies on collaboration amongst the professional development committee and the teamwork of all district stakeholders.

Objectives

- 2.1. Continue dedicated funding, guaranteed through negotiated contractual agreements, for reimbursement for coursework required for advanced degree study**
- 2.2. Continue district pool of funds dedicated for support of attendance at conferences, workshops, steering committees**
- 2.3. Continue to schedule time in the district calendar for staff to participate in professional development through half-day and full-day in-service activities**
- 2.4. Plan and implement professional development to assure NJ Core Curriculum Content Standards for Technology are infused through curricula**

Goal Achievement: Our district continues to be recognized as a leader in the State for our effective professional development programs. Throughout the course of the year, we offer professional development in varying ways, for varying topics with technology always present. However, technology professional development has evolved from the basics of how to use laptops to effective instruction with technology as a resource, and this shift has allowed our district to leap ahead in promoting innovative learning environments for our students.

Objectives 2.1, 2.2, and 2.3 – Our Curriculum Office, working with both the Superintendent’s Office and the Board of Education, continues to assure our professional development programs are appropriately funded, not only to meet contractual agreements, but to also assure we continue to move forward toward the district vision. Our administration and faculty consistently attend appropriate conferences and workshops to learn from their peers and educational leaders, and also frequently lead such conferences and workshops as subject area experts. These opportunities to present not only showcase the work happening in our classrooms, but also provide our staff opportunities to collaborate with leading educators. Our half and full day professional development opportunities provide a great blend of both structured courses as well as collaborative time, for administration and faculty to hold discussions on best practices.

Objective 2.4 – Through our Regional Curriculum Office, we are working to assure NJCCCS are infused not only in our district curricula, but in our sending districts as well. With all five districts working together in both the Curriculum and Technology areas, our collective students are provided a common foundation allowing for a better transition into high school.

Supported through Instructional Technology, the Curriculum, Instruction and Assessment office leads all district Professional Development initiatives. Going forward, the committee feels this no longer needs to be an explicit goal of the Technology Plan and will continue to support the Curriculum, Instruction and Assessment office.

3. Support an environment where students, teachers and administrators have access to the appropriate educational resources at anytime, from anywhere.

Goal Narrative: In order to fully involve our school community in the use of technology, the district must provide equal access to all students, staff, and administrators. The quality of both our internal network and our Internet access is critical as the online and distance learning technical requirements continue to increase exponentially. As technologies change, new tools continuously become available, some of which provide outstanding educational opportunities for students, both inside and outside the classroom. Continuous evaluation of technology tools and infrastructure must continue to be a part of the district Technology Plan for the program to succeed.

Objectives

- 3.1. Continue procuring and implementing networking tools that provide data necessary to monitor network activity, and diagnose network issues**
- 3.2. Upgrade internal and Internet bandwidth as necessary for on-line curriculum, instruction and assessment, including state mandated initiatives such as PARCC**
- 3.3. Implement and maintain appropriate system and network redundancy to assure educational resources are available anytime, from anywhere**
- 3.4. Develop, document and maintain a comprehensive District Technology Disaster Recovery Plan**
 - 3.4.1. Determine requirements in event of disaster
 - 3.4.2. Establish a plan based on requirements and implemented technology
 - 3.4.3. Documented plan will serve as a guide for staff to follow in a disaster situation
 - 3.4.4. Disaster Recovery Plan will require constant maintenance as environment and requirements change
- 3.5. Continue maintenance of security systems to assure proper protection of students and district data**

Goal Achievement: Our Instructional Technology Department works tirelessly to provide systems and networks that allow for anytime, anywhere access to resources. Effectively accomplishing this goal requires our staff to constantly seek out and learn new technologies as the landscape constantly changes. Finding the balance of new technologies that are effective as opposed to new technologies on the “bleeding edge” is a challenge; however, our district continues to find that balance assuring the best Instructional Technology resources available.

Objective 3.1 – Monitoring network activity takes on many facets; however, two key areas are performance and security. In the area of performance, we have upgraded our Packet Shaper, which allows for network prioritization assuring the most important traffic gets through first. This upgrade has allowed us to leverage our full internet circuit and will allow us to leverage our anticipated upgrade (objective 3.2). With regard to security, we have upgraded our firewall to a “Next Generation” firewall, a new Intrusion Detection System, and a new Content Filter. The “Next Generation” firewall gives us visibility not only into what applications are getting through the firewall, but more importantly, which ones are trying to get through the firewall. The Intrusion Detection System was bundled with the firewall, and is vital to stopping “zero day” threats which have not yet been identified. Our Content Filter was replaced in 2013, providing a more effective method of web filtering for devices when they are not on the network, and providing us with effective reporting to diagnose network issues.

Objective 3.2 – During the summer of 2013, we added an additional Internet circuit to upgrade our bandwidth to double the speed and provide a level of redundancy (objective 3.3). In the winter of 2014, we upgraded the wireless network to allow for nearly double the connection speed between the laptops and the network. Our district was also a part of the MRESC selection committee that helped find lower bandwidth rates across the state. When our contracts come due in summer of 2016, our district will be able to leverage these rates to increase our bandwidth and reduce our costs.

Objective 3.3 – Our district continues to be a leader with regards to infrastructure, providing the proper balance of performance and redundancy. During this three-year plan, redundancy improvements have included the implementation of a second Internet circuit and an enhanced virtual server environment. The second Internet circuit was installed at the Pascack Valley High School, on a separate ring from the existing Pascack Hills circuit, assuring maximum uptime of Internet services. The second circuit is always active to provide improved performance, but there have been several times where one of the circuits has had an issue and we easily moved all traffic to the other circuit, keeping all services available to teachers and students. Our Virtual Server environment is leveraging a new technology called VSphere, which allows our department to easily relocate servers in one facility to the other in the event of an extended outage due to environmental reasons.

Objective 3.4 – Pascack Valley Regional has always had the capability of handling a disaster from the technical standpoint, but our process was never documented. Over the past three years, our staff has worked hard to fully document all systems and networks, and fold that documentation into a living Disaster Recovery Plan. The document exists in both hard and soft copies and is continually maintained by the Instructional Technology staff.

Objective 3.5 – As mentioned in the summary of objective 3.1, our district replaced significant portions of our security systems over the past three years. As each system was replaced, we requested the manufacturer to review our existing and new configurations to assure we are best leveraging the capabilities of the technology and providing maximum protection of our resources. Each manufacturer reviewed these configurations as requested, and all commented on how well our systems are configured/maintained. One manufacturer noted that our configurations were the best he had seen in an educational facility. In the cases where the manufacturer’s engineer found ways to improve, we tested and implemented such changes.

4. Seek opportunities for Shared Technology Services with sending and nearby districts in an effort to reduce costs and provide better services for all participating districts.

Goal Narrative: In an effort to manage technology as efficiently and effectively as possible, the Pascack Valley Regional High School District will explore the benefits and feasibility of Shared Technology Services with sending districts, as well as other nearby districts. Where possible through coordinated procurement, implementation, utilization and support of commonly used technologies, we believe all participating districts will benefit financially through shared technology services. Additionally, participating districts are likely to obtain more robust services and have a more consistent technology experience for their respective staff and students. Achievement of this goal will rely on participating districts finding synergies in their programs as well as a willingness to work together.

Objectives

4.1. Share Technology Services with participating districts for the purpose of more robust services for all

- 4.1.1. Increased Internet bandwidth
- 4.1.2. Enhanced Network Security
- 4.1.3. Redundancy of network and system infrastructure

4.2. Where possible, use similar resources providing a more consistent technology experience for students

4.3. Take advantage of cost savings where possible

- 4.3.1. Internet service
- 4.3.2. Telephone service/long distance minutes
- 4.3.3. Network infrastructure
- 4.3.4. Systems and storage infrastructure
- 4.3.5. Aggregate procurement of common technologies

4.4. Continue inter-district Technology knowledge sharing to ensure the best technology experience for all K-12 students in Pascack Valley

Goal Achievement: The Pascack Valley Regional High School District recognizes the significant benefits sharing services can provide our district as well as other districts in the region, and the State. To that end, Pascack Valley Regional has worked hard to seek out such opportunities, working with several districts to leverage service, pricing and/or expertise in a mutually beneficial way for all involved.

Objective 4.1 – The Hillsdale Public Schools have worked with Pascack Valley Regional High School District to leverage several shared services, including Internet bandwidth, virtual servers, and engineering services. Hillsdale was in need of such services, and found they were able to establish a more redundant environment sharing them with Pascack Valley Regional, than they would have if they had acquired such services on their own. For example, sharing the circuit charge with Pascack Valley Regional allowed them to increase the amount of bandwidth from what they would have purchased on their own. Utilizing our data centers for these services provided redundancy without a capital expense that would have made it cost prohibitive for them. In the area of Network Security, the districts are not sharing physical resources; however, we have found synergies where we can provide human resources to assure proper configurations without needing to involve third parties (objective 4.3).

Objective 4.2 – Through consistent meetings at the regional level (objective 4.4), our districts have identified projects and initiatives where we could use the same or similar resources, providing our students with a more consistent environment. River Vale worked closely with Pascack Valley Regional in the pilot and selection process of our new Learning Management System, Canvas. Both districts piloted Canvas in the spring of 2015, worked together closely on Professional Development, and completed a full rollout in the fall of 2015. Additionally, River Vale and Hillsdale worked with Pascack Valley Regional in evaluating and selecting a new “United Threat Management” system, where our networks are protected by the same technologies, allowing us to drive down cost (objective 4.3) and share technical resources as it relates to configurations. During this time, Montvale migrated to Genesis as their Student Information System and Schoolwires (now Blackboard) as their district website. Moving to these technologies has allowed all of our districts to better share knowledge and information with one another.

Objective 4.3 – At both the regional and State level, Pascack Valley Regional High School District has worked with other districts to help maximize purchasing power. At the regional level, our districts worked together to establish volume pricing on the Canvas and Sophos purchases. At the State level, our district participated on the MRESC consortium committee that reviewed proposals and selected the vendors for Internet and data pricing. These aggregated purchases have provided steep discounts on products and services for many districts, both regional and Statewide.

Objective 4.4 – As noted in summary of objective 4.2, the five districts in the Pascack Valley Region meet regularly to discuss various aspects of Instructional Technology. At these meetings, each district shares their respective initiatives and when there are commonalities, we have discussions on how we can help one another. These discussions have led to collaborations at the professional development level (Canvas and Schoolwires), the user experience level (Canvas and Google Apps for Education), and the infrastructure level. These meetings continue to be productive and helpful for the regional districts. Additionally, the Technology Leaders from River Vale and Pascack Valley Regional lead the County Technology Leaders group, where similar discussions take place extending the scope of resources available to all in the County.

B – Goals and Objectives for 2016–2019

- 1. With the continued support of the Board of Education and District Administration, foster an environment for our district “community of learners” to further the use of Educational Technology.**

Goal Narrative: Instructional Technology only works when our entire district community is behind the effort. All Board Members, District Administrators, Faculty and Staff members, Students and Parents must continue to support and promote the use of technology for our “community of learners” to succeed. Whether responsible for financing the program, providing training, teaching with technology, or actively innovating and learning, all must be involved to support our vision of “creating a culture of innovation, inquiry, and individuality.”

Objectives and Activities

- 1.1 Technology Committee Members meet periodically to discuss the Technology program**
 - 1.1.1 Discuss progress with relation to the plan**
 - 1.1.2 Identify areas needing improvement**
 - 1.1.3 Members report on committee activities to their respective stakeholders**
 - 1.1.4 Develop new plan during 2018-2019 school year**
- 1.2 Support Blended Learning Initiatives under the direction of the Curriculum Office**
- 1.3 Support opportunities for new students to learn and explore commonly used district technologies**
- 1.4 Support district administration, faculty and staff with technologies used to communicate and distribute data to stakeholders**

2. Under the direction of the Curriculum Office, provide appropriate instruction and resources to support the infusion and promotion of Digital Citizenship in support of the district vision.

Goal Narrative: Today's world encompasses technology at every turn. From commerce, to communication, to research and development, productive citizens must know how to properly use technology. Proper usage goes far beyond knowing what buttons to press and which wire to connect as we must know how to conduct ourselves in the virtual world, treating people and resources with the same respect we would in the physical world. Digital Citizenship embodies many different facets of technology usage, and is crucial in support of our "collaborating as ethical and responsible global citizens."

Objectives

- 2.1 Clearly define and communicate the areas of Digital Citizenship to the district community**
- 2.2 Provide specific resources and examples for administrators and teachers to seamlessly weave into their instruction**
- 2.3 Expand evaluation of student Digital Citizenship awareness**
- 2.4 Support incorporation of educationally appropriate Social Media and applications into meaningful experiences**

- 3. Continue providing an environment where students, teachers and administrators have access to the appropriate educational resources at anytime, from anywhere.**

Goal Narrative: Our district is known throughout the country for having an exemplary technology program; however, we must not become complacent with such accolades. Rather, we must continue to provide the highest quality systems and networks, assuring our district community continues innovating and collaborating. We must stay abreast of new and appropriate tools, making them available as outstanding educational opportunities for students, both inside and outside the classroom. This goal has been in the Technology plan for the last decade, and must be a goal we continue to achieve as we strive toward the district vision.

Objectives

- 3.1 Continue procuring and implementing networking tools to monitor network activity and diagnose network issues**
- 3.2 Upgrade internal and Internet bandwidth as necessary for on-line curriculum, instruction and assessment, as well as state mandated initiatives**
- 3.3 Implement and maintain appropriate system and network redundancy to assure educational resources are available any time, from anywhere**
- 3.4 Maintain the District Technology Disaster Recovery Plan**
- 3.5 Continue maintenance of security systems to assure proper protection of students and district data**

- 4. Explore and maintain opportunities for Shared Technology Services with sending districts, as well as with districts in the Region and State, in an effort to reduce costs and provide better services for all participating districts.**

Goal Narrative: Continuing the successful efforts of the prior three years, the Pascack Valley Regional High School District will further explore the benefits and feasibility of Shared Technology Services. As we have learned through recent experience, Shared Technology Services can take many different forms, from informal knowledge sharing to Inter-local Agreements. Rather than focus on a specific type of service, we will explore all areas and find areas where such services are mutually beneficial to the districts involved. Achievement of this goal relies squarely on the willingness of the participating districts to find synergies in their programs and work together.

Objectives

- 4.1 Where possible in the region, use similar resources providing a more consistent technology experience for students**
- 4.2 Share Technology Services with interested districts for the purpose of more robust services for all**
- 4.3 Keeping with curricular and technical goals, seek and leverage cost savings wherever possible**
- 4.4 Continue knowledge sharing at the regional, County and State levels to ensure the best technology experience for all K-12 students in Pascack Valley**

Appendix A

The Pascack Valley Regional High School District Acceptable Use Policy

2361 TECHNOLOGY ACCEPTABLE USE - COMPUTER NETWORKED SERVICES AND INTERNET (M)

Policy and Purpose Statement

The Pascack Valley Regional High School District Board of Education believes that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of the educational program. It is understood that all of our computer networked services are provided exclusively for educational purposes. Educational purposes are those that are related to the preparation and completion of classroom lessons, assignments and other pertinent school business. For employees, this also includes purposes related to job performance. This Board Policy is intended to comply with the Children's Internet Protection Act, Children's Online Privacy Protection Act, and the Family Educational Rights and Privacy Act.

Although the Internet offers vast opportunities to access resources, the Board must also maintain an environment that promotes both responsible and ethical conduct in all computer activities by students and staff. Access to email services and the Internet also brings the possibility, even with the use of filtering software, that materials may be accessed by students and staff that is either of no educational value, or violates applicable state or Federal law. With the current state of technology, it is impossible to control access to all materials which are obscene or profane, or advocate illegal acts, violence or unlawful discrimination.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Superintendent shall develop procedures to determine other Internet material and/or access that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act

and the Neighborhood Children’s Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

It is the belief of the Board of Education of the Pascack Valley Regional High School District that the educational value of the access to information and the interaction enabled by email and Internet access far outweighs the potential disadvantages that may occur. The operation of the district computer network relies, in part, on the proper conduct of the users--students and staff. Therefore, it is necessary for students and staff to follow the guidelines which are set forth within this policy. If any user, whether a student or a staff member, violates this policy, his/her privileges to use district computers may be limited or suspended. In addition, the student or staff member may be subject to other applicable disciplinary measures as per District policy, District Student Disciplinary Code, or statute.

Attached to this policy is a Student Technology Acceptable Use Agreement. The agreement incorporates this policy. It also indicates that the party who has signed the agreement has read the terms and conditions carefully and understands their significance. The user agreement is an acknowledgment of the responsibilities of all users. Students will not be permitted to use the district computer system unless they have signed the agreement and their parents or guardians have signed the agreement indicating the student has his/her permission to use the district computer system. The agreement/permission form annexed to this policy is expressly made a part of the policy.

Terms and Conditions of Use

1. **Acceptable Use.** The purpose of providing access to our computer network, email services, and the Internet, is expressly to support research and education. It is to provide access to various resources and opportunities for collaborative work. The use of the network, email, and the Internet must be solely to support education and research which furthers the educational objectives and curriculum established by the Pascack Valley Regional High School Board of Education. Whether accessing the district computer system from outside school or not, all users are subject to the terms and conditions of this policy. The district expects that parents will supervise their child(ren) when using district technologies from home. In addition, the use of other organizations’ networks or computer resources must comply with the rules for use of those networks in addition to those of this school district.

Transmission and accessing of any material in violation of any Federal law, state law or regulation/or Board Policy is prohibited. Prohibited activities include, but are not limited to the following:

- a. Students are prohibited from disclosing, either through email or via the Internet, personally identifiable information about any other individual such as addresses, phone numbers, pictures, email addresses, or the name and location of the school.

- b. Staff members are prohibited from revealing, through email or via the Internet, any personally identifiable information for any individual such as name, address, telephone number, email address or picture, except as required for educational purposes.
- c. Users will not transmit or access material that is profane, obscene, harmful to minors (as that term is defined in the Children’s Internet Protection Act), or advocates illegal acts, violence or unlawful discrimination.
- d. All users will be assigned a password. The password is to remain private and is not to be shared with other users.
- e. Any use of the network for commercial or for-profit purposes is prohibited.
- f. Use of the network for personal and private business is prohibited.
- g. Any use of the network for advertising or political purposes is prohibited.
- h. Users of the network shall not disrupt or interfere with the use of the network by others.
- i. The hardware or software shall not be altered, mishandled or abused in any way.
- j. The district computer system shall not be used to harass others.
- k. Hate mail, discriminatory remarks, cyber-bullying, and other antisocial behaviors are prohibited.
- l. The installation of unauthorized software, whether copyrighted or shareware, for use on the district computer system is prohibited.
- m. Violation of the intellectual property rights of others is prohibited.
- n. Unauthorized gaming and/or gambling activities are prohibited.
- o. Accessing proxy avoidance sites is prohibited.

2. Privileges

- a. The use of the district’s network, email, and Internet services through the district’s computer system is a privilege, not a right. Inappropriate use may result in the suspension, or partial suspension of those privileges as well as other possible discipline as outlined in the District Student Disciplinary Code and District policy, and even possible prosecution for illegal activity.

- b. Staff members shall also be subject to appropriate discipline, dismissal and/or prosecution for illegal or prohibited activity. Staff members are responsible for following the provisions of this policy as a condition of their employment.
- c. Each student, in order to obtain access to the district computer system will be required to complete the Pascack Valley Regional High School District Student Technology Acceptable Use Agreement. The Superintendent or his/her designee will have the authority to, at least temporarily, suspend use of the system at any time.

3. Network Etiquette. Users of the district computer system are expected to:

- a. Be polite.
- b. Only use appropriate language.
- c. Be prepared for a search of student or staff files and other electronic storage areas. The Superintendent or his/her designee may access these files from time to time not only to insure system integrity, but also to determine if users are complying with this policy. Users should not expect that information they store on the system will be private.
- d. Comply with all intellectual property laws, such as copyrights.
- e. Users should disclose to an administrator, teacher or parent any information or electronic messages that make them uncomfortable.

Miscellaneous

Security of the system is a high priority. If a user has reason to believe that they can identify a security problem in the district computer system, they must notify the Supervisor of Technology or the Network Administrator.

Vandalism will result in the automatic suspension of use and will be subject to discipline, other forms of legal action or perhaps even criminal prosecution. Vandalism is defined as any attempt to harm, steal or destroy data, software or hardware, even if belonging to another network. This includes, but is not limited to, the creation of a virus, intentional propagation of a virus, or dissemination of contaminated disks, CD's and the like.

Users will be personally charged and held responsible for any costs related to damages to district technologies caused by intentional misuse, lack of care and/or reasonable precautions.

The Pascack Valley Regional High School District makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any

damages users suffer. This includes loss of data, non-deliveries, misdeliveries, or service interruptions caused by the district's own negligence or the user's errors or omissions. The district cannot accept responsibility for the accuracy or quality of information obtained through its services.

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

Federal Communications Commission: Children's Internet Protection Act.

First Reading: 2012 June 4

Adopted: 2012 June 18

C 2361 - STUDENT TECHNOLOGY ACCEPTABLE USE CONTRACT

This form is to be completed by students after reviewing the district Acceptable Use Policy and all documents incorporated by reference. The completion of this form indicates that you have read the policy and understand the same. It also indicates that you agree to abide by the terms and conditions of the policy. Regardless of your age, this form must be signed both by you and a parent/guardian before you will be permitted to have access to the district computer system.

I understand and agree to accept and abide by the Student Technology Acceptable Use Policy. I also understand that if I fail to follow the policy, my access to the computer network, email services and the Internet, may be suspended. I may be subject to other discipline, and there may even be criminal consequences to my behavior depending upon the severity of my actions.

Student Signature: _____ Date: _____

Name (please print): _____

School: _____ Grade: _____

As a parent/guardian of the student, above, I hereby give my permission for my child to access the district computer system which includes access to the Internet and email. I have read the District Acceptable Use Policy, and I understand that my child is expected to abide by same. I understand that the district is employing filtering software, but that it is not always effective. I also understand that when my child is accessing the district computer system from outside of school, I am responsible to provide appropriate supervision.

Parent/Guardian Signature: _____ Date: _____

Name (please print): _____

Complete and return to the Technology Department of your child's school.

Adopted: 7 June 2010
Revised: 11 April 2011

Appendix B

The Pascack Valley Regional High School District Policy for Electronic Communications Between Teachers and Students

3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING
STAFF MEMBERS AND STUDENTS

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student
 - a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
 - b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.

c. A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district's e-mail system.

2. Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student

a. A teaching staff member may communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc.

3. Text Messaging Electronic Communications Between Teaching Staff Members and Students

a. A teaching staff member may text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc.. Any text messaging shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc.

4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student

a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.

b. A teaching staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching staff member's personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Principal or designee by the teaching staff member.

c. If a teaching staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.

d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or

designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives.

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40