

MOBILE DEVICES -- CERTIFIED STAFF

The Old Tappan Public School District recognizes that technology plays an integral role in our society and believes that the professional responsibilities of its certified teaching staff members can be achieved more efficiently and effectively through the use of computers and/or mobile devices. The Board may, therefore, provide mobile devices to each of its certified teaching staff members to facilitate and supplement instruction, collaboration and other educational and professional responsibilities. This Certified Teaching Staff Member Mobile Device Policy shall govern the use of District-issued mobile devices to certified teaching staff members and shall be considered a supplement to Old Tappan Board of Education Policy 4119.27, Certified Staff Use of Internet, Social Networks and Other Forms of Electronic Communication, which also governs staff members' use of District-issued mobile devices.

Mobile devices will be issued and distributed to eligible certified teaching staff members at the beginning of each school year, and collected at the end of each school year for maintenance, cleaning and software installations, unless the employee requests and receives permission from the Superintendent, or his/her designee to use the device during the summer months. Each certified teaching staff member will annually retain his/her original mobile device, unless or until that mobile device is no longer usable and/or replaced by the Board.

All mobile devices and software/accessories provided by the District for staff member use remain the property of the Board. The District reserves the right to log and monitor all communications and transactions; therefore, users should have no expectation of privacy. Any certified teaching staff member who uses the technological resources of the Board, including District-issued mobile devices, consents to having all activities regarding this use remotely monitored by a system operator. In addition, devices assigned to teaching staff members are subject to random, physical inspection at any time without notice to the staff member. Furthermore, the District is obligated to cooperate fully with local, state, or federal officials in any investigation.

Terms of Use

As a condition of their use of District-issued mobile devices, certified teaching staff members must sign and return the District-Issued Mobile Device Use Form and comply with and agree to the following:

- The mobile device must be at school during regularly scheduled work days, and may be taken home at the end of the work day, so long as the mobile device is maintained in a safe and secure location. Devices shall not be left in unattended vehicles, as extreme temperature changes can cause significant damage.
- Staff members are responsible, at all times, for the care of the devices. Devices must be completely powered off or put to "sleep" when not in use. Devices should be kept on a flat, solid surface to ensure the circulation of air and avoid damage caused by overheating, and should only be cleaned with a soft, dry cloth or anti-static cloth. No food or drink shall be placed on or near the mobile device and nothing shall be placed on top of the device when it is closed, as it could damage the screen.

Terms of Use (continued)

- If the District has provided a case for staff, devices must be transported in the provided case.
- Damage incurred to devices must be inspected by the Technology Coordinator, who will assess the damage, and determine the appropriate course of action.
- Staff members are not authorized to remove or alter the device's District identification label.
- Any loss or theft of the device must be reported to the Police Department in the Municipality where the loss or theft occurred and the District's Technology Department as soon as possible, but not to exceed three (3) business days.
- Only software approved by District's Technology Department may be installed on District-owned devices. From time-to-time, the Technology Department will need to access the mobile devices for purposes of regular maintenance and upgrades. The staff member will be notified when such general maintenance becomes necessary. Any staff member who requests and receives permission to use his/her District-issued device during the summer recess must be willing to agree to return the device to the District's Technology Department for maintenance purposes at least twice during the summer months.
- The District employs tracking, monitoring and management software that will report all activity on the device, including but not limited to login, search, browsing and location history. This software may also be used to push and/or update applications installed on the device.
- The staff member shall not be held responsible for loss, damage or destruction when such loss, damage or destruction is determined not to be the fault of the employee. However, the staff member may be held responsible when it is determined that the loss, damage or destruction is the fault of the staff member. Allowances shall be made for normal wear and tear.
- Staff members shall not permit students to use their District-issued mobile devices, with the exception of classroom instruction or demonstration.
- While District-issued devices can be configured for use at home, the District's Technology Department is not responsible for setting up connections or networks outside the District.
- Absent exceptional circumstances, the device shall be returned to the District's Technology Department within two working days of a resignation or termination.
- Any important work maintained on the device, including but not limited to student grades and tests, should be backed up on the District's server, as a safety precaution against hard drive failure.

Inappropriate Uses

Use of the District-issued mobile devices in any of the manners set forth below is strictly prohibited by the Board.

1. Using the network or device for illegal activity (e.g., copyright infringement).
2. Disrupting or damaging equipment software or operation of the system.

Inappropriate Uses (continued)

3. Vandalizing the account or data of another user.
4. Gaining unauthorized access to another account, confidential school record or the system operation.
5. Using another person's account name without permission.
6. Using abusive, obscene language, sending hate mail, or harassing another individual or group.
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. Controlling or installing a computer virus.
10. Using technology for personal, financial or business gain.
11. Installing or using personal software on any device at any time without the express authorization of the District's Technology Department.
12. Changing the configuration of an individual device or network.
13. Downloading unauthorized software.
14. Logging on the Internet or sending e-mail using a fictitious name.
15. E-mail broadcasting or spamming.
16. Using the network system for soliciting or distributing information with the intent to harass, intimidate or bully, which can be described as "Cyber Bullying."

The list of inappropriate uses, as set forth above, is not all inclusive, and is only representative and illustrative in nature. A teaching staff member who commits an act of misconduct that is not listed above may also be subject to disciplinary action.

Safety

When access to the Internet is available, staff members must be aware that the Internet is a global network that is impossible to completely control or restrict. Staff members shall be advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive or otherwise illegal material. The Board does not condone the use or access of such materials and accepts no liability for any offense, injury or consequences that may result from use of the Internet.

Disciplinary Action

Access to and use of a District-issued mobile device is a privilege. Failure to comply with the requirements of this policy may result in disciplinary action in accordance with State and federal law and Board Policies 4119.26, Conduct, and 4117.52, Dismissal/Suspension.

Legal References:

20 U.S.C. §1232 (g)	Family Educational Rights and Privacy Act
N.J.S.A. 2A:38A-1 <u>et seq.</u>	Computer system
N.J.S.A. 18A:6-10	Dismissal and reduction in compensation of persons under tenure
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:27-4	Power of boards of education to make rules governing employment of teachers
N.J.S.A. 18A:36-35	Disclosure of certain student information on internet prohibited without parental permission
N.J.S.A. 18A:36-40	Written policy concerning electronic communication between school employees and student
N.J.S.A. 18A:37-13 <u>et seq.</u>	Anti Bullying Bill of Rights
N.J.S.A. 47:1A-1 <u>et seq.</u>	Federal Rules of Civil Procedure; Open Public
N.J.S.A. 47:3-15 <u>et seq.</u>	Destruction of Public Records Law
N.J.A.C. 6A:9-3.3	Professional standards for teachers
N.J.A.C. 6A:9B-4.5	Grounds for revocation and suspension of certification
N.J.A.C. 6A:16-7.10	New Jersey's student records and confidentiality regulations
<u>In the Matter of Certificate of Weidemoyer</u> Exam 2010 April 29	
<u>In the Matter of Certificates of Stenz</u> Exam 210, March 26	
<u>In the Matter of the Certificates of Alan Chadrijian</u> @exam 2011, July 28	
<u>In the Matter of Rhaney</u> Exam 2011, June 10	
<u>In the Matter of Young</u> Exam 2011, September 22	
<u>In Re Cluggish</u> Exam 2011, December 16	

Cross References

*2224	Non-discrimination/affirmative action
*3570	District Records
*4111.1	Non-discrimination/affirmative action
*4119.21	Conflicts of interest
*4119.22	Conduct and dress
*4111.23	Employee substance abuse
4119.24	Staff/Student Relations
4119.27	Staff use of the Internet and other forms of electronic communication
*4131/4131.1	Staff development, inservice
*4211.1	Non-discrimination/affirmative action
*4219.21	conflicts of interest
*4219.22	Conduct and dress
*4211.23	Employee substance abuse
4219.24	Staff/Student Relations
*4231/4131.1	Staff development, inservice
*5125	Student records
*5131	Conduct/Discipline
5131.1	Sexual Harassment
5131.2	Harassment/Intimidation and Bullying
*6121	Non-discrimination; affirmative action
6141.3	District Social Media
*6142.10	Technology
*6144	Controversial issues
*6173	Nome instruction

Key Words

Mobile Devices, Usage of Mobile Devices, Safety of Mobile Devices, Internet

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Revised: