



TEANECK COMMUNITY CHARTER SCHOOL

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TCCS TECHNOLOGY - ACCEPTABLE USE POLICY

The following document should be reviewed and discussed with your child before answering the “Parent Questions” in the TCCS Parent Portal.

OVERVIEW

The Teaneck Community Charter School (TCCS) provides computer equipment, software, computer services, and Internet access to its students and staff for educational purposes, enhancing the curriculum and instructional plan with powerful resources and expanding the concept of a “school without walls.”

The purpose of this document is to inform parents, guardians, students, and staff of the availability of the Internet’s resources, as well as the rules governing its use, and to obtain express parental or guardian permission for an individual student to use technology and the Internet while at school.

The district retains the right to monitor all access and use of the Internet, e-mail, computers, and network. The network maintains logs of all activity on and off the Internet, and this information is also TCCS property. It is important for all users to understand that no use of the Internet or e-mail can ever be guaranteed private.

THE INTERNET

The Internet, or “world wide web,” includes information specifically designed for children, up-to-the-minute scientific information, government documents, and all types of valuable information that would otherwise be hard to find. To access the Internet at school, students will be using a web browser (a piece of software). This allows students to use the “web” by pointing and clicking the mouse. Information is presented richly in text, pictures, sound, and video. Anyone who has Internet access from home can connect to the Teaneck Community Charter School website for up-to-date information about our school (<http://www.tccsnj.org>).

The Internet is a powerful educational tool because it is made up of information from organizations and people all over the world, without restriction on content. However, because of this, it also includes material that is not of educational value or appropriate for a school setting. There is information that may be judged as inaccurate, abusive, profane, sexually oriented, or illegal. TCCS does not condone or permit the use of this material. The use of technology within the school setting is a privilege, not a right, and it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

Internet access is available to students on computers in the classrooms and on student laptops through wireless access. Parents and guardians must be aware that, while at school, direct supervision by school personnel of each student using a computer is not always possible. Thus, students are expected to use the resources in a manner consistent with this Acceptable Use Policy and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for responsible Internet usage.

RULES FOR USE OF EQUIPMENT

As a community, we need to instill a sense of respect for the facilities and equipment provided for student education. Sadly, some equipment has already been damaged, a trend the community should work hard to eliminate. With regard to our classroom and laptop computers:

- Treat all hardware carefully. Do not handle keyboards, mice, monitors, headphones, speakers, or printers roughly...they will break!
- Do not remove decals, stickers, covers, or any external parts of the computer. Do not attempt to repair any equipment. Do not open computers. If something is malfunctioning, then notify a teacher immediately.
- Do not leave paper, books, or anything else on the computer tables, especially around openings in the computer where airflow could be restricted.
- Do not draw on, tape, or fasten anything to the monitors or computers.
- Do not attempt to install or download any software from the Internet. Speak to your teacher if there is software necessary for you to complete your work.
- No food or drink near the computers.
- Student accounts are disabled from changing local computer settings. Trying to circumvent this is considered “hacking” and is subject to discipline per the school’s Acceptable Use Policy.
- Hubs, routers, switches, and network file servers are off-limits to all but the technology committee and any vendor authorized by the committee to administer or maintain the computer systems and network.
- If you cannot access your files on the server or receive an error message logging onto the network, then write the message down and notify your teacher.

RESPONSIBLE USE OF INFORMATION

- Students must not download or copy words, pictures, or sounds from the Internet without permission. In addition, students must always give appropriate credit for digitally obtained information and material, paying close attention to relevant licensing and copyright laws.
- Students should not automatically believe that all information obtained from the Internet is true and/or correct. When conducting online research, students should always do their best to confirm the reliability of information sources.