



TEANECK COMMUNITY CHARTER SCHOOL

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TCCS TECHNOLOGY - ACCEPTABLE USE POLICY

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.

At no point may students access the technology accounts of anyone but themselves. Using another student's account and/or posing as them could be considered a form of identity theft. Students should never share passwords with anyone but their parents or TCCS faculty / staff, when appropriate.

Failure to follow the rules covered in this technology acceptable use policy can result in a loss of computer privileges.

Loss of privileges DOES NOT excuse a student from completing any required classwork or homework!

TCCS Student E-mail Policy

E-mail is a tool which, if used appropriately, will facilitate learning and enable greater communication between students, parents, and teachers. With this in mind, TCCS 3rd-8th grade students will be issued an official tccsnj.org e-mail account. All other students will receive accounts without e-mail access.

The TCCS e-mail system is monitored by the school. By default, TCCS student e-mail is configured to restrict incoming and outgoing mail, so that students may only send and receive messages to and from other tccsnj.org addresses (students, teachers, administrators, etc.) 3rd and 4th grades may only send and receive messages with their teachers. In addition, mail is filtered to restrict any vulgar or otherwise inappropriate content from being sent or received. Student last names are NOT included in e-mail addresses.

The school expects its students to adhere to the following rules and understand that failure to do so may incur sanctions in line with school policy or result in having their e-mail account restricted.

- Student e-mail is intended for internal TCCS correspondence and unauthorized attempts to send or receive messages outside of the domain are prohibited. However, there may be instances where outside communication may be necessary (registering for educational sites, working collaboratively with students outside of our school, conducting interviews, etc.) Use of e-mail in these cases must be approved, coordinated, and monitored by a teacher.
- Students must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone unknown to them in e-mail communication outside the school environment.
- Students must **immediately** notify a teacher if they receive offensive e-mail either in school or at home. E-mails which contain threatening, derogatory or offensive material or language are forbidden.
- Students using e-mail must observe the normal courtesies required in letter writing when composing electronic messages.
- Students are not permitted to access non-TCCS e-mail accounts (e.g. hotmail, yahoo, aim, personal gmail, etc.) during the school day.
- The use of TCCS e-mail is strictly intended for educational purposes. (For example: the submitting of assignments, working on a group project, or for any other purposes stipulated by the subject teacher.)
- Teachers will use e-mail to communicate with students and there is an expectation that such communications shall be read in a timely fashion.
- Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with school communications. The school recommends that students check their e-mail account at least daily. Even if internet access is unavailable at home, students will be given reasonable computer time at school to do this.

TCCS Student Device Replacement Fee Guidelines

At Teaneck Community Charter School, we aim to provide our students with the necessary tools and resources to facilitate their education and learning experience. Chromebooks and chargers are valuable assets that enable students to access digital content, complete assignments, and engage in online learning activities. It is important that these devices are used responsibly and maintained in good condition to ensure their longevity and availability for all students. The following guidelines outline the replacement fees for damaged or lost Chromebooks and chargers that are issued to all students.

Damaged Chromebook Replacement:

- In the event that a student's Chromebook is damaged and needs to be replaced, their parent or guardian will be responsible for a replacement fee of \$60.
- Damaged Chromebooks should be reported to the school administration immediately to initiate the replacement process.

Lost Chromebook Replacement:

- If a student's Chromebook is lost, their parent or guardian will be responsible for a replacement fee of \$150.
- Lost Chromebooks should be reported to the school administration immediately to initiate the replacement process.

Damaged Charger Replacement:

- In the event that a student's charger is damaged, their parent or guardian will be responsible for a replacement fee of \$15.
- Damaged chargers should be returned to the school administration for assessment.

Lost Charger Replacement:

- If a student's charger is lost, their parent or guardian will be responsible for a replacement fee of \$25.
- Lost chargers should be reported to the school administration to facilitate the replacement process.

Reporting and Payment:

Reporting Damage or Loss:

- Students or their guardians must promptly report any damage or loss of Chromebooks or chargers to their teacher and/or school administration.
- Reports can also be made via the online form available on the "Student Resources" and/or "Parent Resources" pages of the TCCS website.

Payment and Replacement Process:

- Replacement fees can be paid via cash or check made out to "TCCS" or online via debit/credit card at www.payforit.net.
- Upon payment of the replacement fee, a replacement Chromebook or charger will be issued to the student.

Appeals and Exceptions:

Appeals:

- Students or their parents / guardians have the right to appeal the assessment of replacement fees in cases where they believe the assessment is unfair or inaccurate.
- Appeals should be submitted in writing to the school administration within 3 days of receiving the replacement fee notice.

Exceptions:

- Exceptions to the replacement fee guidelines may be considered on a case-by-case basis at the discretion of the school administration, particularly in cases where damage or loss occurs due to circumstances beyond the student's control.

These Chromebook and Charger Replacement fees are designed to ensure the responsible use and maintenance of school-provided technology resources. By adhering to these rules, we aim to maintain a conducive learning environment for all students while safeguarding the school's valuable assets. Your cooperation and adherence to these guidelines are greatly appreciated.

For any inquiries or further information, please contact the school administration.

These guidelines are subject to periodic review and may be updated as necessary to reflect changing circumstances or requirements.