



PISCATAWAY
TOWNSHIP SCHOOLS

Elementary/Intermediate Schools Handbook
2021-2022

Arbor Intermediate School
Martin Luther King Intermediate School
Eisenhower Elementary School
Grandview Elementary School
Knollwood Elementary School
Randolphville Elementary School

www.piscatawayschools.org

Piscataway Township Schools
1515 Stelton Road, Piscataway, NJ 08854
(732) 572-2289

Central Administration

Superintendent
School Business Administrator
Assistant Superintendent
Director of Administrative Services
Director of Human Resources
Director of Pupil Services
Director of Diversity, Equity, & Inclusion

Dr. Frank Ranelli
David Oliveira
Dr. William Baskerville
Colleen Pongratz
Catherine Sousa
Deidre Ortiz
Dr. C. Alex Gray

Key Phone Numbers

Enrollment Center
Food Services
Transportation

732-572-2289 x2528
732-981-0700 x2289
732-572-2289 x2472

Elementary Schools

Arbor Intermediate School
1717 Lester Place
732-752-8652
Heather O'Donnell, Principal

Brian Voigt, Principal

Knollwood Elementary School
333 Willow Avenue
732-885-1528

Eisenhower Elementary School
360 Stelton Road
732-752-1801
Dr. Laura Heimlich, Principal

Martin L. King Intermediate School
5205 Ludlow Street
732-699-1563
Rodney Point-Du-Jour, Principal

Grandview Elementary School
130 N. Randolphville Road
732-752-2501
Neel Desai, Principal

Randolphville Elementary School
One Suttie Avenue
732-699-1573
Dr. Avi Slivko, Principal

Piscataway Township Board of Education

Shelia Hobson, President
Nitang Patel, Vice President
Shantell Cherry
Jeffery Fields, Sr.
Ralph Johnson
Kimberly Lane
Calvin Laughlin
Zoe Scotto
Brenda Smith

MISSION STATEMENT

It is our goal to provide a safe and nurturing environment that continually affirms the worth and diversity of all students. Piscataway is a place where everyone is respected, supported and has a sense of belonging. We know that all students and staff can learn and highly qualified work is expected from all. In partnership, parents, staff and students, as a team, are responsible for successful academic, social and emotional learning outcomes.

Members of the school community work together to ensure all students reach their potential and utilize the unique skills and talents each child possesses to make a positive contribution to society. We are proud of who we are and all that we have to offer. We know and value the life long process of learning.

Positive attitudes toward school.

Attempt as many school activities as possible.

Respect your child's opinion.

Encourage your children to take responsibility for their own lives.

Nurture the school/home partnership.

Take the time to talk to your child about events of the day.

Take time to know each child.

Express pleasure in children's accomplishments.

Always be optimistic.

Create an interesting learning atmosphere.

Help children to maximize their potential.

Evaluate progress fairly.

Remember what it was like to learn something new every day.

Strive for educational excellence.

Take responsibility for your own learning.

Understand the importance of an education.

Decide to make appropriate choices for yourself and others.

Every moment in school should be a learning experience.

Nurture reasoning and intellectual possibility.

Take initiative to engage in the learning process.

Dear Parents and Guardians:

On behalf of the Piscataway School District, welcome to the 2021-2022 school year. Whether new to the Piscataway School District or if you are a returning family, we look forward to building a partnership with you that will last for many years. We hope that your experience with us is positive for you and productive for your child. We want to do our best to prepare your child for all of the wonderful and exciting things that they will find in the future. Together, we can make great progress because we all have the welfare and educational success of all the children uppermost in our minds.

The purpose of this handbook is to inform you of elementary/intermediate school procedures and expectations that have been established in order to assure your child the greatest benefit from the K-5 instructional program.

Please take the time to read the information in this handbook and if you have any questions, contact your child's school.

Finally, the following are some good things you can do that will allow your child(ren) to become a stronger student:

- Read to your child(ren) on a regular basis and establish a routine when your child(ren) comes home from school.
- Encourage your child(ren) to reach their dreams by recognizing their accomplishments and supporting them when they fall short of a goal.
- Teach your child(ren) respect for others by placing a high value on their opinions and show your children the importance of family by relating your own family history to them.
- Communicate with the teacher often and review with your child(ren) the expectations of the classroom and school.

Thank you and we look forward to this upcoming school year.

Very truly yours,

The K-5 Principals

GETTING READY FOR SCHOOL

If your child is entering Kindergarten, you can assist them by practicing necessary skills at home. These skills can be made part of games that you play together.

1. Help your child to identify common coins such as the penny, the nickel, and the dime. You can have fun with your child if you purchase a toy money set and use the coins for identification and to “buy” things from a home store.
2. Play counting games with your child. Use magnetized numerals and place them on your refrigerator. You and your child can play at identifying the numerals and even put them in proper sequence. Use ordinary items for counting practice e.g. beans, buttons, pennies, blocks, etc.
3. Have a variety of children’s books and games around. Teach your child how to handle books. Look at the pictures with them. Practice sequencing ideas and pictures. Be sure to visit the library frequently.
4. Teach your child to respect the rights of others. Children should not interrupt. They should be able to listen to others and to ask permission before using something that belongs to others.
5. Practice writing your child’s name. Be sure he/she knows the first and last names, street, house number and telephone number.
6. Make sure your child knows the day/month of his/her birthday.
7. Practice recognizing capital and lower case letters and their sounds.
8. Provide many opportunities for your child to color, paint, draw, listen to music, dance, and play games with other children. Involve them in hopping, skipping, jumping, catching, and bouncing balls.
9. Encourage your child to speak in complete sentences.
10. Establish an appropriate bedtime.
11. Limit television watching. Be selective in your viewing. Watch programs with your child. Discuss them with him/her. This will encourage language development.
12. Encourage your child to take responsibility at home, clean up after him/herself, with pets, etc.
13. Practice buttoning, zippering, snapping and tying shoelaces.
14. Develop a set routine for daily activities. This will help in adjustment to a school schedule.
15. Discuss everyday happenings with your child. Provide frequent opportunities for conversation.

PROCEDURES

Accidents and Accident Reports

Although every effort will be made to prevent accidents, they do occur on occasion with children. In these instances, an accident report is prepared by the school nurse for an injury that occurs while a child is on school property or under school supervision.

Bus Students

In the interest of safety and proper conduct, good behavior is essential at all times at the bus stop and while riding on the bus. Continued inappropriate behavior may result in suspension of bus privileges in accordance with the district's Code of Student Conduct and BOE Policy File Codes 5513 and 7610. The driver of the bus is in charge at all times and is responsible for maintaining order. Bus conduct reports may result in parent notification, possible school consequence, possible seat assignment, and possible removal from bus. Please note, students with multiple infractions may be removed from the bus indefinitely.

Special Bus Requests

If your child is a walker, we cannot accept a note requesting that he/she use the school bus, as per Board of Education policy. A bus student may not use a bus other than the one to which he/she is assigned and may not enter or exit the bus at a different stop.

Cafeteria – Breakfast/ Lunch Program

The school cafeteria is open every day. Each student has a 25 minute scheduled lunch period. Breakfast and lunch will be available in the cafeteria at no charge to our students or students can bring their lunch from home. . . Parents may make payments to their children's accounts through MealTime Online. All meals served meet the nutritional requirements of the National School Lunch Program.

The district participates in the free and reduced rate phases of the national program. Parents and guardians must apply annually and meet current federal financial criteria for their child to participate in this program.

Questions regarding the breakfast/lunch program will be addressed by Sodexo Food Service. You may reach them at 732-981-0700 ext. 2289.

Cafeteria Rules

1. Appropriate behavior is expected in the lunchroom.
2. Students must remain seated while eating lunch.
3. Students may not leave the lunchroom without permission.
4. Students are expected to place all scraps and wrappers in the proper garbage disposal.
5. Low volume conversation is permitted.
6. Students are expected to respect the authority of aides and teachers during lunch and recess.

Cell Phones

Elementary school children at the K-5 level that bring cell phones to school must keep cell phones turned off and stored in backpacks during school hours. Any phone calls that must be made by students during school hours may only be made using school telephones under the supervision of a staff member. District schools are not responsible for any lost, stolen or damaged student cell phones. Inappropriate cell phone usage will be addressed by the Student Code of Conduct.

Classroom Telephones

Students are not permitted to use the telephone except for emergencies. Forgotten books, homework assignments, lost lunch money, etc. are not emergencies. Please see that your child comes to school prepared with their daily needs. When calling the school please leave a voice mail message as teachers do not answer the telephone during instructional periods. Students are also unable to be called to the telephone during class time. For emergencies, call the office. Teachers will return calls as soon as they are available but within 24 hours.

Conferences and Report Cards

Report cards are issued four times per year at the end of each marking period for grades K-5. Dates for distribution are on the district calendar. Parents are asked to review the information and are encouraged to communicate with their child's teacher if they have comments or questions. We will utilize our Genesis Student Information System to transfer information electronically such as report cards and we will provide most district and school information via e-mail. We will continue to make other important information clearly available on our website: www.piscatawayschools.org.

Formal conferences are scheduled after the first report card in November. . Please note that the district-wide Parent/Teacher Conferences that are held in November are scheduled electronically. This process will be completed through our Genesis Student Information System. Parents may request a conference at other times during the school year by notifying the teacher.

Report cards will be held in June if there are outstanding book fines, library books or overdrawn Sodexo lunch accounts.

Code of Conduct

The Piscataway Board of Education, in accordance with state law, has adopted a Student Code of Conduct. This document provides clear standards for behavior and fair consequences should infractions occur. The Code is revised regularly and updated annually. Consequences for infractions are developmentally appropriate for the age and grade placement of all students. The Code of Conduct is available on-line at www.piscatawayschools.org.

Dress Requirements

Students are expected to dress appropriately for school. Students should be encouraged to take pride in their dress and appearance. They should appear neat, clean, and modest at all times.

The appearance of any child is primarily the responsibility of the individual and parents. Students appearing in school unsuitably dressed will be requested to return home and change into appropriate clothing.

All students must keep in mind the following requirements:

1. The health and safety of the student must not be jeopardized.
2. Dress and grooming must be sanitary.

3. The student's dress and appearance must not distract from the educational process.
4. Clothing which is appropriate for beachwear (flip-flops, bathing suits, etc.) should not be worn to school.
5. Apparel with offensive or profane messages will not be allowed.
6. Students may not walk barefoot in school and should wear sneakers for gym and on the playground. Shoes must have a back or strap to be worn in school.
7. Hats and kerchiefs may not be worn in the building.
8. Bare back, bare midriff and open sided athletic shirts are not acceptable.
9. Shorts and skirts should be a reasonable length.

School Closings/Delayed School Opening

In some emergency situations or when the road conditions are hazardous, it may be necessary to close schools or delay the opening of school by two hours. Notifications of closings or delayed openings will be made through the district website at www.piscatawayschools.org and with telephone messages. Parents can also call (732) 981-0700 or (732) 572-2289 after 6:00 AM to find out about closings or delayed openings.

In the event of a two hour delayed opening, schools will be dismissed at the regular time and lunch will be served. The delay gives both the school staff and the township road department time to clear the roads, walkways, and parking lots. Students normally transported by bus should be at their designated stop two hours later than their usual departure time.

Delayed Opening Schedule...

Grades K, 1, 2, 3	11:00 A.M. to 3:15 P.M.
Grades 4, 5 (Arbor & King)	10:05 A.M. to 2:20 P.M.

Emergency School Closing

During the year, schools may have to be closed in an emergency situation. Students will be dismissed as the condition demands. Families will receive a phone call regarding dismissal details and these details will be posted on the district website.

The administration will activate an emergency phone chain to notify parents of the decision to close.

We strongly urge parents to discuss this procedure with their children and keep contact information such as phone numbers and e-mail addresses updated with their child's school.

Early Release of Students

Should it be necessary to take your child out of school for a valid reason before dismissal time, please adhere to the following procedure:

- Send a note/e-mail to the teacher a day or two prior to the dismissal date or call the main office of your child's school.
- Parents and/or guardians should wait in the office or in a designated area to pick up their child.
- No student will be released to the parking lot, be allowed to walk home or released to an unsupervised area.

Should it be necessary to have your child picked up by someone other than yourself, please send a note stating the person's name and giving permission. Please advise the other person to present him/herself to the office and show identification.

Please make every effort to avoid scheduling appointments during school hours and consult the school calendar for testing dates.

Elementary Attendance Procedures

Regular attendance by students is necessary if they are to be successful in their studies. Every student shall be in attendance in every class or activity unless the absence is the result of death in the family, illness, religious holiday or other reason with prior permission from the principal. All absences are recorded, even excused absences.

1. Parents must report absences using the school attendance line. All pupils who are absent from school must present a note to their homeroom teacher explaining the reason for the absence on the day the child returns to school. If a student is absent due to illness for more than three days, a doctor's note is required and is due as soon as possible within ten business days in order for the day to be considered excused. Parent notes for student illness are accepted for no more than two consecutive days, twice per marking period. Parent/guardian follow-up may take place if no note is submitted. All absences are reported on the district student management system.
2. Elementary pupils entering after the start of the day must report to the office to sign in and receive a pass to class. K-3 students must be signed in by a parent or guardian.
3. Pupils leaving early must be signed out by a parent/guardian through the main office. The Principal will follow-up excessive use of early dismissal.
4. Parents should notify the school prior to the start of the school day if their child is going to be absent.
5. Board of Education policy has been established to notify parents/guardians, in writing, when children have been late or absent from school more than 3 days. Excessive absences will be addressed in accordance with BOE Policy File Code 5200.
6. To be counted as a full school day, students must be in attendance for four hours of school.
7. All students must be picked up promptly at their scheduled dismissal time.

E-mail

E-mail is a quick, efficient means of communication. All school personnel have e-mail addresses. To e-mail a teacher, please use the first initial of the first name, followed by their last name @pway.org. (For example: jdoe@pway.org). All staff e-mails can be found on the school website.

Fire / Evacuation / Emergency Drills

Fire and emergency event drills are conducted each month to teach the children procedures for emergencies including bomb threats, active shooters, or medical/chemical/biological events. Bus evacuation drills are also scheduled throughout the year. Occasionally township emergency personnel, such as police or fire departments, participate in the drills. Drills are generally unannounced to staff and students.

Genesis Parent Module

The Parent Module for Genesis, the online student information system, is available to elementary and intermediate school families. Use of this module will enable you to access your child's report card/grades, attendance, and other important information from any computer with Internet connection. To register:

1. Send an e-mail to piscatawaydata@pway.org.
2. In the subject line, type in Parent Module Registration.
3. In the body of the e-mail, you will need to enter the following information: Parent/Guardian first and last name, first and last name of student(s), grade(s) of student(s), school(s) of student(s).
4. You will receive an e-mail with login information for your individual secure account.

Half Day Sessions

During the course of the year, it may be necessary to conduct half-day sessions due to parent/teacher conferences, teacher in-service days, etc. On these days, school is in session from:

Grades K, 1, 2, 3

9:00 A.M. to 1:20 P.M.

Grades 4, 5 (Arbor & King)

8:05 A.M. to 12:25 P.M.

Handicapped Student/Parent Rights

The Piscataway Township Public School District does not discriminate in admission or access to, or employment in, its programs and activities on the basis of handicap in violation of Section 504 and its implementing regulations. The District official responsible for coordinating compliance with Section 504 and its implementing regulations is Deidre Ortiz who may be reached at the following address and telephone number:

Piscataway Township Schools
Administration Building
1515 Stelton Road
Piscataway, New Jersey 08854
732-572-2289 Ext. 2554

Harassment, Intimidation and Bullying

In accordance with state law and code, the Piscataway School District has developed policy and procedures that outline the definition of Harassment, Intimidation, and Bullying (HIB). This policy (5512) is posted on the district website at www.piscatawayschools.org. All Piscataway schools have HIB specialists and they are listed on both the district and individual school web sites. Anyone who wishes to make a referral, or who has questions, may contact the appropriate specialist.

Homework

Homework is scheduled daily. If your child is absent from school, he/she is given time to make up incomplete or missed work. When there are extended absences due to illness, the procedure to follow is to call the teacher via voice mail in the morning to make arrangements to pick up work at the end of the day. Work will be picked up in the office.

Illness During the School Day

If your child becomes ill at school, the nurse will contact you as soon as possible. If you cannot be reached, we will use the emergency contact information you have provided on the emergency card. Please be sure the emergency information is up-to-date and that someone will respond when called. Emergency contacts should not be out of state relatives. Children who are ill in the morning should not be sent to school. Your child should be **temperature free without medication for 24 hours** before returning to school.

Student/Teacher Assistance and Response / 504

The Student/Teacher Assistance and Response Team (S.T.A.R.) is a school-based problem-solving group that assists teachers by designing and implementing strategies for children who are experiencing learning, behavior, health, or other problems that are interfering with a student's academic progress.

Your child's teacher will notify you that your child will be referred to the S.T.A.R. team. You will be requested to provide information to assist the committee. An action plan will be developed with strategies for the teacher to implement and this will be shared with you in addition to home interventions to assist you and your child.

If your child requires services through a 504 plan because of a medical condition that seriously impacts learning, you should contact the principal. You will be asked to submit documentation of the condition annually and a meeting with the 504 team will be arranged. The 504 plan must be reviewed annually.

Lost and Found

A lost and found box for general items such as gloves, hats, jackets, etc. is located in each school. Should your child lose an item, please have him/her check the lost and found box. Many items are never claimed. The box is emptied from time to time and unclaimed items will be donated to charity. Valuable items, such as glasses, jewelry, or money, will be kept in the office. Please do not send your child to school with large amounts of money. All personal belongings brought to school, including lunch boxes and jackets, should be labeled with the student's name.

Mask Requirements Students

Students are to come prepared and wear their masks at all times while present in school or a school related functions. Students' who do not wear a mask to school, on the bus or to a school related function consistently, may be subject to receiving consequences. These consequences would be issued in accordance with our Student Code of Conduct.

Mask Requirements Parents/Visitors

Parents/guardians and visitors must wear their masks at all times while indoors and present at school or at a school related function.

Mask Exceptions for Students, Parents and Visitors

- Doing so would inhibit the individual's health, such as when the individual is exposed to extreme heat indoors; he individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face mask without assistance;
- When a student's IEP or 504 plan precludes the use of a face mask;
- When a student is participating in high-intensity physical activity during a physical education class in a well-ventilated location and able to maintain a six-foot physical distancing; When wearing a face mask creates an unsafe condition in which to operate equipment or execute a task.
- Masks are not required while eating or drinking or playing a musical instrument.

Medication

Diagnosis and treatment of illness, including the prescription of medicine, is not the responsibility of the school. However, in the best interest of the student, the school nurses may administer medication in accordance with the following regulations:

1. A form must be obtained from the school nurse and completed by your physician. The form identifies the child's name, the name of the prescription, dosage, purpose, and possible side effects. This form is also available on the district website, www.piscatawayschools.org. Select "Parent Center," then "Health and Wellness." Click on "Health Forms and Letters" on the left side of the page.
2. The completed form, **signed by the parent or guardian**, must be sent to the nurse along with the medication in the original prescription bottle.
3. Nurses may not administer over the counter medication without a note from the doctor.

Nondiscrimination/Affirmative Action

No pupil enrolled in the district schools shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this district on the basis of race, creed, color, national origin, ancestry, marital status, civil union status, domestic partnership status, sex, gender identify or expression, affectional or sexual orientation, disability or nationality of such person. The affirmative action officers shall be responsible for planning, implementing and monitoring the district's affirmative action program with respect to school and classroom practices. The District Affirmative Action Officer is Colleen Pongratz, who may be reached at the following address and telephone number:

Piscataway Township Schools
Administration Building
1515 Stelton Road
Piscataway, New Jersey 08854
732-572-2289 Ext. 2522

Parent/Teacher Organizations

The Elementary Schools are proud of their Parent/Teacher Organizations. They have been a tremendous source of assistance and support in accomplishing many worthwhile goals. We encourage all parents to participate. Information will be distributed at Back to School Night.

Parents and Visitors to the Building

For the safety of the students and staff, **all parents and visitors are required to show a photo ID and sign in upon entering the building.** Parents and visitors ring the doorbell and wait to be buzzed into the school. You must secure a visitor's pass from the main office.

Parking

The area in front of each school is designated as a "no parking zone" for bus pick-up and drop-off. Please follow signs and specific directions at each school.

Permission Slips

Parental permission slips are required for various activities during the school year such as field trips, physical examinations, or participation in special programs. A student will not be permitted to participate in these activities without a completed permission slip on file.

Playground

1. Students are expected to dress appropriately, behave in a safe manner and are not to engage in activities that are harmful to their safety or the safety of others.
2. Students are not permitted to return to the building unsupervised during outside recess time.
3. Personal belongings or personal play equipment/games are not permitted.
4. Objects such as mulch, sticks and stones should never be thrown.
5. Students should follow the rules and expectations of all playground equipment and the recess aides.

Snacks

In Kindergarten and first grade, a set time is devoted for students to have a snack. In grades 2 and 3, the opportunity for a "working snack," which will not exceed 10 minutes or interrupt instruction, will be allowed

during an independent work period. It is suggested that if you choose, a light, nutritious snack such as celery, carrots, fruit, etc. be sent with your child.

Standardized Testing

Students in grades K-5 are assessed using a Universal Screener. Students in grades 3, 4 and 5 will take the New Jersey Student Learning Assessment (NJSLA) in May. These tests permit educators to assess student progress and identify areas in need of support. It is very important that your child be in school on time and mentally and physically prepared to take the tests. NJSLA results are generally received from the state during the summer and will be mailed home.

Student Transfers

Please notify the school at least two days prior to withdrawal from the elementary schools. All textbooks, library books, district issued technology devices and cafeteria balances must be returned or paid before transfer papers can be processed. Please notify the office in June if you will be moving during the summer so that documents can be prepared before June 30th. (Secretaries do not work on a regular school schedule during the summer months.)

Student Photography and Videotaping

Families are advised not to post to social networking sites that are public, including, but not limited to, *Facebook* and *YouTube*. Such postings may invade the privacy rights of other students and may pose a security risk for some students.

Technology

All students in K-5 have or will receive a district issued iPad. Annually, Parents/guardians will be requested to sign the receipt of this student handbook. The iPad User Agreement and the Acceptable Use Policy documents are included in this handbook. Please read them both documents. Families who do not submit the signature page of the student handbook will not be issued a district iPad.

Students are required to come to school daily with their iPad fully charged. Students will not be permitted to charge their iPad in school.

Textbooks, Library Books, and School Property

All students are responsible for all textbooks and library books issued during the school year. Lost or damaged books must be paid for by submitting a check to the Piscataway Board of Education. If a book is found within a reasonable amount of time, the money will be refunded.

Report cards, transfer cards, and class assignments will be issued when obligations are met; this includes negative cafeteria balances owed to Sodexo.

Toys and Other Electronic Devices

Children should be discouraged from bringing playthings and electronic devices to school. The school provides equipment and games for use during recess. The school is not responsible for damage or loss of personal property.

PISCATAWAY BOARD OF EDUCATION

iPad User Agreement **The Piscataway iPad Pledge**

Students

- I will take good care of my iPad.
- I will never leave my iPad alone.
- I will only let trusted adults touch my iPad.
- I will know where my iPad is at all times.
- I will keep food and drink away from my iPad.
- I will protect my iPad by keeping it in the case.
- I will use my iPad for school things only.
- I will not add or remove stickers or draw on my case.
- I will tell an adult if something is not working.

Parents/Guardians

- I will make sure to charge the iPad's battery daily.
- I will not allow the plugging in the iPad to any computer or device.
- I will not allow for the disassembly of any part of the iPad or attempt any repairs.
- I will file a police report in case of theft, vandalism, and other acts covered by homeowners insurance.
- I will be responsible for all damage, loss, abuse, or theft as per district insurance policy.
- I agree to return the school's iPad, case and power cords in good working condition.
- I agree that it is my responsibility to ensure there is sufficient memory and storage on the iPad for school use.
- I understand that the iPad is subject to inspection at any time without notice and remains the property of Piscataway School District.
- I will assist my child in following the expectations outlined in the Piscataway School District's AUP (Acceptable Use Policy) and the Piscataway Schools iPad Agreement while at school, as well as outside the school day.
- I agree to the state testing guidelines and procedures regarding the use of district iPads.

Students who withdraw, are expelled, or terminate enrollment for any other reason must return their individual school iPad on the date of termination.

I understand and agree to the stipulations set forth on the Piscataway Township School District iPad Agreement and the Piscataway iPad Pledge.

Student Name: _____

Parent Name: _____

Parent Signature: _____ Date: _____

PISCATAWAY BOARD OF EDUCATION

Technology / Internet Access Agreement

District Policy

2361- ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (M)

Section: Program

Date Created: December 2019

Date Edited: December 2019

M

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy **2361** addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

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 Board shall determine other Internet material 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 student regarding appropriate online behavior, including students 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. As used in this Policy, "user" includes anyone using the computers, Internet, email, chat rooms, instant messaging (IM), peer-to-peer (P2P), and other forms of direct electronic communications or equipment provided by the Piscataway School District's network (the "network"). It also covers any outside equipment that uses the district's network to access the Internet.

The Board of Education will use technology protection measures to block or filter, to the extent possible, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The Board of Education reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of Piscataway School District property, network and/or Internet access or files, including email.

Schools must qualify students using the computer network and Internet access at the beginning of Kindergarten, the beginning of grade two, and in the first year of entrance to a new grade level cluster school (typically grade four, grade six, and grade nine) with a signed agreement to this Policy. Students who are under eighteen must have their parents sign the acceptable use agreement and schools must keep the signed page on file. Once signed, the permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the district's network due to violation of the policy or is no longer a student of this district. A copy of the signed agreement form and the sample letter to parents are contained in the regulations supporting this Policy.

The Board of Education recognizes the importance of student safety in the use of Internet access. Information on safe practices is reinforced with students at all times, including but not limited to:

1. Students under the age of eighteen should only access district accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent is responsible for monitoring the minor's use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Policy and all district security policies.

The Board of Education reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the district, students, employees, schools, network or computer resources, or (2) that expend district resources on content the district in its sole discretion determines

lacks legitimate educational content/purpose, or (3) other activities as determined by district as inappropriate. The following are some examples of inappropriate activity in the use of the district's equipment and/or access to the World Wide Web:

1. Violating any State or Federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
2. Criminal activities that can be punished under law;
3. Selling or purchasing illegal items or substances;
4. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
5. Causing harm to others or damage to their property, such as:
 - a. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - b. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 - c. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - d. Using any district computer to pursue "hacking," internal or external to the district, or attempting to access information protected by privacy laws; or
 - e. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
6. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 - a. Using another's account password(s) or identifier(s);
 - b. Interfering with other users' ability to access their account(s); or
 - c. Disclosing anyone's password to others or allowing them to use another's account(s).
7. Using the network or Internet for Commercial purposes:

- a. Using the Internet for personal financial gain;
- b. Using the Internet for personal advertising, promotion, or financial gain; or
- c. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

The Board of Education also provides some students with electronic communications tools including instant messaging (IM), blogging, responding in discussion boards, wikis and other tools deemed educationally appropriate. This Policy governs usage and content standards for IM and applies to all messages on the school district networks and systems at district and school sites, as well as at remote locations, including but not limited to students', homes or other locations.

- School district users are prohibited from downloading and using personal, consumergrade IM software (AOL Instant Messenger, Yahoo, MSN) to transmit IM via the public Internet. Students who violate this rule are subject to disciplinary action.
- All communications and information transmitted, received, or archived in the school district system belong to the district.
- Users have no reasonable expectation of privacy when using the district's computing system. The Board of Education reserves the right to monitor, access, and disclose all electronic communication.
- Messages must be treated as legitimate records that may be retained and used as evidence in litigation and investigations.
- Users should refrain from causing harm to others and assure that language used in electronic communications is appropriate and non-offensive. The district policy specifically prohibits using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, or transmitting offensive, harassing, or disparaging materials;
- Students should refrain from sending jokes, rumors, or gossip. These communications, which often contain objectionable material, are easily misconstrued when communicated electronically.
- District electronic communication systems are for educational use only.

The Board of Education holds that the use of a district account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for students including suspension, expulsion, or criminal prosecution by government authorities. The Board of Education will attempt to tailor any disciplinary action to the specific issues related to each violation.

The Board of Education makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network

or accounts. Any additional charges a user accrues due to the use of the district's network are to be borne by the user. The Board of Education also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the Piscataway Board of Education, its affiliates, or employees.

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

Federal Communications Commission: Children's Internet Protection Act

Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted: 12 December 2019

PISCATAWAY BOARD OF EDUCATION

ACCEPTABLE USE POLICY AGREEMENT

We have read, understand, and agree to abide by the provisions of the Acceptable Use Policy of the Piscataway Township School District.

Date:

School:

Grade:

Student Name:

Student Signature:

Parent/Legal Guardian Name:

Parent/Legal Guardian Signature: