



MANASQUAN SCHOOL DISTRICT

Robert Goodall, Principal
167 Broad Street
Manasquan, NJ 08736
(732) 528-8820 ext. 1000

August 2019

Dear Parent/Guardian,

I hope this letter finds you rested, refreshed and ready for school. I am looking forward to working closely with our students, their families, and the Manasquan High School community as we get ready for the 2019-2020 school year. Schedules will be available soon through Parent Portal. Schedules contain the periods, course title, teacher, and room number for each course. If students have concerns regarding their schedules, they can complete a request in homeroom for an appointment with their counselor. All students will report directly to their Period 1 (A Day) on the first day of school, Wednesday September 4, 2019. This will be a full day of school. The MHS school day will begin each morning promptly at 7:34 a.m. All class periods are 58 minutes in length in our daily rotating schedule. Community Lunch will begin at 10:36 AM. All students will have fifty-two minutes for lunch, study, testing and extra help labs and Freshman Seminar. Manasquan High School instructional day ends at 2:30 PM.

State law requires completion of the registration and emergency procedure information. Please update your emergency information through Parent Portal. Also, please be advised that all students must be up-to-date with their vaccines. Students who do not have appropriate documentation will not be permitted on school grounds until vaccination updates are submitted to the nurse.

During the first few weeks of school, your child will be issued a Manasquan High School student ID. The staff and student ID badge must be worn at all times during the school day. Identification badges for staff and students are highly recommended by law enforcement as a critical safety measure for our school. All students will have their photo taken on September 18th. Pictures will be taken in the gymnasium during physical education classes. Picture forms are not necessary for ID pictures; however, if your student would like to purchase school photos, he/she may pick up a form in the main office or from their homeroom teacher.

All students will have access to a Student Handbook and a School Calendar on the school website. It is imperative that students and parents review all items carefully. Every student is responsible for knowing the contents of the handbook. These documents are also an excellent resource for parents to find information on the attendance policy, counseling services, and important dates of major school events. All students should read the policies on attendance, code of conduct and the co-curricular policy on student participation in activities. Parents should review the student handbook with their child to review school rules and policies. Any student that surpasses the threshold for attendance will lose credit for that course. In addition, a determination has been made that cell phone use during school hours has adversely affected the learning environment at our school. Administrators and teachers will be strictly enforcing the code of conduct related to electronic devices in the student handbook. The administrative team and teaching staff reserve the right to confiscate cell phones, headphones or other non-school issued technology and require parents to meet with building administration.

Any student who is dropped off at MHS in the morning, may not enter the building before 7:00 A.M., unless previously arranged with the building administration. Parents may drop their students at the front entrance to the building (Broad Street) allowing students to enter at the main entrance. The drop off area is very congested in the morning. Parents should allow enough time so students can be in their classes at the 7:34 bell. Early arriving students will report to MHS Cafeteria. Any meeting with staff must be made by appointment if requested earlier than 7:15 A.M. We appreciate your cooperation in this matter. The administrative team will be communicating further information necessary for students and parents shortly.



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Our shared vision, at Manasquan High School, is that our students will receive the finest preeminent education possible. As we strive to achieve this vision, we should remember that the successful education of our young people depends on an organized effort with parents, teachers, and community members. I invite you to be an active part of the MHS Learning Community. I look forward to working closely with you and wish you all the best for the coming school year. If you have any other questions or concerns, please contact me at (732) 528-8820, extension # 1000.

Sincerely,

A handwritten signature in black ink that reads "Robert Goodall". The signature is fluid and cursive, with the first name "Robert" and last name "Goodall" clearly distinguishable.

Robert Goodall
HS Principal



MANASQUAN SCHOOL DISTRICT

Assistant Principal's Office
Donald Bramley
Richard Read
167 Broad Street
Manasquan, NJ 08736
(732) 528-8820 ext. 1006

August 2019

Dear Parents and Students,

We are looking forward to welcoming all of our students to Manasquan High School for an exciting new year.

For the upcoming 2019-2020 school year, we are responsible for monitoring student attendance and discipline. Mr. Bramley will be working with the students in grades 10 and 12, and Mr. Read will be working with grades 9 and 11.

We encourage you to review the student handbook available online to familiarize yourself with the proper procedures for reporting student absences.

Two of the most important lessons education should teach are discipline and tolerance. While they do not appear as subjects, they underlie the whole educational structure. Training in these areas develops self-control, character, orderliness and efficiency. They are the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline and tolerance in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning but develop the habits of self-restraint which will make you a better person.

We are excited to welcome you for the new school year. If you have any questions, please feel free to contact the Assistant Principal's office.

Yours truly,

Donald Bramley
Assistant Principal

Richard Read
Assistant Principal

Manasquan High School's **Freshman Orientation**

Welcome Freshman Class of 2023

Wednesday, August 21, 2019

5:00 p.m. - Freshman Cookout (MHS Front Lawn)

6:00 p.m. - MHS Staff –Welcome Class of 2023 (MHS Gym)

Introduction to our ***Be Proud Program & Freshman Seminar***

7:00 p.m. - Club/Activities Fair and Building Tours

What is the Be Proud Program?

The staff of the Manasquan School District is providing an important substance abuse forum that we encourage all parents to attend, especially all new incoming freshman.

- Guides students in a positive direction.
- Offers students a choice.
- Provides support and validation.
- Encourages a drug free lifestyle.
- Empowers students to say “no” to drugs when faced with difficult choices.
- May save a life!

Take the Challenge!

The *Manasquan Be Proud Program* is sponsored by the Manasquan Board of Education to offer high school students and athletes an opportunity to join a voluntary, random drug and alcohol testing club.

1:1 Freshman Laptop Distribution

Thursday, August 22, 2019

Manasquan High School Media Center

5:00 – 6:00p.m. – Laptop Distribution (Student's Last Name A-G)

6:00 – 7:00p.m. – Laptop Distribution (Student's Last Name H-N)

7:00 – 8:00p.m. – Laptop Distribution (Student's Last Name O-Z)

If a freshman student cannot attend this date, they may come to pick up their device during the upperclassmen laptop distribution on the following dates:

Tuesday, August 27th - 6:00pm – 8:00pm

Wednesday, August 28th - 6:00pm – 8:00pm

Thursday, August 29th - 11:00am – 1:00pm



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August 2019

Dear Parents & Guardians:

The Manasquan School District has adopted the Canvas Learning Management System (LMS) as our online platform for teachers and students to interact in a secure, web-based environment. In this system, students in grades 5-12 will have access to a number of digital, web-based tools that their teachers may provide. These could include, for example, an online calendar of assignments, electronic course materials, announcements, discussion boards, etc.

In some respects, this represents a move away from our existing teacher homepages that have traditionally housed some of these online resources. Not only does Canvas provide much more robust tools for digital learning than teacher homepages but it also does so in a secure, non-public environment so as to better protect student privacy.

Students in grades 5-12 have access to Canvas using their district-issued accounts. Parents can also create “observer” accounts within Canvas that allows them to view the same materials and resources as their children.

For instructions to create a parent (observer) account for your child or children, please refer to the guide available here:

www.manasquanschools.org/canvas

Please contact us at parentportal@manasquanboe.org should you need assistance or have any questions.

Sincerely,

Robert Goodall
HS Principal



MANASQUAN SCHOOL DISTRICT

Athletic Office
Pete Cahill, Supervisor
167 Broad Street
Manasquan, NJ 08736
(732) 528-8820 ext. 1020

Dear Parent/Guardian:

During the school year there are times when your son/daughter may be photographed and published in our school paper, publications, internet, twitter and other social media for sports, awards, achievement, etc.

If you **DO NOT WANT** your child to be photographed, please sign the form below and send the form back to the athletic department.

Thank you for your cooperation in this matter.

Sincerely,



PETE CAHILL
Supervisor

I **DO NOT** wish to have my child's photograph published.

Child's Name _____

Grade _____

Parent Signature _____ Date _____

REMIT TO: Pete Cahill, Supervisor
Manasquan High School
167 Broad Street
Manasquan, NJ 08736



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August 2019

Dear Parent/Guardian:

The "No Child Left Behind Act of 2001" passed certain new requirements with respect to Armed Forces Recruiter Access to Students and Student Recruiting Information:

- **Duty to Provide Information to Military Recruiters** – Unless the parent/guardians otherwise request, the District must provide upon request by military recruiters access to high school student's names, addresses and telephone listing.
- **Consent** – Either the high school student or the parents/guardians of the student may request that the student's contact listing **NOT** be released without prior consent. Schools are required to notify parents/guardians of this option to make a request and shall comply with the request.
- **Access to Students** – Each district shall provide military recruiters the same access to high school students as is provided generally to higher education institutions, community colleges, and prospective employers.

The Military affords our students the opportunity to take the Armed Services Vocational Aptitude Battery (ASVAB), which is a series of tests covering general science, math reasoning and knowledge, paragraph comprehension, electronic, auto and shop information as well as mechanical comprehension. This test provides a snapshot of a student's current knowledge and skills used to assess possible career choices. This test is offered twice a year at Manasquan High School and is **optional**. Students do not have to take this test but can do so to increase career exploration. Please be aware that if your child takes the ASVAB, the military will be granted automatic access to his/her contact information.

If you and your child agree to allow the Armed Forces Recruiters access to Student and Student Recruiting information, please ACKNOWLEDGE this letter in the Genesis Parent Portal no later than October 4, 2019.

Sincerely,

Robert Goodall
HS Principal



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167 Broad Street
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August 2019

Dear Parent/Guardian:

The Every Student Success Act (ESSA) is designed to make changes in teaching and learning that will help our students achieve more in school. The law requires that all schools receiving federal funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school receives federal funding and we are happy to share this information with you.

We believe that nothing is more important to your child's education at school than having a well-prepared and highly qualified teacher. The law requires that all teachers must meet a specific, legal definition of "highly qualified" in order to teach in schools that receive federal funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have:

1. A four-year college degree
2. A regular teaching certificate/license
3. Proof of their knowledge in the subject they teach.

New Jersey has some of the most qualified teachers in the country and we are extremely proud of the quality of the teaching staff in the Manasquan School District. All of our regular teachers have college degrees, and many have advanced degrees. The State of New Jersey has always required a teaching certificate/license for all teachers. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

A highly qualified teacher knows what to teach, how to teach, and has a full understanding of the subject matter being taught. Every teacher in our school is fully qualified and dedicated to teaching your child. After reviewing the federal requirements individually with each teacher in our school, I am very pleased to inform you that every member of our instructional staff meets the legal definition of "highly qualified" required by the federal government.

I encourage you to support your child's education and communicate with his or her teacher on a regular basis. By families and educators partnering together – we can provide your child with the best education possible.

Sincerely,

Robert Goodall
HS Principal



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August 2019

Re: The Family Educational Rights and Privacy Act (FERPA)

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that the Manasquan School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Manasquan School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Manasquan School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight & height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary & Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Manasquan School District to disclose directory information from your child's education records without your prior written notice, then you must notify the district in writing. The Manasquan School District has designated the following information as directory information:

- | | |
|------------------------------------|--|
| --Student's name | --Participation in officially recognized activities & sports |
| --Address | --Weight and height of members of athletic teams |
| --Telephone listing | --Degree, honors, and awards received |
| --Electronic mail address | --Most recent educational agency/institution attended |
| --Photograph | |
| --Date & place of birth | |
| --Major field of study | |
| --Date of attendance & grade level | |

Should you have any additional questions, please do not hesitate to contact my office.

Sincerely,

Robert Goodall
HS Principal



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August 2019

Re: Family Life Education Curriculum

Dear Parents and/or Guardians:

Please be advised that the following courses and programs are included in the Manasquan School District's Family Life Education curricula in the high school:

Health: 9, 10, 11, 12, and Peer Leadership Training

Science: Biology Honors, Lab Biology, Anatomy and Physiology, A.P. Biology, Biology Concepts, Dynamics of Health, Medical Terminology

Social Studies: A.P. Psychology, Psychology, A.P. Human Geography

New Jersey State Law allows any students or parent/guardian to sign a **waiver form** if he/she finds specific material presented in the course "to be morally or conscientiously objectionable." In this case, a student must obtain this form from his/her **Guidance Counselor**, stating in writing, the specific reasons and areas found objectionable, and have the form signed by the parent. The student will then be excused, without penalty from only that area of classroom instruction, be assigned to a study hall and provided with an alternate assignment.

If you should have any questions or would like to review a specific course of study, please do not hesitate to contact my office.

Sincerely,

Robert Goodall
HS Principal



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August 2019

Dear Parents:

Manasquan High School is excited to welcome the Class of 2023 and introduce you to our Student Mobile Technology Initiative. Students in the high school will be provided a Dell Latitude laptop as part of our digital learning initiative aimed preparing students for college and careers in the 21st century. In this program, each student will be issued a device for the duration of the school year which they will be expected to bring to all classes but may also take home.

As with any other district-owned issued equipment issued to students, these devices should be handled with care regardless of where they are being used. With this in mind, the Board of Education has adopted a Technology Use Fee option for parents in which you may elect to pay a non-refundable \$50 annual use fee which will cover any first-time accidental damage to the device. The full terms of this option are explained in detail on the attached form.

Before being issued a device, each student and parent must sign the district's Student Technology Device & Use Fee Form, which is attached to this letter along with the District's Acceptable Use Policy.

It is our intent to distribute as many devices as possible to students at Freshman Orientation on Thursday, August 22nd. ***If you would like your son/daughter to be issued their device at this time, please bring with you the signed forms (and \$50 payment by check or cash, if you elect to pay the use fee).*** Forms will also be available at the Freshman Orientation.

If you are unable to attend the orientation or are not prepared to sign the form at that time, another opportunity for students to be issued their laptop device will be during the upperclassman tablet distribution times at the high school: Tuesday, 8/27 and Wednesday, 8/28 from 6-8 P.M. or Thursday 8/29 from 11 A.M. - 1 P.M. - Following this date, devices will only be able to be issued once school begins the following week.

We hope you share our excitement for this opportunity for our students. For specific questions regarding the technology program, please contact technology@manasquanboe.org.

Sincerely,

Robert Goodall
HS Principal



Manasquan School District Student Technology Device & Use Fee Form

The Manasquan School District is excited to offer your child participation in our 1:1 Student Mobile Technology program. Please review the below provisions of this program as well as the attached applicable Board of Education Policies.

- When using the district-provided Mobile Technology Device, pupils must comply with the District's Acceptable Use of Computer Network/Computers and Resources policy and regulation: Board of Education Policy/Regulation #2361 (attached).
- The district-provided Mobile Technology Device is, at all times, property of the District. The device and peripherals, loaned to a pupil, must be returned to the District in the condition they were initially provided to the pupil considering reasonable use and care by the pupil while they are a student in a District school. The District reserves the right to demand return of the device/peripherals at any time. Failure to return the device/peripherals may result in disciplinary action and/or criminal charges sought against the pupil and/or the person in possession of the device/peripherals.
- The parent or pupil shall be responsible to reimburse the District the replacement cost of any technology device or its associated peripherals that are lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the District. The parents or pupil shall be responsible to pay a fine to the school district for any repairable damage to the device and/or peripherals. (Also see Technology Use Fee Option below.) "Damaged" is defined as hardware or software breakage that hinders the operation of the device while being used within the parameters of the Acceptable Use policy.

New Jersey's Anti-Big Brother Act Notice

The electronic device provided by the Manasquan School District may record or collect information on a pupil's activity or a pupil's use of the device. The Manasquan School District will not use any of these electronic capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. **The district may remotely activate a location tracking feature and/or the device's on board camera should the device be reported stolen or missing.**

Technology Use Fee Option

In accordance with Manasquan Board of Education Policy #7523 (School District Provided Technology Devices to Pupils), the District is offering pupils/parents the option to pay a technology use fee to protect pupil/parent from bearing the full fine cost for accidental damage of the device and/or its peripherals.

- Payment of an annual, **non-refundable** \$50 use fee covers **first time accidental damage** to the device/peripherals as defined above. After initial damage, the parent/pupil may elect to pay an additional \$50 two additional times to cover a repair fine as long as it is received prior to the subsequent damage. The full fine cost of subsequent repairs for damage will be charged to the parent/pupil.
- All damage to a device/peripherals must be reported to the Assistant Principal's Office immediately.
- Lost or stolen devices/peripherals are **not covered** by payment of the use fee. In these cases, pupils/parents are required to pay the full cost of the replacement of the device/peripherals.
- Damage caused intentionally or by inappropriate usage that violates the District's acceptable use policy (#2361) or the School District Provided Technology Devices to Pupils policy (#7523) is NOT covered by payment of the use fee.
- Pupils/Parents choosing to waive fee payment shall incur a fine for a repairs caused by damage of the device/peripherals. The fine costs are defined in Policy #7523.

Please initial the line that applies to your selection:

_____ I accept the \$50 technology use fee in accordance with the terms above. My payment is attached.
(Make check payable to Manasquan School District.)

_____ I waive my right to the technology use fee and understand that I will incur all costs to repair or replace my technology device/peripherals in accordance with the terms above.

By signing below, I understand and agree to the terms set forth in this agreement and Manasquan Board of Education Policy #2361 (Acceptable Use of Computer Network/Computers and Resources) and Policy #7523 (School District Provided Technology Devices).

Student's Printed Name

Student's Signature

Date

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Date

Manasquan Board of Education - District Policy

2361- ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

Adopted: 14 June 2011

Revised: 20 November 2012

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 - 6. Gains or seeks unauthorized access to resources or entities;
 - 7. Forges electronic mail messages or uses an account owned by others;
 - 8. Invades privacy of others;
 - 9. Posts anonymous messages;
 - 10. Possesses any data which is a violation of this Policy; and/or
 - 11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

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 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.

Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the Director of Technology a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

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: 14 June 2011

Revised: 20 November 2012