District Policy 7540.03: STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Adopted: July 1, 2019

For a student-friendly version of this policy, scroll down. Or please click here.

The District understands the importance of teachers, students and parents engaging, collaborating, learning, and sharing in digital environments. The District is committed to developing and providing technology resources that promote learning for students and staff and to facilitating resource sharing, content creation, collaboration, innovation and communication.

Technology use, whether the technology is owned by the District or the user, entails personal responsibility.

For the purposes of these rules and guidelines, electronic information, network resources, and communication services include, but are not limited to: network services (both wired and wireless), hardware, mobile devices, software, social media tools, learning management systems, Web 2.0 tools, telecommunications services, email services, and audio/video equipment.

The District's computer network and Internet system do not serve as a public access service or a public forum, and the District imposes reasonable restrictions on its use consistent with its limited educational purpose.

Guiding Principles:

A. Communicating: You are personally responsible for work you publish online, including social media sites. Your online behavior should reflect the same standards of honesty, respect, and consideration that are expected in face-to-face communication.

B. Representing Yourself: When selecting images, signatures, and other similar elements for social media and communication, consider your audience, purpose and copyright.

C. Privacy: Network activity is monitored, logged, and reported regularly as part of Learning Information Systems operations. Use of the district's networks (wired or wireless) and communication resources should not be considered private.

D. Your Devices: You may use personal devices at school, but it's up to the teacher and administrators when, where and how that might be. Appropriate use rules and disciplinary policies apply even when you are using your own device.

E. Face-to-face versus Online: What you do online should not be different than the way you would behave face-to-face. Many of the handbook rules that apply to face-to-face interactions also apply online. Treat others with respect.

F. Personal Responsibility: When you bring a personal device to school, you are responsible for keeping it safe throughout the day. If your device won't be with you, plan for where you can keep it secure.

G. Ethical Use: Being a positive digital citizen includes online behavior, but also includes following copyright laws.

The District regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on District-owned property or at a District-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the District has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the District may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the District has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the District or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the

Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the District or the Superintendent, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Learning Information Systems Coordinator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The Superintendent or Learning Information Systems Coordinator may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the District has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;

D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The District expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to acknowledge during the annual student registration process to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and meet the appropriate terms of service and privacy policies for student use.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The District does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The District designates the Superintendent and Learning Information Systems Coordinator as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

Student-Friendly Version: I am a safe, respectful, and responsible technology user.

👍 It's up to me to be safe, respectful, and responsible online **and** in person. The adults at my school will help me to learn how to do this.

🙌 Be helpful, not hurtful when I talk to others online.

⏸️ Pause and think before I share words and pictures.

😀 Choose pictures and words that show my best online self. I won't use ideas, devices, or accounts that belong to other people.

🧱 When I use school devices and the internet, there are limits in place to protect me. That means I might not be able to get everywhere I'd like to go.

💻 Take care of technology at school. If it's not working, tell an adult.

👂 There might be times when I say goodbye to technology and put it away.

📱 If I bring my own device to school, I will keep it in a safe place. My teacher can help.

💬 If I see something online that bothers me, I will say something to an adult I trust.

🛑 Share with care. I will not share with strangers online.

🌐 Stick to online places I know or that trusted adults share with me.

🤫 Share with care. Don't share information about myself or my family online, like my school, my grade, my address.

🤦 Secure my secrets. My password is only for me.