



Student Guidelines for Technology Use

The Franklin Special School District understands that technology plays a key role in the lives of today's students. As new technology emerges, it brings with it the opportunity for positive educational benefits to classroom instruction. The use of technology to provide educational material is a privilege that comes with responsibilities. Student use of any electronic device, including but not limited to desktop computers, laptops, Chromebook devices, e-readers, wearable technology or cell phones must be in compliance with Board Policy 6.312 Use of Personal Communications Devices and Electronic Devices, the FSSD Network and Internet Use Agreement, Board Policy 4.406 Use of the Internet/Intranet, and these Guidelines for Technology Use.

Rules and Ethics

The benefits and consequences of network and Internet access should be fully understood prior to signing the FSSD Network and Internet Use Agreement. Students are responsible for appropriate behavior and exhibiting digital citizenship on the Internet, just as they are in the school building. General school rules for behavior and communications apply. Violations of these guidelines may result in the loss of network access as well as other disciplinary or legal action.

The following online behaviors are not permissible:

- Taking, displaying, sending or texting offensive messages or pictures
- Using obscene language
- Intentionally accessing inappropriate content
- Harassing, insulting, threatening, bullying or attacking others
- Damaging computers, computer systems, or computer networks
- Hacking or attempting unauthorized access to any computer, account, or network
- Violating copyright laws
- Using another student's password
- Cheating on assignments or tests
- Trespassing in another user's folders, work, or files
- Using the network for commercial purposes
- Revealing the personal address or phone number of yourself or any other person
- Downloading or transferring software/files onto, or from, an FSSD computer from the Internet or any other media (flash drive, CD, DVD, portable hard drive, portable device, iPod, etc.) without the teacher's consent
- Connecting any personal device to the FSSD network (wired or wireless) without the teacher's consent

- Attempting to circumvent the network filter
- Any other act deemed inappropriate as judged by community standards or the school administration

Network storage areas are like school lockers and may be inspected by FSSD personnel. Network administrators review files and communications regularly to maintain system integrity and to ensure that users are utilizing the system responsibly. Users should not expect that files either accessed or created through the FSSD network are private.

Student Use of Electronic Devices

FSSD provides the opportunity for students to utilize electronic devices in school as an educational tool with parental permission. The use of electronic devices will be at the teacher's discretion. As buses are an extension of the classroom, these expectations extend to district-provided transportation as well.

1. Personal devices must be turned off during school hours and stored out of view, such as in a backpack, purse or pocket, unless directed otherwise by a teacher.
2. Student use of an electronic device must support the instructional activities currently occurring in the school setting. Students must obtain teacher permission before using an electronic device during classroom instruction and devices must be put away immediately when requested by a teacher or administrator.
3. Students are NOT permitted to use personal electronic devices to access the Internet by any manner other than connecting through the district's secure wireless network. Students may ONLY use the FSSD Guest Network to access the Internet while at school with a teacher's permission. Personal cellular data plans (3G, 4G, etc.) may not be used while at school.
4. Students should be aware that use of electronic devices, even under the guidance of a teacher, could cause distraction for others in the classroom, especially in regard to audio. Therefore, audio should be muted or headphones used when appropriate. Music or video files need to be stored on the personal device and not streamed or downloaded while on the school network.
5. Devices may not be used to record, transmit or post photographic images or audio/video of a person or persons on campus during school hours, including district-provided transportation, unless assigned by the teacher, as allowed by School Board policy, the FSSD Network and Internet Use Agreement, and these Guidelines for Technology Use.
6. Devices may only be used to access files or Internet sites that are relevant to classroom curriculum.
7. Accessing personal email and/or social media sites is not permitted during school hours. Should a student access personal social media accounts outside of school hours, he/she may be held responsible if the content results in the disruption of the learning environment of the school, classroom or district operation. Disciplinary action may be taken and evidence may be referred to the proper authorities, as referenced in board policy Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation 6.304
8. Accessing non-instructional games is not permitted during school hours, unless authorized by a teacher.
9. The FSSD may collect and examine any device for the purpose of enforcing the terms of these guidelines.

10. A student who brings a privately owned electronic device to school is personally responsible for the equipment. Any damage to the equipment and charges incurred related to the use of the device is the responsibility of the individual. District technicians will not support, service, or repair any equipment that does not belong to the District.
11. A student who damages FSSD technology devices may be responsible for the cost of repair or replacement in accordance with Board Policy 6.311 Care of School Property.
12. Students are responsible for ensuring that all personal electronic or storage devices are virus free and do not contain any inappropriate or unauthorized files. The Franklin Special School District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned electronic devices.

As it relates to electronic devices being used in Franklin Special School District facilities or on the district network, the district reserves the right to:

1. Monitor and log all activity.
2. Determine when and where privately owned equipment or personal devices may be connected to the network and whether it is appropriate for use on district property or on the district network.
3. Make determinations on whether specific uses of technology are consistent with these Guidelines and the FSSD Network and Internet Use Agreement.
4. Remove the user's access to the network and suspend the right to use personal technology devices in district facilities at any time if it is determined that the user is engaged in unauthorized activity or is violating the FSSD Network and Internet Use Agreement.
5. Proceed with disciplinary action, in accordance with policies set forth by the School Board or by school administrators, for violation of these Guidelines for Technology Use and the FSSD Network and Internet Use Agreement. This may include, but is not limited to, removal of all access rights to the district network.

When necessary, this document may be modified by the FSSD administration, with the approval of the director of schools. Parents and users will be notified of any changes.