Marie Roberts-Caney Elementary Technology Policy

KRS 160.345(2)(i)10

Purpose:

Technology Policy for Marie Roberts-Caney Elementary School ensures that all students have equitable opportunity to highly effective teaching practices at all levels and with all classes. Using computer resources is a privilege offered to students each academic year. This privilege can be taken away at the discretion of the principal or teacher, if necessary. Computers, laptops, and tablets are provided for students to use as educational tools for research, school work, and communication. Students are expected to act in a considerate and responsible manner when using technology. This policy is intended to promote digital citizenship and a safe, productive use of technology offered by Marie Roberts-Caney Elementary School.

Procedures:

Computer care: Proper use and care of tablets and computers are critical to ensure that they are available for everyone's use. All students are to immediately report damaged, broken, vandalized, or otherwise non-usable computers or mobile devices to the teacher and/or principal, who will then make the technology department aware of the situation.

Privacy/Student Data: Although each student has his/her own account, student computer files are not private. The teacher, principal, guidance counselor, and technology department have the right to view and/or modify any information stored by student account holders, with or without prior notice. Information stored, including email communications, which contain unacceptable, inappropriate, or illegal content, may be used in disciplinary proceedings with students.

Technology Utilization: Technology shall be utilized in the classroom by students, as a means to enhance the curriculum, and as a learning tool. All school technology (e.g., computers, iPads, Chromebooks, Smartboards) must be available for student use first. Teachers will plan lessons that encourage the use of technology by students. All staff and students will adhere to the Kentucky School District's Acceptable Use Policy (which will be completed at the beginning of each school year before internet access will be granted).

Students in grades 4-6 will receive 1 to 1 devices to use in the classrooms for class assignments. Students in grades 5 and 6 will be permitted to take the device home and are responsible for having the device charged and ready to use each day. Students in grade 4 must leave their device at school each day.

Students in grades K-2 have iPads to utilize for class assignments and assessments, concentrating more on MAP testing. The teachers are responsible for ensuring they are charged each day.

Cell Phone Use:

Absolutely **NO** cell phone usage shall be permitted during the school day. All classes have access to computers, iPads, or Chromebooks for all needed class use.

If a cell phone is visible during the school day, it shall be confiscated and taken to the principal.

1st offense the principal will call the guardian(s), explain the situation, and then give the cell phone back to the student at the end of the day.

2nd offense the principal will call the guardian(s), explain the situation, and ask for a parent meeting.

3rd offense the principal will call the guardian(s), explain that the cell phone will be placed in the school safe for one week, and then the parent must come and pick it up at the end of the week.

Responsible use:

Marie Roberts-Caney Elementary requires and expects students to be ethical, courteous, and honest in a way that aligns with the mission of the school. The following activities are deemed unacceptable by MR-C.

• Intentionally downloading, displaying, or sending pornographic, racist, or otherwise offensive material

• Using obscene language, harassing, insulting, or attacking others

• Damaging computers, accessories, supporting systems, or networks

• Violating copyright laws through file sharing

• Using others' passwords or sharing of passwords

• Reviewing or modifying others' files without permission

• Intentionally wasting limited resources including but not limited to downloading inappropriate or non-school related files

• Non-school related gaming and game site viewing

• Create, manipulate, or post images, audio, or video-related content of a student, teacher, staff member, or MR-C event without permission

• The use of social networks

Cyber Bullying:

Cyber bullying is the act of using a communication device to bully a person by sending texts and/or images that are intended to attack, demean, or negatively impact another person or group. Marie Roberts-Caney Elementary School has a zero tolerance policy for this type of behavior. Students who

have knowledge of such activity are expected to immediately notify a counselor, teacher, or technology staff member.

Date Adopted: _____

Date Reviewed: _____