Series 6000 – Instruction

1. Elementary and Secondary

D. Curriculum

(1) Curriculum Design/Development/Revision

(c) Computer Literacy

(ii) Bring Your Own Technology

Policy Statement
It is the policy of the Suffield Board of Education to permit access by students and employees using privately-owned electronic devices to the District's learning management system, email and other instructional technologies ~~computers, District issued devices including personal data devices (including (Smartphones or Blackberries, PDAs, other mobile or handheld devices) and instructional technologies; communications and data management systems; informational technologies~~ and the Internet; and a variety of other technology resources (collectively the "District technology resources") in order to promote educational excellence. While the District intends to permit such broad access, the District's technology resources have not been established as a public access service or as a public forum. Additionally, it is the expectation of the Board of Education that students and employees who access these resources while using personal electronic devices will act at all times in responsible and ethical ways which are fully in accordance with the District's Responsible Use Policies (6141.321, 4118.5, or 4118.5) and with all local, state, and federal laws.

Through the publication and dissemination of this policy statement, as well as other instructional means, the District educates students and employees about the District's expectations for technology users outlined in its Responsible Use Policies. The District will also provide professional development to employees regarding their responsibilities and duties while using personal electronic devices to access District technology resources. Other members of the school community will be informed as appropriate.

The District will work together with the parents or guardians of Suffield students to educate students about the District's expectation that all students will act responsibly and ethically when accessing and using District technology resources, including times when access is approved ~~achieved~~ through the use of personal technology. With students able to access the District's technology resources not only from District computers, but also from privately-owned electronic devices, it is important for each student to have the opportunity to learn about his/her rights, responsibilities, and duties when using personal electronic devices to access District technology resources. Through the dissemination of the District website and student handbooks, the explanation and signing of the Responsible Use Policy (6141.321) and its regulations and protocols, and through presentations by teachers and/or administrators at the beginning of each school year, the District will inform students of the applicable expectations regarding access to the District's technology resources when using personal electronic devices on or near school

property, at home, in school vehicles and busses, or at school-sponsored activities.

The District's technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The District considers access to its technology resources to be a privilege and not a right. Employees and students are expected to make responsible and ethical decisions at all times when using the District's technology resources. Failure to do so will result in the consequences fully outlined in the Responsible Use Policy for Students (6141.321), in the Responsible Use Policy for Employees (4118.5 and 4218.5), and in other related technology policies and regulations.

Definitions

District Technology Resources:
For the purposes of the District's BYOT policy, "District Technology Resources" refers to District's computers, issued devices ~~District issued personal data devices (including Smartphones, Blackberries, PDAs, other mobile or handheld devices)~~ and instructional technologies; communications and data management systems; informational technologies and the Internet; and a variety of other technology resources in order to promote educational excellence.

Students: For the purposes the District's BYOT policy, the term "students" shall be deemed to include all students actively registered in the Suffield Public Schools.

Employee:
For the purposes the District's BYOT policy, the term "employee" shall be deemed to include contractors, volunteers, Board of Education members, third parties and other non-student members of the school community.

Personal Technology:
For the purposes of the District's BYOT policy, "personal technology" refers to privately owned devices. The following are a list of approved BYOT devices: Google tablet, Windows based laptop, Chromebook or a Macbook. These devices support the district's instructional resources. ~~wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, network access devices, and other electronic signaling devices.~~

Personal Technology Security
Responsibility for keeping personal technology secure rests with the individual owner. If personal technology is stolen, lost, or damaged, it will be handled through the administrative office similar to how other stolen, lost, or damaged personal artifacts are handled. Employees, students, and parents should be aware that the District is not liable for any personal technology that is stolen, lost, or damaged. Students should not share their personal technology with other students at any time.

District Technology Resources/Damages
Virtual or physical vandalism shall not be tolerated. Any intentional act by a user of the District's technology resources that damages, or interferes with the performance of District hardware, software, operating systems, or communication and data management systems will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

Protocols for Using Personal Technology

Students and employees must abide by all specific protocols outlined in this BYOT policy and all policy and applicable regulations outlined in the Responsible Use Policy for Student Use of Technology Resources (6141.321) and in the Responsible Use Policy for Employee Use of Technology Resources (4118.5 and 4218.5). Students and employees will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on/access procedures. Students and employees are advised that the District's network administrators have the capability to identify users and to monitor all BYOT devices while they are logged on to the network.

Students, with permission of their parent(s)/guardian(s), or the student him/herself if over eighteen years of age, may be in possession of personal electronic devices such as smart phones or cellular telephones. The devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified District employee authorizes the student to do otherwise (such as use in class), use of devices shall be limited to the period before classes begin in the morning, during the student's lunch period, and after the student's last class in the afternoon. Cellular devices shall be off or silenced outside of these designated times

Users must understand that the District has reserved the right to conduct monitoring of District technology resources and can do so despite the assignment to individual users of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, users must be aware that they should not have any expectation of personal privacy in the use of personal technology to access District technology resources. This provision applies to any and all uses of the District's technology resources and District or personal electronic devices that access same.

Disciplinary Action

Misuse of the District's technology resources and/or the use of personal technology to access or utilize the District's technology resources in an inappropriate manner will not be tolerated and will result in disciplinary action.

For employees, such misuse may result in disciplinary action up to and including termination of employment. As no two situations are identical, the Board reserves the right to determine the appropriate discipline for any particular set of circumstances.

For students, misuse may result in loss of access privileges, a prohibition on the use and/or possession of personal technology on school property, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

For other members of the school community, misuse may result in loss of access privileges, a prohibition on the use and/or possession of personal technology on school property, referral to the local police, or other appropriate consequences as befit the specific situation.

(cf. 4118.5/4218.5 Employees Responsible Use Policy for Use of District Technology Resources)
(cf. 6141.321 Student Responsible Use Policy for Use of District Technology Resources)
(cf. 4118.51 Staff Use of Social Networking)

(cf. 5131.911 Bullying Behavior in Schools)
(cf. 5145.5 Sexual and Other Unlawful Harassment) (Students)
(cf. 4118.112 Sexual and Other Unlawful Harassment) (Staff)

Legal References: Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250
Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

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SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut \