

## **Instruction**

### **Exhibit - Personal Technology Procedure**

#### **General Purpose:**

The District adopts this policy in order to maintain a safe and secure environment for students and employees using personal technology within the District.

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of acceptable personally owned device shall include but is not limited to: streaming media players, tablet devices, cell phones, and smart phones, as well as any device with similar capabilities.

Personal devices that will not be allowed to connect to the network include laptops (Mac or PC), Chromebooks and netbook computers, personally owned or purchased printers (wired or wireless), wireless streaming devices, “listening” devices such as Amazon Alexa and Google Home, and any device used to provide a wireless network used to circumvent the District’s production network.

#### **Inappropriate Use:**

Inappropriate use of personal technology includes, but is not limited to the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

#### **Reinforcement:**

Failure to adhere to this procedure could result in disciplinary measures commensurate with the infraction, school code, and District policy.

#### **General Procedure for Employees and Students:**

- 1) Personal devices used within the District are used at the risk of employees, students, and guardians. The District is not responsible for any damage, loss, theft, financial loss or data loss that occurs during the use of the personal device.
- 2) The use of personal technology is solely limited to supporting and enhancing instructional activities currently occurring in the classroom environment or within specific district roles.

- 3) Connecting personal technology to the District's Guest network may not be successful if the technical specifications for wireless protocol are not met. The District will not provide technical support above and beyond basic connectivity for any personal device.
- 4) No personal technology may be attached to the District production wireless or physical network.
- 5) No employee or student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes but is not limited to using a privately owned electronic device as a cabled or wireless hotspot.
- 6) Employees and students who bring personal technology into the District do so knowing that it will give up their expectation of privacy regarding their personal electronic devices while at school. The District reserves the right to search a privately owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the employee or student has violated Moline-Coal Valley School District policies, administrative procedures, and school rules or engaged in other misconduct while using the personal device.
- 7) No personal technology should ever be connected by cable to the Moline-Coal Valley School District network. Network access is provided via a wireless connection to the Guest network only. Access to the District's production network must be explicitly granted by the Educational Technology Department.
- 8) No district-owned academic or productivity software can be installed on personal devices.

**General Procedure (Students Only):**

- 1) Teacher permission is necessary for student use of a privately owned electronic device during classroom instruction or the classroom period.
- 2) Students are not to call, text message, email, or electronically communicate with others from their personal devices, including other students, parents, guardians, friends, and family, during the school day unless given explicit permission by a teacher or District Administrator.
- 3) Students are prohibited from accessing the Internet using their cellular network provider. i.e.: Verizon, Sprint, AT&T, US Cellular, etc.
- 4) Voice, video, and image capture applications may only be used with teacher permission and for specific instructional purpose(s). All Administrative Procedures within the Acceptable Use Policy (6:235) must be followed.

- 5) The teacher may request at any time that privately owned electronic devices be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network.
- 6) Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.
- 7) The district advises that privately owned electronic devices be used by the owner and not shared.
- 8) Students will only use appropriate educational applications on their device (i.e. not games and/or non- school-related tasks and functions).
- 9) The district Internet connection is filtered using commercial filtering software that will block categories such as; pornography, gambling, social networking, non-educational games, peer-to-peer networking, and custom URLs. The district uses this software to report Internet activities for any filtered computer.
- 10) No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption, or harm to the school network, Internet services, learning environment, or any other electronic device owned by the school, any school personnel, and/or student.
- 11) Students may not attempt to use any software, utilities, or other means to access Internet sites or content blocked by school district Internet filters.
- 12) Classroom teachers will request parent/guardian signatures for any use of personal technology in their classroom as part of the Full AUP (See Exhibit 11 for signing page).

CABINET REVIEWED: September 2020, September 2022