

Bowling Green City School District

Responsible Use Policy for Technology and Network Services

Technology is provided to school students and staff for the purpose of supporting teaching and learning and the operations of the school district. Technology devices and services are part of many facets of school, work, and everyday life, and staff and students are expected to use technology responsibly while also recognizing potential risks of use. It is the Bowling Green City School District's intention to extend digital citizenship standards into the existing PBIS framework to create a positive and healthy community of technology users. This document establishes a standard of expected behavior of productive digital citizens.

PBIS Core Beliefs and Digital Citizenship

BE RESPONSIBLE

*I. Guiding Questions: Does your behavior represent good work ethic and productivity?
Does your product improve knowledge and understanding?*

A. Identify appropriate uses of technology

- School Work. Use school devices, the school network, and school services for school work only. Technology use is monitored and no privacy should be assumed. The district owns all data on the network and provided services.
- Personal activity. Use personally owned devices on personal time and on personal services and network for personal (entertainment, social media, etc.), political, religious, or commercial activities.
- Access appropriate material. While Internet access at school and on student devices is filtered, it is possible that users might access inappropriate material deliberately or by accident. If you see or hear something online that makes you feel uncomfortable, exit the screen and report it to a teacher. Users may not create, access, or share inappropriate material and may not use proxy servers and other means to circumvent the filter.

B. Create responsibly

- Be sure projects and presentations shared with your classmates and others in the online community contain well-documented, well-researched, accurate, and reliable information.
- Proudly cite the work you gathered from other authors to build your knowledge base.
- Learn the difference between using information from others' work and stealing others' work. Never plagiarize.
- When publishing your own work online, include your first name, the date, and your grade level so that others that find it can cite your work properly.

C. Communicate and collaborate effectively

- Use technology to solve problems and create products with others.
- Use technology to create a polished, effective product.
- Keep in mind your audience (online or in-school communities) and purpose (to inform, to persuade, etc.).
- Communicate professionally using proper grammar, spelling, content and tone with classmates and staff.

D. Teach each other

- Remember that the work you learn, create, and share with others is more than "just a project;" you are contributing to the body of knowledge from which others can learn.

BE RESPECTFUL

II. Guiding Question: Does your behavior disrupt technology use for yourself or others in the BGCS community?

A. Care for technology resources

- Keep your device in its case to protect it from harm. Carry and use it carefully to prevent damage.
- Charge your device overnight so that it is ready for school.
- Set your devices to mute/silent (not vibrate) while on school grounds or buses. Use ear buds to listen to videos or audio.
- Take broken school devices to the office to get a loaner while your device is being repaired. Report other technical problems to a teacher or email the student helpdesk.
- Avoid behavior that disrupts school technology and network services. Disconnecting, changing settings, hacking, breaking, mishandling, or other alterations will be viewed as vandalism.
- Report bad behavior on technology to a teacher or administrator.

B. Conserve resources

- Bandwidth. Our Internet and network bandwidth is shared among over 3000 users. Video, audio, games, and animations consume a large amount of bandwidth, limiting network and Internet speed for other users. Use only what is needed for school work.
- Server space. Users have plenty of drive space to store their school work. Store files that are needed for your school assignments and lessons, and clean out files when they are no longer needed. Users may not store anything that is not directly related to their school work on school drives or school-provided services.
- Consumables. Please do not waste paper, ink, projector lamps, etc. Create, submit, and present electronically when possible. Personal use of school resources is not permitted. Turn off projectors when they will not be used for 30+ minutes to prolong the life of the lamp.
- Energy. Turn off equipment /or power strips when you are done using them.

BE SAFE

III. Guiding Questions: Does your conduct impact the safety, security or reputation of yourself and others? Is your behavior honest and legal?

A. Safety

- Create a positive and safe environment. Treat everyone with kindness and respect.
- Keep private or personal information offline. Avoid sharing personal information about yourself or others in messaging, social media or other online apps.
- Be careful how you present yourself online and in private messages. Digital content is permanent. What you post can be viewed and shared by anyone forever. This can be dangerous and also impact future relationships and college and job opportunities.
- Protect personal and professional reputations of other people. Help others make good decisions about what they do and say online. Do not harm or make others look bad.

- Report bad behavior. If you see or hear something that makes you uncomfortable or is hurtful to you or to someone else, report it to a teacher or trusted adult. Never participate in bullying, harassment, intimidation, or tricking others.
- Respect the privacy of others. People expect privacy in restrooms, locker rooms, and spaces being used to change clothing. Do not record in those spaces.
- Students will participate in Internet safety instruction integrated into the district's instructional program in grades K-12.

B. Security

- Protect your accounts. Create strong passwords or use passcodes. Never share your passwords or your accounts. Always sign out of an account when done using a device. Adults should use Multi-Factored Authentication [MFA] or Single Sign-On [SSO] whenever possible to prevent others from accessing accounts.
- Only use your own accounts. Help others who forget to logout of their accounts by immediately logging out for them. Never snoop or change anything in someone else's account.
- Be on the lookout for suspicious emails and web links and pop-ups that might be viruses and other malware that could infect your accounts and possibly spread to others' accounts and the school network. Report concerns to a teacher or to the IT department.
- Privacy of email or any electronic communication is not guaranteed and may become public information.
- Users are responsible for maintaining security of student information and other personally identifiable data and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations regardless of how information is accessed, transmitted, or stored.

C. Law and Ethics

- Users are responsible for following District rules and guidelines and state and federal law in their use of technology.
- Users will respect the ownership rights of work, ideas, or products and comply with plagiarism, copyright, and/or piracy laws. No illegal copying is permitted. Citing sources of information is expected.
- Users may not use any type technology for academic dishonesty.

Other Expectations

District Provided Resources

The district offers chromebooks or other assistive technology to all students in grades 1-12, and all students who use a BGCS chromebook must sign the chromebook agreement and abide by the chromebook handbook. Students in grades 1-5 will use the district-provided device, and students in grades 6-12 may elect to use a personal chromebook or laptop for school work. Students are expected to bring their devices to school every day and are bound by district policies and guidelines concerning use of technology at school and the use of district resources and accounts at all times. The district provides every student a Google Workplace account and many other application accounts to support their classwork. The school network provides a filtered Internet connection for staff and students in accordance with the Children's Internet Protection Act.

Privileges and Rights

Staff have the authority to determine when and where technology devices may be used. Students are expected to immediately comply with directions concerning all technology. Users may be denied access at any time, for any reason, and possible disciplinary measures may occur if privileges are abused. School staff may collect, examine and hold any device at any time for the purpose of enforcing school policy, investigating discipline issues, or for any other school-related purpose. Students and staff should not have an expectation of privacy on the personal electronic devices brought onto school property.

Security and Damages

Students and staff take full responsibility for the security, repair or maintenance of their personally owned digital devices at all times. It is recommended that all devices be labeled or otherwise identified before being brought to school. The Bowling Green City School District, and its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal artifacts that are impacted in similar situations.

Technical Support

The Bowling Green City School District or its staff will not provide technical assistance on personally-owned devices. Instructions for accessing the appropriate school network and device settings for BGCS Google Workplace and other online accounts will be provided. Issues with online accounts should be reported to a teacher or to the student helpdesk.

Consequences of Improper Use

The district determines what constitutes improper use of technology, online resources, and network services and is not limited by examples in this Policy. Use of personal equipment to violate this Policy is prohibited and is subject to search and seizure for up to thirty (30) days. Consequences for individuals violating the Responsible Use Policy vary depending on the nature and seriousness of the violation. Consequences might include disciplinary action, loss of technology access, reimbursement of expenses and/or damages, and/or involvement of law enforcement agencies.

No Warranties Created

By accepting access to the Network, you understand and agree that the Bowling Green City School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.