

Verona Area School District Administrative Rules

Section: Instruction

Procedure: 471P - Student Internet Safety/Appropriate Use of Technology

Last Updated: May 30, 2023

Formerly Board Policy 363.2 Exhibit

(Aligned with OE 11: Instructional Program)

USER AGREEMENT FOR STUDENT USE OF DISTRICT-OWNED MOBILE DEVICES

Parents and Students must complete an electronic certification that acknowledges acceptance and understanding of the rules and responsibilities outlined in this document.

Verona Area School District students and families must understand that:

1. Students are responsible for the safe, responsible, ethical, and legal use of District technology resources, including District-owned mobile devices that are assigned to them.
 - a. All students using District technology resources, including District-owned mobile devices, must comply with the District's Internet Safety and Appropriate Use of Technology Resources policy and rules, other District policies, state and federal laws and regulations, and guidelines set forth in this document and by District staff. This includes complying with existing copyright laws and educational fair use policies. All policies, rules, and guidelines are in effect before, during, and after school hours for all District devices whether on or off the school campus.
 - b. District technology resources, including District-owned mobile devices and networks, must be used to support education. However, limited personal use of such devices may be permitted during non-instructional time and off school premises as authorized by school personnel and consistent with established rules.
 - c. Students may only log in to their assigned mobile device or District network under their assigned username. Students may not share their log-in and password with other students or individuals. Students may share their log-in and password with their parents/guardians.
 - d. Mobile devices come with a standardized image already loaded. Any other image set as the desktop background or screensaver must be in line with District policies and rules. Inappropriate media may not be used, which includes any presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols.
 - e. There shall be no downloading or installing of programs or applications on District-owned mobile devices without teacher permission. Students are not allowed to load personal software onto a District-owned mobile device at any time.

- f. Mobile devices come equipped with special functions such as a webcam. Webcams are to be used for educational purposes only, under the direction of the teacher. Listening to music or watching movies on the device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment. Students may be permitted to listen to music or watch a movie on a District-owned mobile device during non-instructional time and off school premises.
 - g. Online gaming is not allowed on District technology equipment, including District-owned mobile devices, except with teacher permission and only if the game is in support of education.
 - h. All students have access to a network drive and a Google cloud-based drive on which to store data. It is the responsibility of the student to practice file management.
 - i. Any documents that require printing from a District-owned mobile device should be printed at school.
2. The District maintains an Internet filtering measure on District technology equipment and networks, including District-owned mobile devices, that blocks access to visual depictions that are obscene, child pornography, and material that is deemed harmful to minors. Although the District has an Internet filtering measure in place, it is impossible to ensure complete protection from access to inappropriate material. Students are expected to notify a staff member immediately if they come across information, images, or messages on their District-owned mobile device or any other District technology resources that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
3. Students assigned District-owned mobile devices are responsible for the proper care, security, and of the mobile devices at school and off school premises, including any related components such as power cords/chargers, etc.
- a. Students are expected to keep District-owned mobile devices in good condition. Students are prohibited from putting stickers or additional markings on the devices, cases, batteries, or power cords/chargers, or defacing District equipment in any way. If such action occurs, the student will be charged for the repair or replacement of the device.
 - b. Students are expected to store District-owned mobile devices in the District-supplied case at all times when the device is not being used and to comply with any other care and storage directions provided by school personnel.
 - c. Students may not loan components such as power cords to other students for any reason. Students who do so are financially responsible for any loss of such components.
 - d. Students who identify or know about a security problem related to their device are expected to convey the details to their teacher immediately without discussing it with other students.
 - e. Students are expected to report any damage to, loss of, or theft of a District-owned

mobile device or related components within 48 hours to the classroom teacher. This means no later than the next school day. Any theft of a District-owned mobile device must be reported to the police. The parent/guardian/student is responsible for the cost of repair or replacement of the mobile device if it is intentionally damaged, it is lost because of negligence, or, it is stolen but not reported to the school and/or police in a timely manner. Parents/guardians have the option to pay an annual damage waiver fee. If parents/guardians elect to pay the damage waiver fee, they will only be responsible for a small deductible in the event of loss, theft, or damage. If parents/guardians decline participation in the damage waiver fee program, they will be responsible for the entire cost to replace or repair a device in the event of loss, theft, or damage.

4. Mobile devices assigned to students are on loan to students and remain the property of the Verona Area School District.
 - a. All files stored on District mobile devices or the network are the property of the District and may be subject to review and monitoring. There should be no expectation of privacy in such files.
 - b. The District reserves the right to confiscate the District's property at any time.
 - c. In accordance with the district fees and fines guidelines, devices are expected to be returned with all accessories that were provided, such as charging equipment and case, in good working condition when a student or staff leave the district or at the end of a device refresh cycle.

Any failure of a student to comply with applicable District policies and rules may result in disciplinary action, including suspension or revocation of privileges to use District-owned mobile devices, school suspension and/or expulsion, or other appropriate disciplinary action. Students may also be subject to legal action and prosecution by law enforcement authorities.