



# INS-A004-ELECTRONIC RESOURCES: STUDENT ACCEPTABLE USE

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## ADMINISTRATIVE POLICY

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### INSTRUCTION

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#### SUMMARY

The Salem-Keizer School District is committed to providing access to electronic resources for the advancement and promotion of learning and teaching. While electronic devices are permitted on campus, our desire is to cultivate a safe learning environment that is free from disruptions.

#### DEFINITIONS CIPA

Children's Internet Protection Act: A federal law enacted by congress to address concerns about access to offensive content over the Internet on school and library computers.

#### Electronic Resources

The District's electronic resources include but are not limited to computers, tablets, peripherals, networks, email, telecommunications, and internet connections. This includes accounts and services established for schoolwork that can be accessed both from home and school.

#### Independent Communication

Communication that does not require assistance or interpretation by an individual who is not part of the communication but that may require the use or assistance of an electronic device.

#### Personal Electronic Devices

Personal electronic devices include any portable, electrically powered device that is capable of making or receiving phone calls or text messages and can connect to the internet or Wi-Fi.

This includes, but is not limited to, handheld mobile devices such as cell phones, smartwatches, tablets, iPods, iPod Touches, and similar devices that are not owned by the district. Wireless earbuds and other over-the-ear wireless headphones are also considered personal electronic devices.

This definition does not include laptops, Nooks, Kindles, Kindle Fires, or other similar devices used to support academic activities.

### INSTRUCTION

1. Access to electronic resources is a privilege, not a right and entails responsibility. It is expected that students adhere to the same standards for communicating online that are expected in the classroom and are consistent with District policy and procedure.
2. The use and access to electronic resources (including cell phones) will vary based on what is developmentally appropriate for the grade level of the students, the extent to which this access can support the educational environment, and the degree of potential disruptions that can occur as a result student usage. As a result, the following policy guidelines will be enacted for each grade level.
  - a. K-12: Students may use cell phones and personal electronic devices before entering and after leaving the school day. During the school day, students are not allowed to use their phones in classrooms, common areas (lunch) or during passing times. In general, students will be asked to turn their cell phones off and place them inside of their backpacks, with the main office or in their locker (if available). If such a device is observed by staff during school hours, it shall be confiscated by staff until redeemed by a parent/guardian/caregiver. Parents who need immediate communication with their student are asked to call the school's main office. [See exception to policy for schools using cell phone pouches 2c below]
  - b. Secondary schools implementing a system of cell phone management using cell phone pouches, have the following expectations: Students will be issued a cell phone pouch for their use during the

school year. Students are expected to place their cell phones and other personal electronic devices inside of their cell phone pouch upon arrival inside of the school building each day. Cell phones will remain inside of this pouch for the remainder of the school day. The pouch may be opened as the student is leaving school grounds after the dismissal bell, for a release period, or for open campus. Students will remain in possession of their cell phone pouch during the day by storing it in their backpack, purse, locker, etc.

- c. Personal electronic devices may be used when use complies with the terms of:
  - i. The student's medical provider's order for the care and treatment of a medical condition.
  - ii. The student's individual education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973, 29 U.S.C 794.
  - iii. A written exemption provided for the student based on a process and guidelines adopted by the school district to allow school building administrators to accommodate the individual circumstances of a student or to further specific education outcomes for a student.
3. Students granted permission to use personal electronic devices for academic activities shall follow the rules established by their school regarding non-school related use such as, but not limited to, phone calls, emails, texts, and use of social media and are prohibited from:
  - a. Connecting to a District owned PC or Laptop using any type of connection, e.g., USB, Firewire, Bluetooth, Wireless.
  - b. Loading District-owned software or applications purchased using District funds, onto personal mobile devices, desktops, laptops, or other personal electronic devices.
4. The district is not responsible for the security, support, usage charges, damage, or theft of personal electronic devices. Students shall take precautions to protect personal electronic devices by:
  - a. Not leaving their personal electronic devices or cell phone pouches unattended
  - b. Password-protecting all electronic personal devices
5. Students using District owned, or personal electronic devices shall adhere to the following:
  - a. Students shall respect and protect the intellectual property and privacy of self and others.
    - i. Respect and practice the principles of community.
    - ii. Use only assigned accounts.
    - iii. Not view, use, or copy passwords, data, or networks to which they are not authorized.
    - iv. Not distribute confidential information about others.
    - v. Not use electronic resources to haze, harass, bully, intimidate or menace others (INS-A003).
    - vi. Not post photographic images or videos of any other person on campus on public and/or social networking sites.
    - vii. Not infringe copyrights including, but not limited to making illegal copies of music, games, or movies.
  - b. Students shall respect, conserve, and protect the integrity, availability, and security of all electronic resources
    - i. Observe all network security practices, as documented and/or given verbally by District staff.
    - ii. Report security risks and violations to a staff member.
    - iii. Not destroy or damage data, networks, computers, peripherals, or other resources.
    - iv. Use only those electronic resources designated for student use, not those designated for teacher use without prior approval.
  - c. Students shall report threatening or discomfoting materials to a staff member.
  - d. Not intentionally use processes, services, or websites that violate CIPA law (i.e., proxy avoidance) or District policy.
  - e. Not intentionally access, transmit, copy, or create material that violates the Student Rights and Responsibilities or District policy.
  - f. Not intentionally access, transmit, copy, or create material that is illegal (including but not limited to obscenity, stolen materials, or illegal copies of copyrighted works).
  - g. Not use electronic resources to further other acts that are criminal, including unauthorized access to computer applications, e.g., "hacking", or violate District policy.
  - h. Not send spam, chain letters, or other mass unsolicited mailings.
    - i. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project by a staff member.
6. Violations of this policy may result in disciplinary and/or legal action in accordance with District policy and procedures

7. The district, in accordance with Federal law, employs a filtering system on all internet access to protect minors from inappropriate materials as determined by the Children's Internet Protection Act.
8. If the District adopts curriculum that requires technology, students will be provided access to district-owned electronic devices and granted, free of charge, access to any electronic materials or applications needed to access the curriculum.
9. This policy will be available to the appropriate staff, parents/legal guardians, and students via the district's website.

#### **APPLICABILITY**

- All Students

#### **ASSOCIATED DOCUMENTS**

- INS-P028-Discipline Students
- TIS-A004-Internet Filtering
- INS-M001-Students Rights and Responsibilities
- INS-F003-School Registration
- TIS-F022 - Confidentiality Agreement, Student Techs
- INS-F045-Electronic Resources Checkout, Student User Agreement

#### **APPROVAL AUTHORITY**

- Deputy Superintendent

#### **REVISION HISTORY**

- 10/20/15 – Removed language prohibiting connecting to the district's network.
- 7/15/22 – Updated tech usage to be more current; changed usage by level.
- 10/30/24 – Updated 2(c) to include language around cell phone pouches.
- 11/12/24 – Updated typo in #2 to reflect 2(c)
- 8/20/25 Revised and updated language throughout document.
- 8/22/25 – Updated to include smartwatches and updated 2a.
- 10/23/25 – Deleted Computers from the definition of personal electronic devices.
- 3/10/26– Updated language for personal electronic device.