REVISED POLICY - VOL. 33, NO. 1

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Information Systems may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications

B. the dangers inherent with the online disclosure of personally identifiable information

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and

D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The District is responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/ apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of **the** Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges altered, suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Information Systems as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)
76 F.R. 56295, 56303

©NEOLA 2014

5513- CARE OF PROPERTY ADMINISTRATIVE GUIDELINES ADDITION

D. Technology Equipment

Students need to provide due care with all technological resources to keep them secure and damage free including:

- Do not place the devices on the floor or on a sitting area such as a chair.
- Do not leave the devices near table or desk edges.
- Do not stack objects on top of the devices.
- Do not leave devices outside.
- Devices should not be left unattended .
- Devices should be kept in a secure (locked) place when not in use.
- Do not use devices near water.
- Do not place pens, pencils, or other objects on keyboards of laptops.
- Do not write on or put stickers on any of the devices.
- Do not eat or drink while using devices or have food or drinks in close proximity to devices.
- Do not carry laptops while open. They should be closed and in the provided sleeve when carrying.

Some students will be permitted to take devices home. If a student takes a device off district property, they should adhere to the additional precautions:

- Do not allow pets near the devices.
- Do not leave the device in your vehicle.
- Do not leave the device unattended.

Damage, loss, or theft which occurs to the device as a result of student failing to use due care (which includes but is not limited to failure to abide by the above precautions) will result in the parent/guardian being responsible to reimburse the district up to $200.00 to repair or replace the device and/or supporting components (cases, chargers, etc.).

The process for reporting a stolen device:

- Call the police! Please make sure you identify for them the type of device and that it is a Parma City School District owned device.
- The police will get with the PCSD security officers to collaborate on solving the issue.
- If necessary, the PCSD security officers will get with DIS to help manage and locate the stolen device.
- Student will be provided with replacement device. If this is a reoccurring issue, student may not be permitted to take device home.
- If/when device is recovered, it will be placed back into inventory.
- If the device is not recovered, DIS Management will report theft to Student Services to handle the collection of replacement costs.

The process for reporting a lost device:

- Contact the building principal or other administrator.
- The building principal or other administrator will work with DIS to manage, lock, and/or locate the device.
- If it looks like it is somewhere it doesn't belong, DIS will get PCSD security officers involved.
- Student will be provided with replacement device. If this is a reoccurring issue, student may not be permitted to take device home.
- If/when device is recovered, it will be placed back into inventory.
- If the device is not recovered, DIS Management will report loss to Student Services to handle the collection of replacement costs.

The process for reporting a damaged device:

- Student should report damage to teacher who can enter a Help Desk ticket or directly to DIS via an email to HelpDesk@parmacityschools.org.
- DIS Tech will replace the device with one from inventory.
- DIS Tech will repair the damaged device if possible and put it back into inventory.
- DIS Management will notify Student Services of the repair costs (or replacement if not reparable) to handle the collection of fees.

PCSD

Parma City School District

Student Education Technology Acceptable Use and Safety
Board Policy

And

Care of Property Administrative Guidelines- Technology Equipment

By signing this document, we acknowledge that we have read and understand the board policy and guidelines in regards to the use of technology as part of the education of our student.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____