INS-A004-ELECTRONIC RESOURCES: STUDENT ACCEPTABLE USE

ADMINISTRATIVE POLICY

INSTRUCTION

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 not issued by the district that are capable of electronically communicating; sending, receiving, storing, recording, reproducing, or displaying information and data. This includes devices that can:

a. Make and/or receive phone calls
b. Send and/or receive text messages
c. Access the internet or connect to Wi-Fi

Examples include, but are not limited to, handheld mobile devices such as cell phones, smartwatches, tablets, iPod Touches, smart glasses, wireless earbuds, and over-the-ear wireless headphones, as well as similar devices not issued by the district.

This definition does not include personal laptops, Nooks, Kindles, or other similar devices used to support academic activities. Students are permitted to use these devices when logged into a district-approved web browser that ensures access to district filtering and monitoring systems. When used for instructional purposes under these conditions, such devices are not considered personal electronic devices.

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 personal electronic devices as defined by policy) 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 of student usage. As a result, the following policy guidelines will be enacted for

each grade level.

a. K-12: Students may use personal electronic devices before entering and after leaving the school day. During the school day, students are not allowed to use their personal electronic devices in classrooms, common areas (lunch), or during passing times. In general, students will be asked to turn their personal electronic devices 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 device pouches 2c below]

b. Secondary schools implementing a system of personal electronic device management using device pouches have the following expectations: Students will be issued a device pouch for their use during the school year. Students are expected to place their personal electronic device inside of their device pouch prior to entering the school building and, where applicable, before passing through weapons detection/screening each day. Personal electronic devices 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 device pouch during the day by storing it in their backpack, purse, locker, etc. Students will be charged for lost or damaged pouches.

c. Personal electronic devices, as defined in this policy, 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.

   iv. Personal laptops, Nooks, Kindles, and other similar personally owned devices may be used for instructional purposes when students are logged into a district-approved web browser that enables filtering and monitoring systems. Use of these devices must be directed by staff.

3. 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 device pouch unattended
   b. Password-protecting all personal electronic devices
4. Students using District-owned and 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 discomforting 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.

5. Violations of this policy may result in disciplinary and/or legal action in accordance with District policy and procedures.
6. 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.
7. 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.
8. A student under age 18 may use electronic resources, including the Internet, in Salem-Keizer schools unless their parent or other person in parental relationship denies the student access through completion of an exclusion form (INS-F048).
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
- INS-F048-Internet Use Exclusion

APPROVAL AUTHORITY

- Deputy Superintendent

REVISION HISTORY

- 10/20/2015 – Removed language prohibiting connecting to the district’s network.
- 07/15/2022 – Updated tech usage to be more current; changed usage by level.
- 10/30/2024 – Updated 2(c) to include language around cell phone pouches.
- 11/12/2024 – Updated typo in #2 to reflect 2(c)
- 08/20/2025 Revised and updated language throughout document.
- 08/22/2025 – Updated to include smartwatches and updated 2a.
- 10/23/2025 – Deleted Computers from the definition of personal electronic devices
- 03/10/2026– Updated language for personal electronic device.
- 04/24/2026 – Updated definition of Personal Electronic Devices
- 08/08/2026 – Updated language throughout the document.
- 08/27/2026- Added line item 8. Added INS-F048 to associated documents.