

Technology

Administrative Procedure - Student Use of Personal Technology

Examples of electronic devices that are used as study aids include, but are not limited to: devices with audio or video recording, MP3 players, some cellular telephones, smartphones, laptop computers, Chromebooks®, and tablet computers or devices, e.g., iPads®.

Examples of electronic devices that are not used as study aids include but are not limited to: hand-held electronic games, CD players, MP3 players used for a purpose other than a study aid, global positioning systems (GPS), radios, and cellular telephones (with or without cameras) used for a purpose other than a study aid.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school. If applicable, using technology as a study aid must always follow the established rules. Using technology at all other times must always follow the established rules for cell phones and other electronic devices at school.

Grades Pre-K through 5:

1. The school district is not responsible for personal technology devices in the event of loss, damage, or theft.
2. Students must turn off personal technology prior to entering the school building. Upon entering the school, personal technology must be placed in a backpack, cubby, or locker. Personal technology is not allowed to be powered on inside the school.
3. Students will not be allowed to carry personal technology into the classroom setting. The school will not store personal technology.
4. If a student is carrying or using personal technology during the school day, it will be taken from the student, labeled, and given to the office staff. Parents will be notified of their student's personal technology behavior, and an arrangement between the parent and the school staff will be made to retrieve the personal technology. Personal technology will not be released until parents/guardians have had a conversation with a school administrator, teacher, or office staff. The personal technology will remain overnight at the school, in a secured area, if the school is unable to make contact with the parent(s) during school hours.
5. After school, students may turn on their personal technology once they are outside of the building.
6. Collaboration between the child's teacher and the parent is critical to determine if there is a need for personal technology in the classroom. If a teacher believes personal technology would benefit a student's academic success, the teacher may be the individual who starts the collaborative process with the parent.
7. If the parent determines that a waiver for academic or medical purposes would be useful for his or her child, the parent must complete the waiver form 9:10-E2. The form must

be signed by the parent, teacher, school principal, and other appropriate school personnel, as necessary. Parents may apply for a waiver at any point throughout the school year. A waiver must be reapplied for each school year.

8. Once the waiver has been signed by all necessary individuals, the student may use his or her personal technology under the guidance of the teacher during the class period in which the waiver was intended to be used.
9. If usage of approved personal technology is deemed inappropriate, disciplinary action will be taken as outlined in Students Discipline Policy 7:190 and may result in revoking the waiver.

Grades 6 through 8:

1. The school or district is not responsible for personal technology devices in the event of loss, damage, or theft.
2. Students may keep technology on their person, but it must be turned off and out of sight prior to entering the school building.
3. Personal technology cannot be used in the hallways, cafeteria, locker rooms, restrooms, or outside of the classroom during the school day.
4. If a student is using personal technology during the school day outside of the acceptable use, it will be taken from the student, labeled, and given to the office staff. Parents will be notified of their student's personal technology behavior, and an arrangement between the parent and the school staff will be made to retrieve the personal technology. The personal technology will not be released until parents/guardians have had a conversation with a school administrator, teacher, or office staff. The personal technology will remain overnight at the school, in a secured area, if the school is unable to make contact with the parent(s) during school hours.
5. Collaboration between the child's teacher and the parent is critical to determine if there is a need for personal technology in the classroom. A teacher may be the individual who starts the collaborative process with the parent, if the teacher believes personal technology would benefit the student's academic success.
6. If the parent determines that a waiver for academic or medical purposes would be useful for his or her child, the parent must complete the waiver form 9:10-E2. The form must be signed by the parent, teacher, school principal, and other appropriate school personnel, as necessary. Parents may apply for a waiver at any point throughout the school year. A waiver must be reapplied for each school year.
7. Once the waiver has been signed by all necessary individuals, the student may use his or her personal technology under the guidance of the teacher during the class period in which the waiver was intended to be used.
8. If personal technology usage is deemed inappropriate, disciplinary action will be taken as outlined in Student Discipline Policy 7:190 and may result in revoking the waiver.

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Definitions

“Bring your own device (BYOD) or bring your own technology (BYOT) program”: Programs under which students and/or employees are authorized to use personal technology devices not owned or licensed by the District, including personal computers, cell phones, and smart phones, for certain educational, extra-curricular, and/or business purposes identified in the program.

“District business”: Any work conducted as an employee of the District, whether for educational, extra-curricular, or other business or operational purposes of the District. This includes communications with members of the District community in which the employee conducts or performs such work. District business might relate to education, instruction, student and employee relations and discipline, extra-curricular activities, professional activities, and other District operations. “District business” does not include protected concerted union activity.

“on District property or at related events and activities”: Use is considered to be on District property or at a related event or activity when it occurs on, or within sight of, school grounds at any time, including before, during, and after school hours; off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; and when traveling to or from school or a school activity, function, or event through District-sponsored transportation. Simply because use does not occur on District property or at a related event or activity does not mean the use is not subject to this AUP or other District policies and procedures, including discipline policies and procedures. For example, student or employee misconduct on technology may lead to consequences under this AUP or other District policies and procedures if the conduct materially and substantially interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of an employee; or (b) endanger the health or safety of students, employees, or school property, regardless of when or where that misconduct occurs.

“Electronic resources”: The District’s “electronic resources” include, but are not limited to, the District’s electronic networks and information systems, such as the Internet, Wi-Fi, electronic data networks, and infrastructure for oral, visual, and written electronic communication, including electronic mail, text messaging, instant messaging, and chat programs. “Electronic resources” also include technology owned or licensed by the District and provided by the District for use by its employees or students, including, if offered, technology issued to students and/or employees (i.e., a “one-to-one” program), and District and District-authorized webpages and social media or websites. If a user accesses the District’s electronic resources, including Internet service or Wi-Fi, with a personal technology device, that use is also considered use of “electronic resources” that is covered by this AUP.

“Includes” or “Including”: When used in this AUP and any related administrative procedures, handbooks, and guidelines implementing this AUP, “includes” means “includes, but not limited to” and “including” means “including, but not limited to” and reference a non-exhaustive list.

“Internet publications”: Webpages that are limited to the provision of information, allowing users to view content but not to contribute to the content of the webpage.

“Members of the District community”: Students, parents, residents, employees, contractors and volunteers of the District, and other individuals serving, served by, and/or working with or for the District.

“One-to-one program”: Program through which the District issues all students and/or employees, or certain groups of students and/or employees, District-owned or -licensed personal technological devices, such as personal computers and laptop computers, for educational, extra-curricular and/or business purposes identified in the program. The participant in the one-to-one program typically may take the technological device with them when they leave school grounds for use outside of normal school or business hours.

“Personal purposes”: Any uses other than uses for “District business,” such as accessing personal cell or smart phones, email, and social media websites such as Twitter, Facebook, and others for purposes other than District business. “Personal purposes” includes protected concerted union activity.

“Personal technology”: All technology that is not owned or licensed by the District.

“Protected concerted union activity”: Actions by employees concerning wages or working conditions, such as discussing work-related issues or terms and conditions of employment between employees or with members of the District community.

“Social media websites”: Webpages that do not simply provide information, but rather allow users to comment, exchange or share content, collaborate, and/or interact. Also known as social networking websites. Examples of social media websites include Internet

forums, weblogs (or “blogs”), video logs (or “vlogs”), wikis, social networks (such as Facebook, Twitter, and MySpace), podcasts, photograph and video sharing programs (such as YouTube and Instagram), rating websites, music-sharing websites, and crowdsourcing.

“Technology”: Includes desktop computers, laptop computers, tablet computers, cell phones and smart phones, text messaging services, instant messaging services, and other technology, as well as any webpages or social media profiles, such as Internet forums, weblogs (or “blogs”), video logs (or “vlogs”), wikis, social networks and social media pages (such as Facebook, Twitter, and MySpace), podcasts, photograph and video sharing programs (such as YouTube and Instagram), rating websites, music-sharing websites, and crowdsourcing.

“User”: A user of the District’s electronic resources is any person who uses the District’s electronic resources, with or without District authorization, and may include students, parents, employees, contractors, and volunteers of the District