

Book	Policy Manual
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#### 5136.02 - **PERSONAL TECHNOLOGY DEVICE - USE**

##### A. Rationale:

The Tecumseh Local School District is committed to the continual pursuit of a learning environment that will develop and promote 21st Century Learning Skills. Our students must have an appropriate knowledge and comfort level with these skills in order to compete with their contemporaries as they prepare for careers and occupations, many of which may not even exist today. Currently, there is an unprecedented amount of information available through Personal Technology Devices that our students already own and simply must be able to access at school. The information that was once contained in the volumes of an encyclopedia and that used to take up many shelves can now be carried in one's own pocket. However, there are three major differences because now, one can do much more in-depth research, carry the entire encyclopedia at once, and the data is always current. With the approval and supervision of the classroom teacher and staff, students may use their Personal Technology Devices to access the advantages that these devices will bring into their educational experience. The use of these Personal Technology Devices will allow for assignments to embrace a curricular emphasis of the Three R's: Rigor, Relevance, and Relationships, which will bring about improvements in the Fourth R: Results. By allowing students the ability to appropriately use their own Personal Technology Devices at school, we are hoping to increase the access all of our students will have to the technology they need to succeed.

Communications through the Tecumseh Local School District computer network, files, servers, Internet sites and history, or in email are considered public records. District network storage areas are subject to search and review in order to maintain system integrity and insure that users are accessing and utilizing the system responsibly. No communication or computer file should be considered secure or confidential, and users should have no expectation, either implied or explicit, that any type of files stored on district servers will be private.

##### 1. Personal Technology Devices include, but are not limited to:

- a. Cell Phone and/or Smart Phone
- b. iPod or MP3 Player
- c. PDA (Personal Digital Assistant)
- d. Personal Media Player
- e. Laptops and Netbooks
- f. Tablets and/or iPad
- g. E-Reader (Nook, Kindle, etc.)
- h. Alternative and Appropriate Personal Technology Devices, etc.

**NOTE:** The use of any Personal Technology Device at school **MUST** be used to aid the educational and academic experience of the student. The direct control remains, at all times, with the staff member, and oversight will be provided by the building and/or district administration and technology coordinator.

##### 2. Why Personal Technology Devices are Essential

- a. Using a Personal Technology Device allows students to easily access applications, information, and/or data.
- b. Students can access e-Books and resources without the need to carry excess weight around on their backs.
- c. Cloud-based computing allows students to have access to their information from any computer or technology device using services such as Google Docs, iCloud, etc.
- d. Allowing students to use Personal Technology Devices at school will lessen the strain on the limited number of computers or technology resources available through school.
- e. The prevalence of Personal Technology Devices has exploded in our society and we must meet the students on their "playground."

### 3. BYOD – Bring Your Own Device

- a. Any required technologies to complete in-school activities and assignments will be provided by the district. Therefore, **the Tecumseh Local School District and their employees do not assume any responsibility for damages, theft, or loss of student property including Personal Technology Devices.**
- b. It is the student's responsibility to protect the device from theft, damage, or loss if they choose to bring their Personal Technology Device either to school or a school event.
- c. Parents and/or guardians should be aware of any Personal Technology Devices that their child is taking to school. Some schools may require the device to be "registered" with the school prior to the student being allowed to bring their device to school.
- d. Personal Technology Device Registration Forms can be picked up in the Main Office of any Tecumseh Local School Building. Although Tecumseh Local maintains no assumption of financial responsibility, by maintaining a Personal Technology Device database, we would be better able to locate the owner of a device should it be found, solve issues of ownership when multiple people make a claim on a device, etc.
- e. We encourage parents and/or guardians to obtain insurance on Personal Technology Devices for theft and damage.

### 4. Availability of Student Access

- a. Access to the use of any Personal Technology Device is a privilege, not a right, which can be rescinded for any student who acts in an irresponsible manner as outlined in the Student Code of Conduct and District Policy.
- b. Parents and/or guardians of students, along with the school district, share in the responsibility for setting and conveying the standards that children should follow when using technology, media, and information sources. To that end, the Tecumseh Local School District supports and respects each family's right to decide whether or not to apply for access for their child.
- c. All students under the age of 18 must have a Network Parental Permission Form signed and returned to the building principal in order to have access, in any manner, to the district network.
- d. Students 18 years of age and older may sign their own forms.
- e. Each student shall be provided access to a copy of the Personal Technology Device Use Policy and the procedures and guidelines pertaining to the Tecumseh Local Schools computer network access. Additionally, copies shall be posted in conspicuous places in each building. Hardcopies of this policy will be made available to students and parents upon request.

### 5. Issues Associated with the Use of Personal Technology Devices at School

- a. The district's intent is to make network access available solely for the furtherance of the educational goals and objectives; however, students may find ways to access other inappropriate materials as well. The Board believes that the benefits from access to these informational resources and opportunities for collaboration far exceed the disadvantages for the student.
- b. Ultimately, students will be held responsible for their own choices of good behavior and conduct whether they are using a school-owned or a Personal Technology Device. The rules and regulations set forth in the Student Code of Conduct and District Policies shall apply and will be followed at Tecumseh Local School District.
- c. Communications through the Tecumseh Local School District computer network, files, servers, Internet sites and history, or in email are public records. District network storage areas are subject to search and review in order to maintain system integrity and insure that users are accessing and utilizing the system responsibly. No communication or computer file should be considered secure or confidential, and users should not expect that any type of files stored on district servers would be private.
- d. Any questions concerning the Personal Technology Device Use Policy or Network Access Policy should be directed to the Superintendent, Building Principal, Technology Coordinator, or designee. The procedures and guidelines may be subject to change without notice; however, the Tecumseh Local School District shall make every effort to communicate and explain all changes to students, parents/guardians, and staff in a timely manner.

#### 6. Claim Your Device

- a. Based upon the discretion of the classroom teacher or staff, students can be required and compelled to "Claim Their Device." Under this portion of the policy, students must place any and all Personal Technology Devices that are in their possession either on the desk or at an alternative location.
- b. This can be done during situations such as testing, presentations, etc., so that the teacher or staff member can visually verify that the device is not being used to cheat, gain an unfair advantage, or record any images.
- c. Any Personal Technology Device that is discovered to be in the student's possession while it should have been "claimed" will be assumed to have been used for inappropriate purposes, including cheating, recording images, etc. Depending on the situation, this could rise to "Reasonable Suspicion" and mandate a search of the device by the building or district level administrator.

#### **B. Appropriate Usage of Technology for Students Within the School Setting:**

1. The ability for student usage of Personal Technology Devices remains, at all times, under the direct control of each classroom teacher, staff member, and/or administrator.
2. All Personal Technology Devices **MUST** be turned off, not merely placed in the silent mode, and stored out of sight during the school day unless the classroom teacher or staff member has expressly permitted their use. Permitted usage during classroom instructional time is at the discretion of the individual faculty member when the usage is to support learning and/or teaching activities only. The use of Personal Technology Devices either between classes or during lunch is strictly forbidden unless the building and/or district administrator expressly grants permission to the student.
3. Students may only use their Personal Technology Devices on school premises before or after-school, as long as the usage does not violate any portion of the Student Personal Technology-Use Policy. During these times, students should use the soundless features (voicemail, texting, vibration alerts, etc.) to keep noise and disruptions to a minimum.
4. At no time should a Personal Technology Device be used in a place or manner that causes a disruption to the normal routine and function of the school. If a disruption becomes evident and a student doesn't comply with any lawful request of a staff member, the student may face additional consequences as outlined in the Disciplinary Actions portion of this policy.
5. If prior permission is granted, Personal Technology Devices could be used to access books and resources such as a dictionary, encyclopedia, etc., and/or academically-based apps for either curricular research or remedial practice. It is the responsibility of the student to communicate with the staff in order to gain prior permission and avoid any miscommunication issues.

6. Students are encouraged to use their Personal Technology Devices in order to access apps or email in order to communicate any illegal or inappropriate behavior with the school administration. Tecumseh Local Schools will always make every effort to protect the identity of any confidential informant.
7. Students who have a proposal on using a Personal Technology Device for an academically based and appropriate method must get consent from the staff member in charge prior to actually using the device. Although creativity among the students is encouraged, the final decision of appropriateness will rest with the classroom teacher, staff, and/or administration.
8. If, in the course of operating either a Personal Technology Device or a school-owned computer or technology device, a student inadvertently accesses messages, files and/or other information that is inappropriate or that is related to or is in support of illegal activities, the student should report the violation to an appropriate individual: superintendent, principal, teacher, technology coordinator, or other appropriate staff member.
9. If any inappropriate or obscene image, video, file, or communication that would convey a threat, harassment, intimidation, etc. is sent to a student by another student, staff member, or individual inside or outside of the school, please bring the Personal Technology Device or a "hard-copy" of that communication to an administrator or parent. Do not send or forward the "offending" communication, so as not to subject yourself to criminal charges such as "pandering" or inducing a panic.

### **C. Inappropriate Usage of Technology for Students within the School Setting:**

Students should be advised that the term "Within the School Setting" refers to any area in which Tecumseh Local School District has a legal authority to be in direct control. Primarily, this would include any physical building and/or grounds that are owned and/or maintained by the school district. Furthermore, "Within the School Setting" includes areas such as, but not limited to: school parking lot, school bus, bus stops and the surrounding area during pick-up and drop-off times, athletic fields, gymnasiums, etc., either at-home or away events, where Tecumseh Local School sponsored teams are participating. Students are considered "Within the School Setting" during any time and location where students are representing the Tecumseh Local School District such as, but not limited to: field trips, academic competitions, school sponsored events, or continuation of relationships that were primarily formed due to school interaction, such as student-to-student or student-to-teacher relationships. Students are prohibited and should refrain from:

1. Using any Personal Technology Device to make or receive calls, send or receive electronic messages (text, email, etc.), post to a blog or social networking sites, or use any other applications while in school.
2. Exceptions will be made only if a staff member expressly grants permission to the student.
3. Students needing to contact a parent/guardian due to an illness or an early release slip during the school day must come to the clinic or main office in order to be granted permission. The intent of the school is not to deny any student the ability to contact their parent/guardian; the objective of the school is to be kept informed of situations in the building and to aid in accessing the nature of the illness or reason for leaving early.
4. Parents/Guardians who need to contact their student during the school day should call the main office in which their student attends. General messages will be sent to the student either during lunch or another convenient time. Urgent messages will, of course, be sent immediately to the student. If convenient, the parent/guardian may wish to leave a voice mail or text message on their student's mobile phone that could be accessed by the student at the end of the school day when they are permitted to turn it back on.
5. In the event that a catastrophic message needs to be delivered to a student, please do not contact the student directly at school with a text or voice message. Instead, the parent/guardian is requested to speak directly with a counselor, school psychologist, administrator, or other designee in order to determine how the student should be notified, what, if any, information should be disclosed, and what the expectations are for the student.
6. Recording and/or distributing any audio, video, or photographs.
7. Prior to using any Personal Technology Device for this purpose, students must be expressly granted permission before the event from a building or district-level administrator. Students do not possess the necessary statement of consent required in the recording and dissemination of student and staff images.

8. Prior to using any school-owned technology device for this purpose, students must be expressly granted permission before the event from a teacher or building staff personnel.
9. Students are absolutely and unequivocally denied the ability to use any Personal Technology Device or school-owned technology device capable of recording inside a restroom, locker room, dressing room, or any other area that students might be completely or partially unclothed. There are no exceptions.
10. Students are absolutely and unequivocally denied the ability to use any Personal Technology Device or school-owned technology device to record any inappropriate activity or behavior such as fights or students intentionally engaging in the breaking of school and/or district rules and policies.
11. Students are absolutely and unequivocally denied the ability to post any inappropriate school activity or behavior to Internet-based sites, including, but not limited to: YouTube, metacafe, Snapfish, Flickr, Photobucket, Facebook, MySpace, Google+, etc.
12. Using Personal Technology Devices to access, send, or display obscene, offensive, vulgar, or inappropriate language, messages, pictures or video, as determined by the building and/or district administration.
13. Using Personal Technology Devices to encourage use of or aid in the distribution of drugs, alcohol, tobacco, or promotion of unethical activities prohibited by law or Board policy.
14. Using Personal Technology Devices to bully, harass, insult, threaten, demean, or attack any individual student, staff member, or third-party individual.
  - a. It is considered a criminal offense to use a Personal Technology Device for the purposes of menacing, harassing, or offending others.
  - b. Be aware that the origination can almost always be traced back and established to the offending device during a criminal investigation.
  - c. "Cyberbullying" of other students and/or staff is unacceptable and will not be tolerated. Appropriate sanctions will be taken, which may involve criminal charges.
15. Providing personally identifiable information or login accounts over any technology device or Internet website.
  - a. Students should not access information using another person's personal identification or information to log-on to a Personal Technology Device, program, or Internet-based website.
  - b. Students should not disclose confidential information about other students or staff members using any school owned or Personal Technology Device.
  - c. Students should protect their own identity by never revealing any private or confidential information about themselves to other people or third party entity over the Internet, particularly log-in passwords, home addresses, phone numbers, credit card numbers and/or social security numbers, unless they first consult a parent, guidance counselor, teacher, or an administrator.
16. Forwarding personal communications without the author's prior consent. If an inappropriate communication is sent to a student by another student, staff member, or individual inside or outside of the school, please bring the Personal Technology Device or a "hard- copy" of that communication to an administrator.
17. Vandalizing and/or theft to a district-owned or another student's Personal Technology Device, software, computer systems or computer networks.

NOTE: Tecumseh Local School District and their employees are not responsible for damages, theft, or loss of student property including Personal Technology Devices.

1. Violating copyrights laws, such as, but not limited to:
  - a. Copying/downloading web sites to create another web site;
  - b. Copying a set of hypertext links exactly from another web site;
  - c. Copying graphics, i.e., company logos, designs, animations; or

- d. Copying/downloading of any unauthorized program.
2. Using district and/or another individual's networks and resources in an inappropriate manner.
    - a. Trespassing, copying, altering, deleting, or destruction on another's folders, work areas, storage areas or files.
    - b. Usage of Personal Technology Devices to cheat or gain an unfair advantage on assignments, assessments, or exams. Disciplinary action for this offense may be based on the Student Personal Technology-Use Policy and/or the Academic Integrity/Cheating Policy as deemed appropriate by the building administration.
    - c. Attempting to access the district's network servers without prior approval and authorization from the building and/or district administrator and the Technology Coordinator.
    - d. Attempting to by-pass network filtering software that the district has put into place to intentionally block specific Internet websites without prior approval and authorization from the building and/or district administrator and the Technology Coordinator.
    - e. Intentionally wasting district resources, such as network time, paper, ink and/or consumables.
    - f. Employing the network for commercial purposes and/or personal financial gains, such as running a business or buying and/or selling products via the Internet.
    - g. Engaging in practices that may threaten the network (e.g. uploading files that may introduce a virus, worm, or other harmful form of programming).
    - h. Participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
  3. Acting in a way that would constitute a violation of any law, Board policy or the Student Code of Conduct.

#### **D. Inappropriate Usage of Technology for Students Outside of the School Setting:**

Even though students may believe they are not under the direct control of school authorities after school hours, during weekends, or when they are not physically on school property, there are a few instances that the school has a responsibility and authority to act on behalf of the district, staff, and students. This authority is typically limited to a few main situations.

1. Students are subject to school authorities if any Personal Technology Device is used outside of the school setting to intimidate, bully, harass, insult, threat, demean, or attack any Tecumseh Local School District student and/or staff member.
2. Students are subject to school authorities if any attempt is made from an outside location using a Personal Technology Device in order to attempt to gain access to the district's networking capabilities or confidential and restricted data, either district, staff, or students.
3. Students are subject to school authorities if any attempt is made from an outside location using a Personal Technology Device in order to attempt, in any manner, to interfere or disrupt the lawful educational processes of the district.
4. Students who have signed a contract and are bound by the Extra- Curricular Code of Conduct may be subject to additional liabilities and penalties that remain in effect after the traditional school day is over. This contract is considered to be in effect 24 hours per day - 7 days per week - 365 days per year. Even though certain behavior may not be subject to school discipline per se, the student may face sanctions to their extra-curricular activities.

#### **E. Discipline Based Upon Student Technology Usage Within the School Setting:**

Disciplinary actions will be based upon the nature and/or severity of the infraction and the frequency of the code infraction. The progressive discipline of the Cell Phone, MP3 Player, and Other Electronic Device Policy will continue throughout the entire school year; furthermore, the denial of the Personal Technology Device privilege may overlap

from one academic year to another based on the severity of the infraction. Violation of the rules of this agreement, or the policy and guidelines established by the Tecumseh Local School Board MAY result in any one or more of the following sanctions:

General Infractions:

1. Any student must IMMEDIATELY turn over the Personal Technology Device to a staff member requesting the device. The student is prohibited from removing the battery, sim card, memory card, turning the device off, intentionally putting a "lock" onto the device, or otherwise making it inoperable prior to surrendering the device to the staff.
2. In the event that any Personal Technology Devices must be inspected by an administrator, the student will, whenever possible, be notified and allowed to be a witness to the examination of any data stored on the device, including, but not limited to: instant messages, email, texts, pictures, videos, files, history data, etc.
3. Although school administrators have a legal authority to search Personal Technology Devices at school, only those devices that are believed to have a legitimate "Reasonable Suspicion" will be subject to a search. Issues such as credible witness testimony, the location of an infraction, refusal to surrender the device, additional information, etc. will be used to determine "Reasonable Suspicion."
4. Confiscated devices should be transported to the Main Office as soon as is practical by the staff member. The device will be formally registered, locked, and stored in the office with the student's name on it.
5. Students may be issued a warning (verbal or written), a detention, placement into an Alternative Learning Center (ALC), or an assignment that may help the student better understand the potential impact of the violation. The discipline schedule will be determined and enforced at the building level, which will be based upon the student's age and ability and the nature of the infraction.

Severe and/or Repeated Infractions:

1. Denial of Use Privilege of any Personal Technology Device either during school or at any school activities.
2. Based upon the nature of the infraction, Peer Mediation, Court Mediation, etc. may be utilized to lessen the actual disciplinary action.
3. Additional disciplinary action including Out of School Suspension and Recommended Expulsion as determined at the building level to be kept in line with existing practices, subject to Tecumseh Local School Board policies and the Student Code of Conduct.
4. In the event that any conduct is determined to be criminal in nature and/or in violation of State and/or Federal Law, the administration will contact the appropriate law enforcement agencies regarding criminal prosecution. In the case of a criminal offense, the device will be subject to the discretion of the law enforcement officer involved and may be released to him/her with an evidence claim receipt.
5. A lack of criminal violation and/or prosecution does not prohibit the Tecumseh Local Schools from disciplinary actions taken in accordance with Board Policy and the Student Code of Conduct.

**F. Discipline Based Upon Student Technology Usage Outside of the School Setting:**

**Whenever student behaviors and actions occur off of school grounds and/or not during the traditional school day that negatively affect the educational process inside the school building, students may find themselves facing disciplinary action.** Any discipline will be based upon the nature and/or severity of the infraction and may require additional cooperation from the parent/guardian of the victim and/or perpetrator. Violation of the rules of this agreement or the policy and guidelines established by the Tecumseh Local School Board MAY result in any one or more of the following sanctions:

In-school sanctions may include any of the following:

1. Notification of the parent/guardian
2. Verbal and/or written warning
3. Peer mediation and/or referral to guidance counselor

4. Denial of privilege of any Personal Technology Device either during school or at any school activities
5. Administrative detentions
6. Alternative Learning Center (ALC) placement
7. Out-of-school suspension
8. Recommendation of expulsion (for extremely severe cases)

Out-of-school sanctions may include any of the following:

1. Contact of the victim's parents/guardians to inform them of the situation, if needed.
2. Referral to and/or charges filed with the Clark County Sheriff Department, Juvenile Detention Center, Prosecutor's Office, etc.
3. Financial retribution if damage or theft has occurred.

#### **G. Denial of Personal Technology Device Use Privileges:**

The Tecumseh Local School District reserves the right to ban any individual student or group of students from bringing Personal Technology Devices onto school property or to a school-related activity. A student shall be issued a written Denial of Personal Technology Device Form stating the reasons for and the duration of the denial; a copy of this form will be mailed to the home address. If a student fails to comply with the ban, he/she will be considered as Failure to Comply with a Directive, which may result in severe consequences.

#### **Accessing and Monitoring School-Issued Devices and Accounts**

While students have no right or expectation of privacy when using District technology resources, the District and third party technology providers that provide services through a contract with the District are prohibited by State law from electronically accessing or monitoring certain features on school-issued devices provided to students unless a legally permissible exception exists. School-issued devices are defined as any hardware, software, devices, or accounts that a School District provides to an individual student for that student's personal use. The prohibited features include location-tracking features of a school-issued device, audio or visual receiving, transmitting, or recording features of a school-issued device, and student interactions with a school-issued device including, but not limited to, keystrokes and web-browsing activity.

However, the District and third party providers are permitted to access and monitor student devices in the following circumstances:

The activity is limited to non-commercial educational purposes for instruction, technical support, or exam proctoring by School District employees, student teachers, staff contracted by a District, a vendor, or the Department of Education, and notice is provided in advance;

The activity is permitted under a judicial warrant;

The District or a technology provider is notified or becomes aware that the device is missing or stolen;

The activity is necessary to participate in Federal or State funding programs.

The activity is necessary to prevent or respond to a threat to life or safety, and the access is limited to that purpose;

Annually, the Board provides notice to parents and guardians of enrolled students that it generally monitors student devices in one (1) or more of the permitted circumstances. In the event that one (1) of the permissible circumstances listed above prompts access to a student's device, the District will notify parents in writing within seventy-two (72) hours of accessing the device. The notice will include an explanation of the circumstances which prompted the access, what features were accessed, and a description of the threat posed, if applicable. If the notice itself would cause a threat to life or safety, the District will provide the notice within seventy-two (72) hours after the threat has ceased.