

# Children's Village Academy

## Student Use of Technology Policy

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### **A. Instruction**

Children's Village Academy authorizes students to use District technology for educational purposes only. The use of District technology is a privilege, not a right. All use of District technology is subject to the restrictions set forth in federal and state law, Board policies, administrative regulations, and this Responsible Use Agreement. The District reserves the right to suspend or limit access at any time, without notice, for any reason.

The District expects all students to use any technology, the District's or others', responsibly at all times. The District may place restrictions on the sites, material, and/or information that students may access through District technology. Before a student is authorized to use District technology, the student and his/her parent/guardian shall sign and submit this Responsible Use Agreement indicating that they have read and understand it and agree to comply with it.

All aspects of this Responsible Use Agreement apply equally whether District technology is accessed on or off site or through District-owned or personally-owned equipment or devices.

### **B. Definitions**

District technology includes, but is not limited to, District-owned devices (e.g., District owned computers, smart phones, smart devices, tablet computers, telephones, cellular phones, USB drives, wireless access points (routers), personal digital, wearable technology, any wireless communication device (emergency radios, etc.); the District's email system computer network, servers, wireless computer networking technology (Wi-Fi), online collaboration, file storage services; any system or program owned, managed or licensed by the District; peripherals; interactive projection systems; access to network information sources (e.g., the Internet); and future technological innovations.

### **C. Privacy**

Students have no reasonable expectation of privacy in any use of District technology. The District may access, monitor, and record all student use of District technology without specific advanced notice, including, but not limited to, any and all student email and other District provisioned accounts, access to the Internet or social media, communications sent or received from District technology, or other uses.

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Students should be aware that, in most cases, their use of District technology (such as web searches and emails) cannot be erased or deleted and can be monitored. The district may create online accounts (Google, Apple, etc.) for students to be used for educational purposes. The district reserves the right, but is not obligated, to monitor, suspend, restrict access, and/or delete student accounts. All passwords created for or used on any District technology belong to the District. The creation or use of a password by a student on District technology does not create a reasonable expectation of privacy.

The data that students create, store, and/or transmit using District technology is not private and is considered the property of the District.

Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.

#### **D. Use Restrictions**

Personal electronic devices and/or District technology must remain off and put away during class time, unless the classroom teacher specifically authorizes use.

Personal electronic devices and District technology may not be used at any time in locker rooms, restrooms, the nurse's office, and/or any area where individuals have an expectation of privacy.

Students are prohibited from photographing, video and/or audio recording, or posting any content online, without express permission from a District faculty member.

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### **E. Reporting**

If a student becomes aware of any security problem, unauthorized log in, or misuse of District technology, he/she shall immediately report such information to the teacher or other District personnel. If a student unintentionally gains access to another student's account, he/she should immediately notify a teacher or District personnel and log-out of that account.

### **F. District-Owned Devices**

Upon receipt of a District-owned device, the student and the student's parents are the authorized possessor. As an authorized possessor of a District-owned device, students are responsible for using the device appropriately for educational purposes and in accordance with the Responsible Use Agreement. The District may confiscate any District-owned device at any time and without cause. If the District confiscates a District-owned device, the student is no longer the authorized possessor of the device.

### **G. Personally Owned Devices**

If a student uses a personally owned device to access District technology, he/she shall abide by Board policies, administrative regulations, this Responsible Use Agreement, and the Student Code of Conduct/Student Handbook. The student is fully responsible, at all times, for the personally-owned device brought to school.

Students using personally-owned devices on District property must use the District's filtered network by authenticating and logging. Violators may have their devices inspected, their right to use personally-owned devices on District property restricted or terminated, and/or be subject to other disciplinary action.

Participation in this program is not required. Non-participation will not affect a student's grades or general education. Students who utilize their own devices on campus will be deemed an authorized user of the device by the District and will be required to grant the District access to the device in the event there is a reasonable suspicion of wrongdoing and/or for the teacher to access student work product in conjunction with curriculum and instruction. Students' personally owned devices may be searched if there is a reasonable suspicion, under the circumstances, that the student is violating law, District policy, or school rules.

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### H. Student Obligations and Responsibilities

Students are expected to use District technology safely, responsibly, and for educational uses only. The student is responsible for proper use of account(s) and/or District technology issued to him/her at all times. Students must keep private and not share their account information, passwords, or other information at any time. Students shall only use their assigned account(s).

The following list is meant to provide families with examples of prohibited conduct, but is not intended to serve as a comprehensive list. Students may not use District technology to:

- Access, share, transmit, post, display, publish or otherwise use material that is discriminatory, obscene, profane, abusive, threatening, disruptive, defamatory, inaccurate, sexually explicit, offensive, illegal, or damaging to another's reputation.
- Access, share, transmit, post, display, publish or otherwise use material that could be construed as harassing or disparaging of other based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
- Harass, intimidate, or threaten students, staff, or other individuals ("cyberbullying")
- Share, obtain, use, publish, disclose, or distribute personal identification information (such as name, address, phone number, or other information) about themselves or others.
- Visit social networking sites (including Facebook, Instagram, Twitter, Vine, etc.) without the express permission of a District faculty member.
- Encourage the use of drugs, alcohol, or tobacco.
- Promote unethical practices or any activity prohibited by law, Board policy, administrative regulations, or Student Code of Conduct/Handbook.
- Search for and/or visit inappropriate websites (such as websites containing lewd, sexually suggestive, or graphically violent images or demeaning, derogatory, or hateful speech).
- Record video or audio, or take photographs of other students or staff, transmit, post, or share images, videos, and/or audio files created/recorded on District property without express permission from a District faculty member.

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- Infringe on copyright, license, trademark, patent, or other intellectual property rights, including, but not limited to, stealing others' intellectual property including text, music, movies, and software, or using without the appropriate citation or expressed permission.
- Intentionally harm District technology or other District operations (such as destroying District equipment; uploading, downloading, or creating a virus on District computers; adding or removing a computer program without permission from a teacher or other District personnel; changing settings on shared computers; etc.), or "hack" into District technology to change or use data of the District or other users.
- Attempt to interfere with other users' ability to send or receive email/electronic communications, or to attempt to read, delete, copy, modify, or use another individual's emails/electronic communications.
- Create alternate (fake) accounts, login information, or passwords to bypass District filters, or to deceive others.
- Engage in commercial and/or for-profit activities.
- Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or District practice.

**Academic and behavioral policies and expectations are applicable to all technology use on and off campus that may cause a serious disruption on campus.** The District reserves the right, but is not obligated, to intervene when off campus issues are brought to its attention.

### **I. Consequences for Violation**

Violations of the law, Board policy, administrative regulations, or this Responsible Use Agreement may result in a student's loss of access to District technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policies, administrative regulations, or this Responsible Use Agreement may be reported to law enforcement agencies as appropriate.