PUEBLO SCHOOL DISTRICT 60
Educating for Purpose and Impact

Policy and Procedures

File: JS*

Student Use of Technology, the Internet and Electronic Communications

Introduction
To promote educational excellence and prepare students for success in the 21st century, Pueblo School District No. 60 (hereafter referred to as "the district") provides its students with access to the district's network, servers, computers, hardware, software, communication systems and other technology devices that have the ability to connect to the Internet (hereafter referred to as "district technology").

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information via district technology that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of technology – whether personally owned (hereafter referred to as "personal technology") or provided by the district – to avoid contact with material or information that may be harmful to minors. Personal technology includes but is not limited to computers, cell phones, smart phones and other digital devices.

While using district technology or personal technology on district property, in district vehicles and at district-sponsored activities, students shall act in an appropriate manner and in accordance with Board, school, and district policies and procedures, and applicable law. It is the joint responsibility of district and school personnel and students' parent(s)/guardian(s) to educate students about their responsibilities and to establish expectations when students use or access district and personal technology.

Blocking or filtering obscene, pornographic and harmful information
Technology that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be utilized and enforced by the district on district technology that allows for safe access to the Internet by a minor from any district location. Students shall report access to material and information that is inappropriate, offensive or otherwise in violation of this policy by immediately notifying a supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

Filtering of student computers while not on the district's network, eg. while the student is at their home or connected to other non-district networks, requires more specialized technology. As such any planned student use of district technology away from their school will first be communicated to the district's Information Technology (IT) Department. Once notified the IT Department will inspect and prepare the technology device for filtered use in all district and non-district locations. Non-district location usage may be limited to specific devices in order to ensure compatibility with district filtering technologies.

Students are expected to comply with behavior and reporting expectations as it relates to internet access whether at school, at home, or other locations.

No expectation of privacy
District technology is intended to be used only for educational purposes. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology, including computers and computer systems, all Internet and electronic communications

and materials, and information transmitted or received. District staff may review files and communications to maintain system integrity and ensure that students are using district technology responsibly.

Students shall have no expectation of privacy when using district technology, the Internet or electronic communications, and should not expect that files stored on, or sent via, the district's or its vendors' servers and networks will be private. All material and information accessed and received through district technology shall remain the property of the district.

Acceptable and unacceptable uses of technology
Students shall use district technology in a responsible, efficient, ethical and legal manner.

Activities that are permitted and encouraged include:

- school work
- original creation and presentation of academic work
- research on topics being studied in school
- research for opportunities outside of school related to community service, employment, or further education

Because technology and its use are constantly evolving, every unacceptable use of district technology or personal technology cannot be specifically described in this policy. Examples of unacceptable uses include, but are not limited to, those listed immediately below and in subsequent sections of this policy.

Students shall not use district technology or personal technology to:

- harass, threaten, demean, bully or promote violence or hatred against another person or group of persons, or to promote or advocate the destruction of property, including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- knowingly or recklessly transmit or post false or defamatory information about a person or organization
- transmit personal information about others, including home addresses, phone numbers, images, or other personal information protected by confidentiality laws
- violate the privacy of others by taking or transmitting unauthorized photographs or videos
- disclose, use or disseminate personal information regarding minors without authorization from the appropriate administrator
- transmit or post information that, if acted upon, could cause damage or disrupt the educational programs or operations of the district
- disrupt school operations (including obtrusive ringing or buzzing of devices during instructional time or other school-sponsored activities)
- commit plagiarism, represent the work of others as one's own, use copyrighted ©, registered ® and/or trademarked ™ materials without attribution, or assist others to do any of the preceding
- attempt to cheat on homework, quizzes, or tests, or to assist others in cheating
- access fee services without specific permission from a supervising staff member

- use district technology for purposes not related to district education objectives, including financial gain, advertising, entertainment, commercial transactions or political purposes
- transmit or post criminal speech or speech in the course of committing a crime, including threats to individuals or groups, instructions on breaking into computer systems or networks, child pornography, drug dealing, purchase of alcohol, gang activities, etc.
- illegally transmit or store copyrighted material and material protected by trade secret
- perform any activity that violates Board policy, a school rule, or a local, state or federal law

Students using personal technology at school shall not:

- connect or attempt to connect personal technology to the district network for purposes other than to store or retrieve education-related data or make appropriate use of district technology, or
- connect or attempt to connect personal technology to the district network other than through the wireless network provided for guests, employees and students.

Security
The security of district technology and data is a high priority. Students who believe they have discovered a security problem while using district technology must immediately notify a supervising staff member. Students must not demonstrate or describe the problem to other students. Logging on to district technology, the Internet or electronic communications as the district's system administrator or as a staff member is prohibited.

Students shall not:

- attempt to discover or use another person's password or any other identifier
- reveal or offer to reveal their personally-assigned access credentials to another person
- impersonate another user or conceal their identity on district technology
- attempt to gain unauthorized access to district technology or other systems
- attempt to read, alter, delete or copy data, files or electronic communications of another user

Any user identified as a security risk, or as having a history of problems with other computer systems or technology may have their access to the Internet, electronic communications and district technology restricted or suspended.

Safety
In the interest of student safety, the district shall educate students about appropriate online behavior, including cyber bullying awareness and response, and interacting on social networking sites, chat rooms, and other forms of direct electronic communications.

Students shall not:

- reveal personal information, such as home addresses or phone numbers, about themselves or others while using the Internet or electronic communications
- use their last name or any other information that might allow another person to locate him or her, without first obtaining permission of a supervising staff member
- participate in online chat rooms, send text messages or use social media during instructional time or other school-sponsored activities, unless specifically assigned by a supervising staff member

- arrange face-to-face meetings with persons met on the Internet or through electronic communications

Vandalism
Vandalism may result in restriction or cancellation of technology privileges, school disciplinary action, including suspension or expulsion, and/or legal action. Vandalism includes any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt:

- any network within the district or any network connected to the Internet
- any form of electronic communication on any network or system
- the data of another person
- authorized access and use by another person
- district technology, including district software, hardware, systems or services
- any other system accessible by district or personal technology

Vandalism also includes, but is not limited to:

- deploying or using network devices and cables, not pre-approved by the district's information technology department
- installing or attempting to install software or content onto district technology
- attempting to bypass Internet filters
- using applications or services that consume abnormally significant network bandwidth without approval
- loading, creating or attempting to create computer viruses or other malware

Reckless behavior which results in any of the consequences above may also be regarded as vandalism.

Asset Responsibility
Employees and students are each responsible for the protection and care of technology systems assigned for their use including systems assigned to them temporarily, such as during the school day, or semi-permanently such as in 1 to 1 school technology programs. This responsibility extends to all locations, and whether the technology item is presently in their physical possession or not. Employees, or the parent/guardian of the student, will be held financially accountable to repair or replace any system lost or damaged while assigned for their use. This includes but is not limited to loss, theft, vandalism, accidental damage. Repair or replacement will be accomplished by the district, and will be assessed at the same costs normally experienced by the district. General and reasonable wear and tear from extended use is to be expected. Minor scratches and other cosmetic concerns that do not affect the operation, use, or security of the device, other than that resulting from vandalism, will not be financially assessed to the employees, or parent/guardian.

Unauthorized content
Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed.

District electronic mail (email) and online collaboration tools
District email and online collaboration tools may be provided to students for district and school-related communications.

Students shall monitor their district email and other communication accounts as directed by their teachers and school administrators.

District email users shall not:

- use district accounts for personal communications or encourage personal communications to be sent to these accounts
- use a district email address as an identifier for purposes not related to legitimate school activities
- use or provide personal email accounts of any type for district communications
- give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the district unless expressly authorized to do so
- use email in any manner that could reasonably be expected to cause strain on any computing facilities or interfere with others' use of email or email systems, including forwarding chain letters or sending large numbers of unsolicited or unnecessary messages

Assigning student projects and monitoring student use
The district will make reasonable efforts to ensure that district technology, the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of district technology, help students develop the intellectual skills needed to discriminate among information sources, identify information appropriate to their age and developmental levels, and evaluate and use information to meet their educational goals.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

All students shall be supervised by staff while using the Internet or electronic communications. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

Student use of district technology is an essential tool for student learning
Use of district technology, the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of district technology, the Internet and electronic communications is an essential learning resource. Failure to follow the use procedures contained in this policy may result in the loss of these essential tools and restitution for costs associated with damages, and may result in school disciplinary action, including suspension or expulsion, and/or legal action. The district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's acceptable use agreement.

School district makes no warranties
The district makes no warranties of any kind, whether express or implied, related to the use of district technology, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using district technology, the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

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LEGAL REFS.: 20 U.S.C. 6751 *et seq.* (*Enhancing Education through Technology Act of 2001*)
47 U.S.C. 254(h) *(Children's Internet Protection Act of 2000)*
47 C.F.R. Part 54, Subpart F (*Universal Support for Schools and Libraries)*
C.R.S. 22-87-101 et seq. *(Children's Internet Protection Act)*

CROSS REF.: JICJ, Use of Electronic Communication Devices

Pueblo School District No. 60, Pueblo, Colorado