



Book	Policy Manual
Section	7000 - Students
Title	Student Use of Personal Technology
Code	7318
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STUDENT USE OF PERSONAL TECHNOLOGY

The Board of Education seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience and expand their global learning opportunities. Additionally, the use of personal technology devices is ubiquitous in today's society and standards for student use during non-instructional time should adapt to this change. This policy defines the use of personal technology during instructional and non-instructional times and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's Code of Conduct, and the Dignity for All Students Act.

Personal technology includes all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of personal technology includes, but are not limited to, Chromebooks, iPad, laptops and cell phones, as well as any device with similar capabilities. Unacceptable devices shall include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

Instructional purposes include, but are not limited to, approved classroom activities, research, college admissions activities, career development, communication with experts, homework and other activities as deemed appropriate by school staff.

Personal technology use by students is permitted during the school day for educational purposes and/or in approved locations only. Teachers will indicate when and if classroom use is acceptable. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in such use.

Appropriate use of personal technology during non-instructional time is also allowed if students follow the guidelines in the AUP and Code of Conduct. Non-instructional use includes texting, calling and otherwise communicating with others during free periods and in common areas of the school building such as the hallways, cafeteria, study halls, buses and student lounges. Other non-instructional uses may include such things as Internet searches, reading, listening to music, and watching videos. This use during non-instructional time must be conducted in a safe and unobtrusive manner. Devices must be in silent mode to avoid disrupting others.

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to School. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.

The Board expressly prohibits use of personal technology in locker rooms, restrooms, Health Offices and any other areas where a person would reasonably expect some degree of personal privacy.

Students are not permitted to use personal technology devices in school or at school functions until they have reviewed the AUP, the applicable sections of the Code of Conduct and associated technology guidelines. The District reserves the right to restrict student use of District-owned technologies and personal technology on school property or at school-sponsored events, at the discretion of the administration.

Students must follow the guidelines for use set out in the District's Code of Conduct and the Acceptable Use Policy at all times. Consequences for misuse will follow guidelines in the District's Code of Conduct.

Cross References

7552 - Bullying Peer Abuse In The Schools

7555 - Dignity For All Students Act

8271 - Student Use of Computerized Information Resources (Acceptable Use Policy)

8272 - Children's Internet Protection Act: Internet Content Filtering/Safety Policy



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STUDENT USE OF PERSONAL TECHNOLOGY REGULATION

This regulation defines the use of personal technology during instructional and non-instructional time and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District Code of Conduct, and the Dignity for All Students Act.

Definitions

Personal technology includes all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of personal technology shall include, but are not limited to, Chromebooks, iPads, laptops and cell phones, as well as any device with similar capabilities. Unacceptable devices include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers and televisions.

Instructional purposes include, but are not limited to, approved classroom activities, research, college admissions activities, career development, and communication with experts, homework and other activities as deemed appropriate by school staff.

Inappropriate communication includes, but is not limited to: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, or disrespectful language or images typed, posted, or spoken by students and staff; information that could cause damage to an individual or the school community, or substantially disrupt or create the potential for substantial disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

General Use

1. Personal devices must be approved for use during instructional and non-instructional time and on the District computer network. Students must complete and return Form # 7318F to the Building Principal or his/her designee for approval, prior to the use of personal devices.
2. Students must take full responsibility for the device and keep it with them at all times or safely store in their lockers.
3. Students and their parents are responsible for the proper care of their device, including any costs of repair, replacement, upgrades or modifications needed to use the device at school.
4. The District reserves the right to inspect a student's personal device if there is reason to believe that the student has violated District policies, school rules or engaged in other misconduct while using his/her personal device.
5. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. Taking photographs, recording or videotaping without an individual's consent can be considered an invasion of privacy. The distribution of any unauthorized photos, media or recordings may result in discipline.

including, but not limited to, suspension, criminal charges, and expulsion.

6. Students should only use their device to access instructional materials, contact staff and fellow students, and access instructional and research software and applications. Students may not access confidential files or other inappropriate records on the District network.
7. Students and parents should not use personal technology to circumvent school rules on excuses, dismissals, absences and the like. Parents/guardians should call the School Office rather than contacting their children directly on their personal devices. The school will contact the student for the parent. Parents may text students, but should not expect a reply during instructional time.
8. Students are discouraged from sharing personal devices. If a student uses the personal technology device of another student and commits a violation of District policy, both students may be liable for consequences resulting from such use.
9. The District assumes no responsibility for the loss, destruction, misuse or theft of any personal technology device that is brought to school at any time, or to a school sponsored activity.
10. Students may not utilize any technology to harass, threaten, bully, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated. Any cyberbullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary action. Violations of this nature must be reported to the state as part of the Dignity for All Students Act.
11. Any action that is generally considered a violation of the Code of Conduct will also be considered a violation if done using a personal technology device. Actions such as bullying, discrimination, harassment and plagiarism will not be tolerated in any format.
12. Violation of these regulations may result in the confiscation of the device and may lead to disciplinary action as outlined in the District Code of Conduct.

Instructional Use

Student use of personal technology during instructional periods is limited and will be granted at the discretion of the classroom teacher and/or Building Principal. Students will follow teacher directions for online lessons and searches. Students must comply with all teacher and administrator requests related to the use of the personal device. If a student's use of personal technology is disruptive to other students or in any way inhibits their learning, the privilege of use can be revoked at the teacher's discretion. If a student uses his/her personal device outside the approved usage as designated by the teacher or staff during class time, the student will receive disciplinary consequences as outlined in the District Code of Conduct.

Non-Instructional Use

Student use of personal technology during non-instructional periods is permitted, provided that it does not create a substantial disruption to the school environment.

1. Students must be aware of the appropriateness of usage and communications when utilizing district or personal devices. If a student is told to stop inappropriate usage, that student must cease the activity immediately.
2. All ringers and audible devices must be turned off or disabled. Personal devices should be placed on silent or vibrate mode to minimize noise and disruption.
3. While using school transportation (i.e., the school bus or any District means of transportation) use of devices is permitted as long as the device is in silent mode or used with headphones. Students will be allowed to text, privately listen to music and play games during transport times.
4. If students need to contact a parent during transportation or at a school event, they should text, or ask the school staff in charge for permission to use their device to make a phone call.
5. The use of any personal technology is prohibited in locker rooms, Health Offices, restrooms or any other area where an individual would have a reasonable expectation of privacy.
6. During an emergency or drill situation, students are expected to follow directions of staff. Therefore, use of personal devices should only be used to support emergency efforts and should otherwise be turned off.
7. All rules on use of personal technology remain in effect during all off-campus activities such as field trips, sporting events, music competitions, and/or other school sponsored events.

Exceptions

The Building Principal may, on a case-by-case basis, approve the possession and use of a personal technology device, by a student for the following reasons:

1. Health, safety or emergency reasons;
2. Use as outlined in an individualized education program (IEP);
3. Use by a student who is a member of a volunteer fire company, ambulance or rescue squad with pre-approval;
4. Use by a student who has a need for a device due to his/her medical condition or that of an immediate family member;
5. Other reasons as deemed appropriate by the Principal.



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STUDENT USE OF PERSONAL TECHNOLOGY FORM

All student use of personal technology is governed by the Student Acceptable Use Policy, the Student Use of Personal Technology policy and regulation, and the Code of Conduct. Any student requesting use of personal technology within the Union-Endicott Central School District must read and sign this agreement with his/her parent and return it to the homeroom teacher prior to use.

1. The student takes full responsibility for his/her device and keeps it in his/her possession at all times. The school is not responsible for the security of the device. The District is not responsible if the device is lost, stolen or broken.
2. The student and his/her family are responsible for the proper care of his/her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated District policies or regulations, the Code of Conduct, or has engaged in other misconduct while using his/her personal device.
4. The student must comply with all teacher and administrator requests related to the use of personal devices.
5. The student may not use the device to record, transmit or post photos or video of a person or persons on campus without their permission. Images or video recorded for instructional purposes cannot be transmitted or posted without permission of the teacher.
6. The student should only use his/her device to access relevant files, software, email, apps and Internet content necessary for instructional use and appropriate and authorized personal use. Confidential files and student records may not be accessed.
7. Students and parents should not use personal technology to circumvent school rules on excuses, dismissals, absences and the like. Parents/guardians should call the School Office rather than contacting their children directly.
8. Students are discouraged from sharing personal devices. If a student uses the personal technology device of another student and commits a violation of District policy, both students may be liable for consequences resulting from such use.
9. Students may not utilize any technology to harass, threaten, bully, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated.
10. Students must be aware of the appropriateness of usage and communications when using any device. If a student is told to stop inappropriate usage, that student must cease the activity immediately.
11. The use of any personal technology is prohibited in locker rooms, Health Offices, restrooms or any other area where an individual would have a reasonable expectation of privacy.
12. Violations of any District policies including the AUP, administrative regulations, the Code of Conduct, or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.

DETACH AND RETURN TO HOMEROOM TEACHER.

Student's name _____ Homeroom Teacher _____

Parent's name _____

Type of device to be brought to school _____

I have read and understand the above terms and agree to abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of network and/or device privileges as well as other disciplinary action. As a parent I understand that my child will be responsible for abiding by the above policy and guidelines as outlined here and as stated in the student AUP and Code of Conduct. I have read and discussed them with her/him and he/she understands the responsibility he/she has in the use of his/her personal device. I understand that the District is not liable if the device is lost, stolen or broken.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____