Technology Policies and Procedures

(Revised Jan 2017)

**Technology Guidelines**

**Summary of Guidelines for Student Technology Use:**

During regular school hours, the following rules will apply:

* Cell phone/Tablet use is prohibited in the hallways.
* Headphone use is prohibited in the hallways.
* Classroom use must be academically focused and teacher directed.
* Cafeteria usage is acceptable unless otherwise prohibited.
* NO FILMING (Photos or Videos).
* All school rules apply to technology use, i.e. bullying, language, and content.
* The supervising teacher has the final say.
* The students and parents must understand the School/System administration reserves the right to access information from all technology devices for any information that may be needed to enforce school policy or rules. Refusal to cooperate in accessing information may result in forfeiture of technology and subsequent turnover of technology to law enforcement officials in order to access information where school or student safety is concerned.

**Consequences:**

1st Offense - Device taken for the rest of the day and notification sent to parent.

2nd Offense - Device taken and parent must retrieve from Principal/Superintendent. (At this point, some type of description or details of the reason for taking up the technology needs to accompany the device to the principal’s office.)

3rd Offense- Device taken, parent conference, punishment from Principal/Superintendent.

**Purpose of the Technology Policy**

*Due to an increase in personal and easily accessible technology, Taliaferro County Schools K-12 is installing new guidelines for technology use on school grounds. The use of technology on school grounds should be to the benefit of all users— “technology” in this document refers to any electronic device used by students and staff. District-owned technology and internet access should be used to enhance learning, teaching, and district operations. All forms of electronic communication and uses of technology should be in a manner that improves life-long learning and clarifies understanding in all aspects of education. We know that the consistent use of technology in the learning environment will appropriately equip our students for the challenges of the 21st Century work environment. The resources and tools available for access will significantly expand the abilities of students and staff by assisting them in analyzing, synthesizing, and publishing information.*

*All users, whether students, staff, or visitors, are expected to use the available resources in a responsible, efficient, ethical, and legal manner which adheres to the mission of Taliaferro County Schools and Georgia Laws. The use of and access to resources on campus is a privilege which may be revoked or limited at any time for inappropriate behavior or abuse. Any user that accesses these resources accepts responsibility for all actions as a result of that access and may have disciplinary or legal action taken against said user.*

*The purpose of this document is to provide guidance to all users in regards to the appropriate use of technology and district resources on campus grounds. All use of district resources should be in a manner that maximizes benefits, provides a safe environment, and insures security of confidential information.*

**Legalities:**

CIPA - The Children’s Internet Protection Act is a federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the Internet on school and library computers.

What CIPA requires: Schools and libraries subject to CIPA may not receive the discounts offered by the E-Rate program unless they certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, on computers (including mobile devices) that access the Internet by minors.

Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors; and Schools and libraries subject to CIPA are required to adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called “hacking,” and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors’ access to materials harmful to them.

Schools and libraries are required to certify that they have their safety policies and technology protection in place before receiving E-Rate funding.

CIPA does not affect E-Rate funding for schools and libraries receiving discounts only for telecommunications, such as telephone service.

An authorized person may disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purposes.

CIPA does not require the tracking of Internet use by minors or adults.

FERPA – Family Educational Rights and Privacy Act - A Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records and specifies how districts should handle requests for student information.

HIPAA – Health Insurance Portability and Accountability Act of 1996 – A federal law to establish national standards for electronic health care transactions and national identifiers for providers, health plans, and employers. It also addressed the security and privacy of health data.

Child Online Privacy Protection Act (COPPA)—Schools assume the responsibility for complying with the Child Online Privacy Protection Act (COPPA) and the information that students submit online. When offering these online services to children under 13, schools must be cognizant that COPPA is a regulation that requires parental consents for the online collection of information about users younger than 13. Any school using Web 2.0 tools acknowledges and agrees that it is solely responsible for compliance with COPPA, including, but not limited to, obtaining parental consent concerning collection of students' personal information used in connection with the provisioning and use of the Services by the Customer and End Users. Taliaferro County Schools will collect parental notification and consent in the form of a permission slip granting use of Web 2.0 tools for ALL Elementary and Middle school students. This form must be signed on a yearly basis and held on file in the school office.

Cyberbullying – “Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that violates personal rights—including: Intimidation, Bullying, Harassment, Discrimination, Hazing, or Retaliation which disrupts or prevents a safe and positive educational or working environment, or places a person in reasonable fear of physical harm or damage to their property. Any form of cyberbullying, by students or staff is prohibited and will not be tolerated in the School District.

**Use of District-Owned Technology**

The use of district-owned technology is to enhance the educational experiences of students while improving the operational efficiency and teaching by faculty and staff. Any actions that attempt to achieve this purpose in a safe, legal manner are considered acceptable. All actions that do not attempt to achieve this purpose are considered unsafe or detrimental and will be treated as a violation of district policies. Teachers or other supervising adults will enforce appropriate uses of technology resources and the Internet by their students, while monitoring the use, and providing intervention if the resource is not being used appropriately. Training and resources will be provided for staff and students upon request regarding the use of district-owned technology.

Internet users are encouraged to find online resources—such as email, blogs, wikis, and websites—that meet the individual needs of the user. Users should take advantage of the networks many useful functions in order to enhance their experiences. There are many applications that can be used in an educationally beneficial manner as well as applications that can be used in an inappropriate, illegal, or unacceptable manner. Therefore, an adaptive baseline of filtered websites across all K-12 classes has been established.

Although the school has deployed an Internet filtering system and students are supervised when they use the Internet, this does not guarantee that students will not access inappropriate materials or sites that may be considered offensive. Guidelines for accessing the Internet prohibit access to material that is inappropriate for the school environment. Students should report inappropriate access of materials to a teacher, staff member, or parent. Parents are encouraged to discuss responsible use of the Internet with their children at home and how this responsibility extends to using the Internet appropriately at school. District equipment that is used off-site is subject to the same rules as when used on site. However, users should be aware that the web-filter does not work outside of the school’s network.

**Acceptable Use of Personal Technology**

Personal devices, such as cell phones, smart phones, tablets, digital cameras, MP3 players, laptops, and other technology may be used for instructional purposes in the classroom at the discretion of the teacher. The same personal devices may be used outside of the classroom at the discretion of the school. However, use of school resources—such as email, chat, wikis, blogs, and Internet websites—must be done in a responsible and respectful manner.

**Unacceptable Use of Personal Technology Devices**

Students and staff are encouraged to use district equipment whenever possible. Unacceptable use of personal technology devices by students may result in suspension or revocation of technology privileges. Unacceptable use includes, but is not limited to:

• Use of a personal device that violates any of the outlined uses for district-owned technology listed within this document.

• Use of a personal device to gain or give an advantage in a testing situation.

• Use of personal technology devices during class that are not approved by the school or the individual teacher.

• Downloading and installing district licensed software on personal devices unless specifically allowed by the licensing agreement.

**Theft and Loss of Personal Technology Devices**

Taliaferro County Schools is not responsible for loss or theft of Personal Technology Devices. By bringing a personal technology device on campus, the owner of the device is responsible for any damages incurred. If theft or damage occurs, the school will assist in the investigation of the incident (whether theft or damage), but assumes no responsibility to take any inordinate amount of time to recover the technology nor assist in replacing the technology.

**Taliaferro County School District**

**1:1 Student Technology Device Agreement**

**(2nd Draft, Tentative)**

**Access and Support:** This Agreement is entered into between Taliaferro County School District, the Student, and the Parent(s)/Guardian(s) of the Student.

1. **Introduction:** Beginning with the 2017/18 school year, Taliaferro County School District will provide each student a device (i.e., laptop, SurfacePro 4, or iPad), which the student is to use as a positive learning tool in coordination with the District’s curriculum. Although this Agreement authorizes the student’s use of the device for the year, the device is the property of the District and must be returned upon the District’s request or on the last day of the student’s attendance for the school year.
2. **Prerequisites to Receive**: To receive a device to use, the student and his or her parent/guardian must sign and submit to this 1:1 Student Technology Device Agreement.
3. **Applicable Policies**: In using the device, the student is subject to and must comply with District’s Board of Education Policies, Authorization for Internet Access Student Policy, and Student Handbook Policies addressing student discipline, harassment/bullying, and acceptable use of electronic network/technology and their associated administrative procedures and regulations. A violation of any of these policies could result in loss of network privileges, loss of right to use the device, or appropriate discipline, up to and including suspension or expulsion

**Expectations**

1. **Students may not**:
	1. Disrupt the educational process of the school district through non-educational use of the device;
	2. Endanger the health or safety of themselves or anyone else through the use of the device;
	3. Invade the rights and privacy of others at school through the use of the device;
	4. Engage in illegal or prohibited conduct of any kind through the use of the device; or
	5. Violate the conditions and rules of acceptable use of electronic network/technology.
2. **Maintenance of device**. Student must keep the device in good and working condition. In addition to following the manufacturer’s maintenance requirements, students should:
	1. Use only a clean, soft cloth to clean the device’s screen. No cleansers of any type should be used;
	2. Insert and remove cords and cables carefully to prevent damage to connectors;
	3. Not write or draw on the device or apply any stickers or labels that are not property of the District;
	4. Handle the device carefully and ensure others do the same;
	5. Not leave the device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time;
	6. Secure the device when it is out of their sight. The device should not be left in an unlocked locker, a desk, or other location where someone else might take it;
	7. Use a protective carrying case with the device.
3. **Daily Use of device.** Unless otherwise instructed, the device is intended for use at school as directed by the teacher. If students are permitted to use the device, they are responsible for bringing it to class and returning it every day to the appropriate authority.
4. **No Unauthorized Software or Data**. Only legally licensed software, apps, media, or other data is permitted on the 1:1 device. Students will not download software, apps, media or other data (including songs, photos, or videos) without a District employee’s prior approval. Students will not replace the manufacturer’s operating system with custom software (i.e., “jailbreak” the device), or remove/modify the District-installed device configurations.
5. **No Right to Privacy**. The devices are District property; therefore, the District may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school administration may involve law enforcement, if it is possible that the device may have been used for an illegal purpose.

**Additional Terms**

1. **Damage to or Loss of device.** Parent(s)/guardian(s) are responsible for their child’s use of the device, including any damage to or loss of the device.
	1. **Accidental Damage**: In the event of accidental damage to the device which is greater than $50, the parent is responsible for the first $50 of the cost of repair. Taliaferro County School will fund the remainder of the repair.
	2. **Theft**: In the event of theft, upon presentation of a filed police report, the parent is responsible for the first $50 of the replacement cost. Taliaferro County School will fund the remainder of the replacement cost, for a single occurrence.
	3. **Loss**: In the event that the device is lost, the parents are responsible to cover the entire replacement cost. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device.
2. **Hardware or Functionality Problems**. If a problem arises with the functionality of a student’s device, the student must notify his or her classroom teacher of the problem within 24 hours or on the next school day. Under no circumstances may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District staff the attempt to fix suspected hardware faults or the device’s operating system. Do not take the device to any repair shop; the student should report the issue to his/her classroom teacher, who will report it to the District’s Technology Department.
3. **Failure to Return the Device.** If a student fails to return the device and any assigned accessories as directed, the District may, in addition to seeking reimbursement from the student’s parent(s)/guardian(s), file a theft report with local law enforcement authorities.
4. **Internet Filter.** Although the District employs Internet filters and monitors students’ Internet activity at school, it may not filter or monitor students’ Internet access using other connection types (hotspots, etc.). By signing this Agreement, parent(s)/guardian(s) understand and acknowledge this and agree that their child’s use of the Internet on the device by an unauthorized connection is the responsibility of the user. Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people. Parent(s)/guardian(s) assume complete responsibility for the Internet access beyond the network provided by the District. When using the device outside the District, students are bound by the same policies, procedures, and guidelines as in school.
5. **Data as Records**. Data saved to the device is not maintained by the District as public records or as student records. In the event this data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.
6. **Waiver of Device-Related Claims**. By signing below, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. You also agree that the device was delivered in good working order and acknowledge that it must be returned to the District in good working order. By signing this Agreement, you waive any and all claims you (and your heirs, successors, and assigns) may have against Taliaferro County School, its Board of Education and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.
7. **Indemnification for device-Related Claims**. To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Taliaferro County School, its Board of Education, and its individual Board members, employees and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.

**Agreement and Signatures**

Use of devices on the Taliaferro County School network is a privilege that supports school appropriate learning. The consistent operation and maintenance of the computer network and equipment relies on users adhering to established guidelines. Therefore, by signing this agreement, users acknowledge that they have read the 1:1 Student Technology Device Agreement and understand the District’s expectations and the student’s responsibilities.

By signing this agreement, students and parent(s)/guardian(s) agree to abide by the restrictions outlined in the 1:1 Student Technology Device Agreement. The student’s parent(s)/guardian(s) are responsible for monitoring their child’s Internet access on the device beyond the Taliaferro County School network.

I hereby give my permission to my child to utilize the Taliaferro County School 1:1 provided device. I certify that the information contained on this form is correct.

□ I, along with my child, have read, understand and agree to the District’s 1:1 Device Technology Agreement (Checking of this box and providing a signature signals your acceptance of this agreement)

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_