

Name _____

Discipline: _____

WCPS Responsible Use of Technology Guidelines

I. Purpose:

Parent Initial

Washington County Public Schools (WCPS) recognizes the integral role that anytime-anywhere access has in teaching, learning, and working in the 21st Century.

The school system's technology infrastructure and digital devices ("Technology") are established for the administrative and educational purpose of preparing students for college and career readiness by providing electronic access to a wide range of information and the opportunity to collaborate with people throughout the world. The network will be utilized to increase intra-communication, enhance productivity, and to assist school system employees in advancing professional growth. The network will also assist in the sharing of information with the local community, including parents, service agencies, government agencies, and businesses. This administrative regulation is also designed to guide students and staff in adherence to Family Educational Rights and Privacy Act (FERPA), Children's Internet Protection Act (CIPA), and Children's Online Privacy Protection Act (COPPA) requirements.

Student Initial

II. Background

Parent Initial

The Board of Education is providing employees and students with access to the school system's electronic communication network and technological resources, which includes Internet access. Individuals are responsible for exhibiting the behavior as outlined in the policy on all WCPS sanctioned devices and all WCPS sanctioned digital and social media, just as they are in a classroom or a school hallway. WCPS will provide students and staff with training to inform them about the responsible use of technology, digital privacy, and good digital citizenship. Violation of this administrative regulation may result in disciplinary action up to and including termination (employee) or expulsion from school (student).

Student Initial

III. Definitions

Parent Initial

Within the context of this administrative regulation, the following definitions apply:

- A. Individuals: School system employees, students, parents, organizations, or guests accessing and/or utilizing school system computers and telecommunication services.

Student Initial

- B. Network: The entire school system technological infrastructure that handles voice, video, and data traffic that either begins or ends within school system buildings or surrounding grounds.

- C. Personally-Owned Electronic Device: Any electronic or battery-powered instrument which transmits or receives voice, text, data, pictures, video, or information in any form including, but not limited to, cell phones, laptop computers, smart phones, beepers, two-way radios, tablets, electronic readers, or language translators and which is not owned by Washington County Public Schools (WCPS).

IV. Policy Statement/Procedures

Parent Initial

A. Responsible Use

ALL individuals using WCPS or personally-owned technology on the WCPS network must comply with the following:

Student Initial

1. Individuals may use technology when authorized to do so by an instructor or administrator.
2. Individuals may use personal technology devices as outlined in Board of Education Policy JICJ, "Use of Personally-Owned Electronic Devices," and its accompanying administrative regulation.
3. Individuals are responsible for their behavior while utilizing school system or personally owned technology.
4. Individuals are responsible for taking reasonable precautions to protect WCPS-owned technology equipment against damage and/or theft.
5. Individuals are responsible for all activity on their accounts, passwords, and devices.
6. Individuals will respect others by using appropriate language and constructive criticism when supporting the efforts of others.
7. Individuals will respect online spaces and facilities: by using appropriate edits, uploading only appropriate images and files, and taking care not to delete or damage other student or staff material on any site.
8. Individuals will utilize appropriate local and third party online collaborative spaces to demonstrate exemplary work, advance teaching and learning, and to develop a positive online presence.
9. Individuals are responsible for using WCPS technology and WCPS social media, whether onsite or remotely, in an ethical, responsible, and legal manner. Users will not use the school system network to access, write, or publish material that:
 - a. Depicts profanity, obscenity, the use of weapons, terrorism, or violence.
 - b. Promotes use of tobacco, illicit drugs, alcohol, or other illegal or harmful products.
 - c. Contains sexually suggestive messages or is sexually explicit or obscene.
 - d. Advocates illegal acts.
 - e. Contains language or symbols that demean an identifiable person or group or otherwise infringe on the rights of others.

- f. Provides disclosure, use, and dissemination of personal identification information regarding minors.
 - g. Contains rude, disrespectful, discourteous expressions inconsistent with civil discourse, or behavior or that constitute cyberbullying.
 - h. Advocates violence or discrimination towards other people.
 - i. Circumvents or disables technology protection measures put in place by the Superintendent or his or her designee.
 - j. Knowingly deploys computer viruses or software with malicious intent.
 - k. Violates copyright laws, the privacy rights of others, or plagiarizes.
 - l. Is accessed via another individual's account credentials.
 - m. Causes or is likely to cause a disruption to WCPS activities or the orderly operation of the WCPS.
10. Content transmitted with WCPS technology must adhere to all Board of Education policies.
 11. Reasonable exceptions to these guidelines may be made for students conducting educational research under the direction of a teacher/administrator. Specific permission must be granted regarding the nature of the research to be conducted and the type of files related to that research which might be accessed/created.
 12. The school system is not responsible for, nor does it control, information and content found on outside networks, including the Internet. The school system utilizes a content filter to prevent or minimize access to inappropriate information and content in compliance with the CIPA. Access through cellular networks does not provide the same measures of filtering. Students should only use the WCPS network (not private cellular service) for Internet access while on WCPS property. In addition, students and staff will use Board of Education issued/approved identities (email addresses, Apple IDs, Google Accounts, etc) to register with/enroll in WCPS devices and third party online collaborative digital spaces. All work on school system-owned devices or in support of district efforts are not protected by privacy laws. Users should be aware that all files may be available under Federal and State public information laws and are discoverable in litigation.
 13. WCPS has made every effort to maintain COPPA compliance with regards to district approved online resources, including iTunes and Google. Parent permission will be obtained when students under the age of 13 are instructed to use an online resource/app requiring students to create an account.

B. Personally-Owned Electronic Devices

Parent Initial

1. A student's use of a personally-owned, electronic device during the school day is designed to help him/her become a responsible digital citizen, to enhance classroom activities, and to provide authentic experiences to build skills such as

Student Initial

collaboration, creativity, communication, and critical thinking. These skills aid in preparing a student for 21st Century college and career demands.

2. Appropriate use of a student's personally-owned, electronic device applies from the time the student leaves for school until the time he/she arrives home. Devices may not be used to disrupt the educational environment, violate the rights of others, commit illegal acts, or engage in academic dishonesty.
3. The Board of Education assumes no responsibility for a personally-owned, electronic device if it is lost, loaned, damaged, or stolen.
4. A student is expected to keep his/her personally-owned, electronic device secure at all times and not loan it to others.
5. The use of technology is a privilege, not a right. This privilege can be revoked.
6. Student use of a personally-owned, electronic device during the school day or during school activities is allowed with the permission of a teacher or administrator. Due to confidentiality and privacy concerns, a student may not take photographs or record audio or video in school or during school activities without the permission of a teacher or administrator. When used during the instructional day, teachers will develop the purpose for the classroom usage and its integration into the curriculum. In this way, devices are used to enhance instruction.
7. Student use of a personally-owned, electronic device on a school bus is permitted provided such usage does not disrupt bus operations. Due to confidentiality and privacy concerns, a student may not take photographs or record audio or video on the bus.
8. There should be no expectation that school staff will provide technology support for a student's personally-owned, electronic device.
9. Students will not be required to purchase apps nor will Board of Education purchased apps be installed on a student's personally-owned, electronic device.
10. An exception to the use of a personally-owned, electronic device may be granted by the supervising adult in an emergency situation.
11. A school administrator may take temporary possession of a personally-owned, electronic device if the use disrupts the learning environment, creates safety concerns, contradicts this policy, or violates the confidentiality or privacy of others. Students not using their device for appropriate activities will be asked to

either re-engage in the learning activity or put the device away. If the student does not comply with these directions, they will be referred to the site administrator. Teachers may not confiscate student personally-owned, electronic devices.

See also: Policy GBEE and Administrative Regulation GBEE-R: "Employee Use of Social Media"
Policy JICJ and Administrative Regulation JICJ-R: "Use of Personally-Owned Electronic Device" (*If the policy and reg are not rescinded*)
Policy JK and Administrative Regulation JK-R: "Student Discipline"
Exhibit JK-E: "Washington County Public Schools (WCPS) Disciplinary Guidelines"