

TECHNOLOGY RESOURCES

CQ
(REGULATION)

Note: For information regarding use of the District's technology resources and electronic communications by Board members, see BBI(LOCAL). For student use of personal electronic devices, see FNCE. For additional provisions governing employee use of electronic media, see DH(LOCAL) and the employee handbook. For information regarding District, campus, and classroom websites, see CQA. For information regarding intellectual property and copyright compliance, see CY.

AVAILABLE
TECHNOLOGY
RESOURCES

The Superintendent or designee and the technology coordinator will oversee the District's technology resources, meaning electronic communication systems and electronic equipment.

The District will make technology resources available to staff, students, parents, and the members of the public, as applicable. Available technology resources include onsite Internet access, District-owned hardware and software, District-approved online educational applications for use at school and at home, and digital instructional materials.

The District will make available a list of technology resources for use by staff, students, parents, and members of the public, with information on access, data privacy, and security.

The District will also make available upon request information regarding outside vendors with which the District contracts for cloud-based (online) technology applications, the nature and type of data provided to the vendors, the intended use of the provided data, and safeguards on use of personally identifiable student and staff information.

INTERNET SAFETY
PLAN

The District will develop and implement an Internet safety plan, including acceptable use guidelines for use of the District's technology resources. All users will be provided copies of acceptable use guidelines and training in proper use of the District's technology resources. All training in the use of the District's technology resources will emphasize ethical and safe use.

FILTERING

All Internet access will be filtered for minors and adults on the District's network and computers with Internet access provided by the school.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use,

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discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and online gambling.

ACCESS	Access to the District's technology resources will be governed as follows:
GENERAL GUIDELINES	<ol style="list-style-type: none"><li data-bbox="561 554 1433 653">1. All students and employees will be required to acknowledge receipt of responsible use agreement annually for issuance or renewal of an account. [See CQ(EXHIBIT)]<li data-bbox="561 680 1433 779">2. The District will require that all passwords for District accounts be changed on a regular schedule. All passwords must remain confidential and should not be shared.<li data-bbox="561 806 1433 905">3. Any user identified as a security risk or as having violated District and/or campus use guidelines may be denied access to the District's technology resources.<li data-bbox="561 932 1433 995">4. Resources are to be used mainly for educational and administrative purposes, but some limited personal use is permitted.<li data-bbox="561 1022 1433 1150">5. Students will be assigned individual accounts and passwords for use of District sponsored technology resources, including individual e-mail accounts and District approved online educational resources.<li data-bbox="561 1178 1433 1346">6. Students granted access to the District's technology resources must complete any applicable user training, including training on cyberbullying awareness and response, and appropriate online behavior and interactions with other individuals on social networking websites.<li data-bbox="561 1373 1433 1472">7. Members of the public may be given access to the District's wireless Internet in accordance with guidelines established by the campus or the administrative department.<li data-bbox="561 1499 1433 1591">8. Use of District technology resources by members of the public should not interrupt instructional activities or burden the District's network.

STUDENT PARTICIPATION IN SOCIAL MEDIA	A student may use District technology resources to participate in social media only as approved by the District in accordance with the student's age, grade-level, and approved instructional objectives. This includes text messaging, instant messaging, e-mail, web logs (blogs), electronic forums (chat rooms), video-sharing
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STUDENT TRAINING ON SAFETY AND SECURITY	<p>websites (e.g., YouTube), editorial comments posted on the Internet, and approved social network sites.</p> <p>Students participating in social media using the District's technology resources will receive training to:</p> <ul style="list-style-type: none">• Assume that all content shared, including pictures, is public;• Not share personally identifiable information about themselves or others;• Not respond to requests for personally identifiable information or respond to any contact from unknown individuals;• Not sign up for unauthorized programs or applications using the District's technology resources;• Understand the risks of disclosing personal information on websites and applications using the students' own personal technology resources; and• Use appropriate online etiquette and behavior when interacting using social media or other forms of online communication or collaboration.
APPROVAL OF TECHNOLOGY RESOURCES	<p>[See REPORTING VIOLATIONS, below]</p> <p>The District will ensure that all technology resources in use in the District meet state, federal, and industry standards for safety and security of District data, including a student's education records and personally identifiable information. [See FL]</p> <p>If approved, additional parental notification or permission may be required before use by students.</p> <p>No student 13 years of age or younger will be asked to download or sign up for any application or online account using his or her own information.</p>
REPORTING VIOLATIONS	<p>Students and employees must immediately report any known violation of the District's applicable policies, Internet safety plan, or responsible use guidelines to a supervising teacher or the technology coordinator.</p> <p>Students and employees must report to a supervising teacher or the technology coordinator any requests for personally identifiable information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.</p>

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	<p>The technology coordinator will promptly inform the Superintendent, law enforcement, or other appropriate state agency of any suspected illegal activity relating to misuse of the District's technology resources and will cooperate fully with local, state, or federal officials in any investigation or valid subpoena. [See GR series]</p>
SANCTIONS	<p>Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with applicable laws, District policies, the Student Code of Conduct, and District administrative regulations. [See DH, FN series, and FO series]</p>
TERMINATION/ REVOCATION OF USE	<p>Termination of access for violation of District policies or regulations will be effective on the date the principal or District technology coordinator receives notice of withdrawal or of revocation of system privileges or on a future date if so specified in the notice.</p>

TECHNOLOGY
COORDINATOR
RESPONSIBILITIES

The District has designated the following staff person as the technology coordinator:

Name: Lisa Ham
Position: Director of Instructional Technology
Telephone: 214-780-3070

The technology coordinator for the District's technology resources (or campus designee) will:

1. Assist in the development and review of responsible use guidelines and the District's Internet safety plan.
2. Be responsible for disseminating and enforcing applicable District policies, the Internet safety plan, and responsible use guidelines for the District's technology resources.
3. Ensure that all users of the District's technology resources annually complete and sign an agreement to abide by District policies and administrative regulations regarding such use.
4. Provide ongoing training to all users regarding safe and appropriate use of the District's technology resources, including cyberbullying awareness and response.
5. Ensure that employees supervising students who use the District's technology resources provide training emphasizing safe and appropriate use.

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6. Collect and maintain evidence related to incidents involving the District's technology resources, as requested by the administration.
7. Notify the appropriate administrator of incidents requiring District response and disciplinary measures, including incidents of cyberbullying.
8. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed. [See CY]
9. Ensure that District-maintained cloud-based applications that use or maintain student or staff data are compliant with the Family Educational Rights and Privacy Act (FERPA), the Children's Internet Protection Act (CIPA), and other federal and state law.
10. Coordinate with the business office to ensure that vendor contracts for cloud-based applications that use or maintain student or staff data are compliant with FERPA, CIPA, and other federal and state law.
11. Review requests from professional staff for use of additional online educational resources, including review of the terms of service or user agreements to ensure compliance with District standards, and applicable law.
12. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student safety online and proper use of the District's technology resources.
13. Coordinate with the District's records management officer to develop and implement procedures for retention of electronically stored records and establish a retention schedule for messages that are considered local governmental records.
14. Set limits for data storage, as needed.

USE OF PERSONAL
TELECOMMUNICA-
TIONS OR OTHER
ELECTRONIC DEVICES
FOR INSTRUCTIONAL
PURPOSES

The following rules will apply to student use of personal telecommunications or other electronic devices for on-campus instructional purposes:

1. Agreements for responsible use of the District's technology resources and personal telecommunications or other electronic devices for on-campus instructional purposes must be signed annually by both the student and the parent. [See CQ(EXHIBIT)]

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2. When using devices for instructional purposes while on campus, students must use the District's wireless Internet services and are prohibited from using a personal wireless service. Any attempt to bypass the District's filter will result in loss of privileges and disciplinary action as required by the Student Code of Conduct.
3. When not using devices for instructional purposes while on campus, students must follow the rules and guidelines for non-instructional use as published in the student handbook and policy FNCE.
4. District staff should avoid troubleshooting or attempting to repair a student's personal electronic device. The District is not responsible for damages.
5. The District is not responsible for damage to or loss of personal devices brought from home.

Violation of these rules may result in suspension or revocation of system access and/or suspension or revocation of permission to use personal electronic devices for instructional purposes while on campus, as well as other disciplinary action, in accordance with the Student Code of Conduct.