SSMS ELECTRONIC DEVICES AND TECHNOLOGY POLICIES: 2016-17

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones. However, these devices must remain **completely off** and stored in the student's backpack or bag from the time the student enters campus in the morning until the final bell rings at 3:35 pm. Students who do not carry a bag or backpack must turn the phone into the front office for safe keeping until the end of the school day.

The use of mobile telephones or any device capable of capturing still images or video recordings is <u>strictly prohibited</u> in locker rooms and/or restroom areas while at school or at a school-related or school-sponsored event. Violation of this policy may result in disciplinary action.

If a student chooses to disregard the policies outlined above during the school day, the device will be confiscated and the student may receive disciplinary consequences. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of $15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students might be encouraged by teachers to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval from the teacher before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off and kept in a bag or backpack during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

The mission of the Sulphur Springs Independent School District is to provide students with the skills that will prepare them to adapt and excel in a fast-changing world, enabling them to lead productive lives. The district shares with parents and the community the responsibility of promoting high standards and expectations as we provide opportunities for all students within our diverse community to attain personal growth and to become lifelong learners.

The District aim is to ensure that graduates are prepared for the world. Responsible use of technology is essential as we work to build skills in creative problem solving, skilled communication, peer to peer and student to teacher collaboration, critical thinking, and digital literacy. We believe that these skills are essential for all learners of all ages.

The district has certain safeguards in place to keep students safe, legal and responsible. The guidelines outlined here apply to all SSISD computer networks (including the devices made available to them), and all devices connected to those networks (whether on district grounds, or off).

SSISD will provide access to help students connect on a global scale, but this brings with it great student responsibility. It is important that you read and discuss these guidelines and ask questions if you have them before signing the agreement form. Questions can be addressed to Technology Director – Rodney White or Instructional Technology Coordinator – John Bimmerle. It is your responsibility to follow all rules for appropriate use.

Please note that the Internet is a network of many types of communications and information networks. It is possible that you may run across some material you might find objectionable. While SSISD will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use and any efforts to circumvent the safeguards in place are prohibited. Use of tools like Mobile Air Cards or Mobile Hot Spots are strictly forbidden within district facilities and may result in disciplinary action when discovered.

Responsible Use and Digital Citizenship

Any use described below is deemed **"responsible"** and consistent with the SSISD Responsible Use Guidelines for Technology. The final decision regarding whether any given use of the network or internet is acceptable lies with the Superintendent or designee.

- Use is mainly for educational reasons, but some limited personal use is permitted. (Student email with a District address might mistakenly infer that your message represents the District's point of view) Student e-mail is currently limited to communication within the district only, grades 3-12.
- Use supports and works in line with the educational and administrative purposes, goals, and objectives of SSISD
- Use is limited to your own individual account – you and only you should use that account.   You should never share your password with others
- Use furthers research related to education and instruction
- Use does not violate the student code of conduct or employee standards of conduct
- Use of appropriate online names as well as use of polite and appropriate language/content on all online posts
- Use of websites, content, and media is properly cited with respect to copyright

Unacceptable and Irresponsible use

Any of the following uses is deemed "**Unacceptable and Irresponsible**" and a violation of the SSISD Responsible Use Guidelines for Technology. This list **does not include all** possible violations. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee.

Disciplinary action may be taken for unacceptable and irresponsible use of the network or Internet.

- Unauthorized use of copyrighted material, including violating district software licensing agreements
- Sending or posting messages and/or content that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or intended to bully
- Use of technology resources such as chat rooms, social sites, and games in a manner that causes disruption to the educational program
- Use of school technology resources to encourage illegal behavior or threaten school safety
- Use of any means to disable or bypass the district's Internet filtering system or other security systems
- Attempting to destroy, disable, or gain access to district technology equipment, district data, the data of others, or other networks connected to the district's system, including uploading or creating computer viruses
- Encrypting communications or files to avoid security review

- Posting personal information about yourself or others (such as addresses and phone numbers) other than as needed to conduct school operations
- Forgery of e-mail messages or transmission of unsolicited junk e-mail
- Use related to commercial activities or for commercial gain
- Use that violates the student code of conduct or employee standards of conduct, or is unlawful
- Wasting school resources through the improper use of the computer system
- Use of the internet or other electronic communications to threaten district students, employees, or volunteers, including off school property.
- Use of e-mail or Web sites to engage in or encourage illegal behavior or threaten school safety, including off school property.

Consequences for Inappropriate Use
One or more of the following consequences may be imposed:
- Suspension of access to the system
- Revocation of the network or online account(s)
- Removal of device access
- Other action, including disciplinary action, in accordance with Board policy and/or the Student Code of Conduct (as applicable)

Internet Safety

Safe Online Communication –
- Communicating and collaborating online is important but is not without some risk.
- Students should recognize and avoid inappropriate communications and report anything out of the ordinary immediately to a trusted adult who can help take appropriate steps in reporting.
- The District will work to keep students out of risky situations, but students must do their due diligence to avoid risky online behavior.

Information Privacy –
- Working online requires a certain level of sharing. Students should be cautious about sharing certain personal information with both personal and educational interactions
- Never share passwords
- Never share personal information / Inappropriate photos of yourself
- Never share personal information / Inappropriate photos of others

Internet Privacy –
- Many online applications and websites collect user information for advertising or data collection
- Recognize and analyze online privacy terms, guard against phishing, scamming, and identity theft.
- Understand how and why companies collect information so they can make informed decisions.

Research and Digital Literacy

Searching – Students will use search engines to find information and content. Students will understand the
options available through advanced search techniques.
Source Evaluation – Students will determine validity of information, properly cite sources, and use materials correctly.

Digital Citizenship
Students are expected to keep all communication and activity during the school day should educationally appropriate.
Social Media and E-Mail - @ssisd.net emails are district property and may be reviewed by school personnel
Any online social media classroom use must be approved by the teacher before using class time.
Responsible online conversation – Students need to remember that all online activity creates a digital footprint. This can impact college and career endeavors, and should be positive and productive.
Digital Ethics – As students are required to create content online, they must adhere to rules for using materials of others.
- o Plagiarism is not allowed and all sources should be properly cited according to copyright and Creative commons laws.
- o Students should never attempt to discredit or damage another student's work.

Cheating – Access to digital devices makes cheating easier than ever before, technology should not be used in any way to cheat or share information of content that is not intended to be shared by students.

Cyberbullying – Is the use of digital technologies or mobile devices to harass, threaten, embarrass or torment another student. Minors can be convicted in a court of law of being a cyberbully. This can happen both directly and indirectly. **In order to avoid this, students will:**
- o Identify strategies for dealing with cyberbullying responsibly
- o Analyze and report any offensive online behavior or interactions to a trusted adult
- o Create positive online communities rooted in trust and respect
- o Think before you send or post
- o Recognize and identify factors that intensify cyberbullying, including what role they play in escalating or de-escalating online cruelty.

Students will NOT:
- Publish information that is harmful or embarrassing to others
- Facilitate in the spreading of rumors via online platforms
- Participate in online polls, "bash" sessions, or other communities that are harmful to others
- Use school issued accounts or devices to use any sites that allow users to interact anonymously