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TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

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BYOD (Bring Your Own Device) Technology Acceptable Use

Washington District Schools provides all students access to technology, the district computer network, and the Internet for instructional purposes. Access to school and district software, shared files, the Internet, and other electronic networks will enable students to explore thousands of resources. The district, in accordance with its policies and procedures, will take reasonable precautions to ensure the appropriate use of its network by staff, students, and visitors to the district. However, it is not technically possible to control all materials and users may encounter inappropriate information either by accident or through intentional misuse of the system. The district supports resources that will enhance the learning environment with directed guidance from faculty and staff. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

General school rules for behavior and communications apply. Access is a privilege that entails responsibility and will be provided to all students unless a signed **Internet Use Exclusion Request** is on file at the school. Please be advised that the exclusion request will restrict student use of district Internet access for research and exploration, but the student will still be instructed through the use of Internet-based educational software deemed vital to your child's educational success. The Student will also still use the Internet for computer based testing. Users will comply with district standards and will honor the *Technology Acceptable Use* policy. At any time an administrator or representative may review files and communications to maintain system integrity and insure that users are using the system responsibly. Furthermore, students will be instructed on cyber-bullying and the effective use of social media.

WCSD is committed to moving students and staff forward in a 21st century learning environment. WCSD recognizes that it does not have the financial resources to provide new technologies to every student. In an effort to bring more technology tools into our classrooms and to leverage student-owned technology, WCSD will allow personal technology devices to be brought on campuses and onto our network. Students bringing such personal devices to school must follow all Florida law, WCSD policies, the *Technology Acceptable Use* policy, and the guidelines set forth in this document. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

As part of this plan, WCSD is introducing a Bring Your Own Device (BYOD) pilot program in the 2012-13 school year, which will allow students and staff to access the wireless network using their own technology devices (laptops, smart phones, iPads, eReaders, tablets, etc.) during the learning day. With administrator and classroom teacher approval, students may use their own devices in the classroom to access **educational resources**. WCSD is providing wireless connectivity as a service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the WCSD wireless network is entirely at the risk of the user, and WCSD is not responsible for any loss of information that may arise from the use of the wireless connection, or for any loss, injury, or damages resulting from the use of the wireless connection.

CHAPTER 8.00 – AUXILIARY SERVICES

It is one of the technology goals of the district to ensure that each user's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through WCSD- or personally-owned devices inside or outside of our schools that degrades or defames other users, or members of our community is unacceptable. WCSD also recognizes that users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity are considered to be included in this *Technology Acceptable Use* policy.

Guidelines

- WCSD is not liable for the theft, loss, or damage of students' personally-owned devices. The student is fully responsible, at all times, for personally-owned devices brought to school. Students are responsible for personal devices at school functions and on the school bus, as well. Any time a theft or damage occurs, the principal or assistant principal should be contacted immediately to make him/her aware of the offense. Bringing your own technology device to school can be useful; however, some risks are involved. It is always a good idea to record the device's serial number in case of theft or loss. It is recommended that decals or other custom identification be used to identify your device from others. Additionally, protective cases are encouraged.
- WCSD will not be responsible for any device charges that may be incurred by using the personal device.
- Approved devices must be in silent mode while on school campuses, unless otherwise allowed by a teacher or administrator. Devices must be in silent mode / off for the duration of any bus transportation.
- Students may not use devices to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and personal text/instant messaging).
- Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.
- Printing from personal devices will not be possible.
- Gaming devices are NOT allowed. Acceptable devices include (but are not limited to) laptops; netbooks; notebooks; iPads; eReaders; tablets; iPod Touch; and smart phones.
- WCSD will not provide repair or software installation services to any personal device.
- Device use is limited exclusively to classrooms participating in the BYOD pilot program. Outside these classrooms, all electronic devices should be turned off and should not be visible. Teachers have the final say on procedures in the classroom. Students may use technology at the discretion of the teachers as the lesson warrants the use. Teachers make the final decision for any tools used in the classroom; student-owned equipment will be treated no differently. Students must comply with all teacher requests regarding technology (such as shutting down, closing the screen, etc.) It will be up to the individual teachers to communicate their expectations to parents and students.
- Wireless Internet access is available - not guaranteed - for each classroom situation.
- No device, personal or otherwise, may be used to record, store, transmit, or post any type of image, sound, or video of a person or persons on campus during school activities and/or hours, unless directed or approved by a teacher or administrator for specific educational purposes
- Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices, such as but not limited to cell phones / cell network adapters, are not permitted to be used to access outside Internet sources at any time.
- If reasonable belief exists that a student has violated the terms of this agreement or other school policy, the student's device may be inspected and/or confiscated. Subsequent or additional

disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by WCSD administrators.

- Personal devices are not required for any class; therefore a grade cannot be taken. Students will face no penalty if they don't bring their own device to school, and alternative modes of participation will be available.
- Parents/guardians who sign the Internet exclusion form are restricting their child's/children's use of all online resources (accessed both on district- and personally-owned devices). The rules outlined in the *Technology Acceptable Use* policy apply for Internet use of any kind. Furthermore, it is not the responsibility of WCSD staff to ensure students have not accessed the Web on their personal technology devices.
- The use of personal devices on the WCSD network is permitted only on specially-designated networks. When a student, parent/guardian, or employee connects a personal computing device (including, but not limited to, laptops, flash drives, and cell phones) to a WCSD-operated network they are subject to the same levels of monitoring and access as any WCSD technology device. Any and all access through the wireless network may be monitored and/or recorded for the purposes of network security and student safety. Students should have no expectation of privacy in any communication sent by e-mail or in regard to Internet or network access. All content stored on personal devices is subject to public records law.
- Access to the network may be blocked, suspended, monitored, or terminated at any time for any reason. The network access is provided "as is" without warranties of any kind, either expressed or implied.
- Students will not attempt to bypass the network filter. Student filtering is required by federal law of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the tool you use to access it while in a public school. Personally-owned laptops, phones, tablets, etc., may be used to access the WCSD network. The network belongs to WCSD and will be filtered. In addition to content filtering controls, adult supervision is present; however, inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest administrator. Students will be held accountable for any deliberate attempt to circumvent WCSD technology security and supervision. Students using devices while at school are subject to the terms and conditions outlined in this document and are accountable for their use.
- Students that bring personal devices on school premises and attempt to infect the network with a virus or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of WCSD policy and may result in disciplinary actions.
- Violating the terms of the *Technology Acceptable Use* policy will be considered a student code of conduct violation and will be dealt with by the school and/or district administrator(s). It is a privilege rather than a right for students to bring personal devices to school. When the policies are followed, the learning environment will be enhanced. However, when policies are abused, the privileges may be taken away and confiscation and/or disciplinary action may occur.

WCSD will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or 'get around' the content filter are strictly prohibited, and will be considered a violation of this policy. WCSD will also monitor the online activities of users through direct observation and/or other technological means. WCSD reserves the right to take immediate action regarding activities 1) that create security and/or safety issues for the WCSD network, users, schools, network, or computer resources; 2) that

expend WCSD resources on content it determines lacks legitimate educational content/purpose; or 3) other activities as determined by WCSD as inappropriate.

Inappropriate Activity
1. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
2. Criminal activities that can be punished under law.
3. Selling or purchasing illegal items or substances.
4. Obtaining and/or using anonymous email sites, spamming, or spreading viruses.
5. Causing harm to others or damage to their property.
6. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
7. Deleting, copying, modifying, or forging other users' names, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email.
8. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
9. Using any WCSD computer or personally-owned devices to pursue "hacking" - internal or external to WCSD - or attempting to access information protected by privacy laws.
10. Accessing, transmitting or downloading large files, including "chain letters" or any type of peer-to-peer file sharing.
11. Using websites, email, networks, or other technology for political uses or personal gain.
12. WCSD Internet and intranet property must not be used for personal benefit.
13. Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
14. Advertising, promoting non-WCSD sites or commercial efforts and events.
15. Users must adhere to all copyright laws.
16. Users are not permitted to use the network for non-academic related bandwidth-intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.
17. Users may not use audio recording devices (video camera or device with a camera, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member and those whom they are recording.
18. School administration and WCSD technology staff may search the users' devices if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.

In using the network and Internet, users should not reveal personal information such as home address or telephone number. Personally identifiable information concerning students may not be disclosed or used

in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

A "Usage Permission Form" must be completed by the owner of the personal device or peripheral equipment and by the issuing principal or supervising administrator before a personally-owned computing device or peripheral can be used on District premises and/or at District-sponsored events. The form will specify the sanctioned uses of the device or peripheral, the responsibilities of the owner of the device or peripheral (including the responsibilities of the parent or guardian in the case of sanctioned student usage, as acknowledged by a witnessed signature), the responsibilities of the school or District department sanctioning the District usage, and the serial #, model #, and manufacturer of the device or peripheral (see detailed explanation of these responsibilities and sanctioned usages in the language below). A copy of the District "Usage Permission Form" appears at the end of this addendum. The original District "Usage Permission Form" will be kept on file at the issuing school or District department, and a copy will be provided to the student.

Washington District Schools supports and respects each family's right to restrict access. If you choose to restrict your child's access, please fill out the Internet Use Exclusion Request and return it to the school.

Student Media Usage
To enhance communication with parents, Washington District hosts websites for each school. School staff members may publish student photos and/or work unless a **Student Media Exclusion Request** is on file at the school.

These guidelines will be followed:
- Only students' first names will be published with photos and/or work.
- Copyright notices will appear on all sites to eliminate the use of students' photos and/or work without express written permission from the parent.

Washington District Schools supports and respects each family's right to restrict release. If you choose to restrict your child's media being published on any district-related website, please fill out the Student Media Exclusion Request and return it to the school.

BYOD - Usage Permission Form

This form defines the terms of District sanctioned usage of personally-owned and individually issued computing devices and/or peripheral equipment. The terms of this sanctioned usage are permissible as defined and permitted through the processes and criteria contained in the *Technology Acceptable Usage* policy. This sanctioned usage can be withdrawn at any time as defined and permitted through the processes and criteria contained in those documents.

_____
Date of sanctioned usage issuance   Date of withdrawal of sanctioned usage

Device/equipment is:
Personally owned_____
District owned and individually issued_____ __

Manufacturer_____Model name/number_____

Serial number_____MAC Address_____

District property number_____

_____
School or district department sanctioning usage

_____
Principal or district department administrator sanctioning usage (print)

_____
Employee or student granted sanctioned usage (print)

_____
Parent/guardian of student granted sanctioned usage (print)

I have reviewed, understand, and agree with the information supplied above. I have reviewed, understand, and agree with the terms of liability and indemnification regarding personally owned and individually issued computing devices and/or peripheral equipment as defined in the Technology Acceptable Usage policy.

_____
Principal or district department administrator sanctioning usage (signature)

_____
Employee or student granted sanctioned usage (signature)

_____
Parent/guardian of student granted sanctioned usage (signature, witnessed at school site)