

## **Appropriate Use of Technology**

### **Staff and Students**

No. 363.2  
(A) 5-13-02  
(R) 5-14-12  
(R) 9-10-12  
(R) 1-12-15

#### **Philosophy**

The School District of Lodi uses technology resources, including the Internet, as a tool for research and education. The Board of Education supports the use of its technology resources and its Web resources, including the Internet, to access resources and reference materials to meet educational and information needs.

The terms “technology resources,” “networks” or “computers” used in the District policy are generally synonymous and include laptop computers, desktop computers, cell phones, telephones, servers, storage media, handheld devices, pagers, printers, scanners, software and other District-owned or contracted-for electronic communication equipment. Technology resources, like any other school property, are owned by and the property of the District or subject to the District’s rights under contract and law. Technology resources must be used in the interests of the District and for the educational purposes for which it was intended. Users are required to follow the guidelines outlined in this policy, administrative guideline and other related policies, guidelines and rules.

Web resources are a collection of tools that enable interaction on the Internet. Web resources include the Internet, blogs, wikis, podcasts, social-bookmarking, social networking sites, multi-user role-playing environments, video games and other forms of electronic communication. The District permits responsible and safe use of these tools for instructional and educational purposes. Users are expected to engage in safe and acceptable use of the Web resources. The information available via the Internet is constantly changing. Since it is impossible to predict with certainty what information individuals might locate, making electronic information available to individuals does not imply endorsement of that content by the District.

The use of technology resources and Web resources are considered extensions of the classroom. Therefore, compliance with all District policies, guidelines, rules and acceptable standards of behavior are necessary and required. Any communication that is considered inappropriate in the classroom is also inappropriate in all uses of Web resources. This includes but is not limited to profanity or racist, sexist or discriminatory remarks. The District prohibits users of the District’s network from using, accessing, storing or transmitting inappropriate content. Examples of inappropriate content include offensive, profane, abusive, harassing, sexually explicit, threatening or obscene language or visual depictions, as well as pornography and child pornography.

#### **Limitations/Privileges/Privacy**

Technology resources provided by the District are for educational purposes only. Appropriate uses are those which support the Districts’ mission and vision. Use of technology resources is a privilege. A user will be held responsible for his or her actions and obligations. This privilege may be revoked by the District in its sole discretion. Users of the technology resources will annually review the Appropriate Use of Technology policy. .

The District is not liable for any damage suffered by a user of the system, including but not limited to, loss of data stored on or transmitted by technology resources or interruptions of service. The District is not responsible for any mistakes or negligence, liability, copyright

infringements or other costs incurred by the person using the District's technology resources, or the accuracy or quality of information received over the Web resources. Copyright infringement, which may include the duplication of software or works, is a violation of the law and Board policy.

Users should have no expectation of privacy in the contents of any communications or files on District technology resources or Web resources unless such expectation is granted by the law. The District has access to its technology resources and District-sponsored Web resources, and maintains the right to access, inspect, investigate and monitor all use and its resources, including all files, communications and information created on, with or transmitted using its technology resources or Web resources, and including email, text messages, internet usage, and any other communications or information, without notice to or consent of the user. All such files, communications, or information can be reviewed by the District for any purpose and at any time, and may be subject to monitoring, review and disclosure pursuant to civil and criminal matters, investigatory purposes, or any other lawful reason.

School officials reserve the right to discipline users who violate terms of this policy and procedure, which may result in suspension of technology privileges, legal action, and discipline up to and including suspension and expulsion for students and discipline up to and including discharge for employees.

#### **Parental Opt-Out Provision**

The District will provide students access to technology resources, including the Internet, unless the parent/guardian notifies the appropriate building principal in writing that the District should prevent access to technology resources for his/her student(s). Parents or guardians have the right to view contents of their child's user account or network activity, if possible, accessible and within the confines of applicable law, or to revoke their child's technology permissions, upon written request.

#### **Children's Internet Protection Act (CIPA)**

It is the policy of the School District of Lodi to: (a) prevent access to or transmission of inappropriate content in its computers and over its network through electronic mail or other forms of communication; (b) promote the safety and security of minors using the District's computers, electronic mail, chat rooms, text messaging, instant messaging and other forms of communications; (c) prevent unauthorized access (such as "hacking") and other unlawful activities; (d) prevent unauthorized online disclosure, use, or dissemination of student personally identifiable information; and (e) comply with CIPA – the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and all other applicable laws.

The District uses an Internet content filtering system to limit access to material that is harmful to students, obscene or disruptive to the educational or work environment, and to a lesser degree, high risk activities. The District uses software designed to filter and block access to pornographic Internet sites. The District uses commercially reasonable technology protection measures designed to comply with CIPA's requirements. The District reserves the right to block sites that do not enhance educational activities or are not in compliance with CIPA. No technology measure can block 100% of inappropriate content so the District emphasizes the importance of responsible use and of parent and staff supervision in monitoring use of technology.

#### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to the online collection of personal information from children under 13. School districts must be COPPA compliant in order to receive E-rate funds. The School District of Lodi does not disclose personal information about students on district websites or through any

unsecured Internet communication and staff members are instructed not to allow students to enter personal information on any external website or through any other Internet communication in compliance with COPPA. A consent form must be signed prior to any personal student information or work being placed on any district provided website.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all instructional members of the District and parents to educate, supervise and monitor appropriate use of the online computer network and access to the Internet in accordance with this policy.

The District will promote safe online activity for students and educate students about appropriate online behavior, including interacting with other individuals on social networking websites and cyber-bullying awareness and response. This includes, but is not limited to:

- Teaching students how to locate and evaluate appropriate electronic resources
- Teaching students information literacy skills, including understanding of safety, copyright, ethical practice and data privacy
- Teaching students proper safety procedures when using email, social networking websites, texting, and other forms of direct electronic communication.

Home and personal Internet or other communication tool technology use can have an impact on the District, school and others. If Internet expression creates a substantial disruption at school, offenders may be subject to school disciplinary action and/or legal action. Substantial disruption includes, but is not limited to, any of the following:

- Necessary cessation of instruction or educational activities
- Inability of students or educational staff to focus on learning or function as an educational unit because of hostile environment (including cyber-bullying)
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities
- Exhibition of other behavior by students that substantially interfere with the learning environment
- Endangering the health and safety of others
- Invading the rights of others at school
- Involve illegal or prohibited conduct of any kind

### **Non-District Provided Technology**

The District permits approved use of personal technology devices by students and staff in support of teaching and learning, managing resources, and connecting with stakeholders. Personal devices must meet minimum requirements for network access. Limited use of personal devices is permitted so long as it does not interfere with educational or employment responsibilities and as long as the use does not hinder, disrupt or consume an unreasonable amount of network resources, violate state or federal law, or Board policies.

Users may bring personal devices into the District to access the District network. Personal devices may include laptop computers, portable digital assistants (PDAs), cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices, or other electronics that may be carried on a person. The District is not liable for the loss, damage, or misuse of any personal device including while on District property or while attending school-sponsored activities. Users that make use of any personal technology must follow all rules and guidelines of this policy and related policies, guidelines and rules.

