

Title: Acceptable Use Of Technology For Students

Reference: II.23.20

A. Purpose

Provide a statement supporting the access to information resources and opportunities for collaboration that will provide educational benefit for students.

B. Background

The District realizes that the 21st century student must learn and adapt to the changing methods of digital communications. The importance of employees, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. To this end, the District has developed guidelines to provide direction for students when using technology resources.

C. Definitions

1. Acceptable use of Technology - activities that support learning.
2. Unacceptable use of Technology includes, but is not limited to:
 - a. Violating the rights to privacy of students or employees of Caroline County Public Schools or others outside the school system.
 - b. Profanity, obscenity, or other language that may be offensive to another user.
 - c. Reproduction of materials in violation of copyright law.
 - d. Installing or distributing software or electronic files in violation of licensing.
 - e. Plagiarizing: which is the taking of another's words, ideas, or findings and presenting them without properly crediting or citing their source.
 - f. Acquiring financial gain and/or any other commercial or illegal activity.
 - g. Degrading or disrupting system performance or unauthorized entry into and/or destruction of computer systems and files, including bypassing filtering systems.
 - h. Re-posting personal communications without the author's prior consent.
 - i. Revealing home phone numbers, addresses, or other personal information.

- j. Personal purchases or unauthorized orders using the Caroline County Board of Education name and/or its auspices.
 - k. Violating the policy as outlined in the Caroline County Board of Education Code of Student Conduct.
 - l. Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade or offend others.
 - m. Downloading or installing any software without permission
 - n. Clicking on ads or participating in competitions when using District technology resources (to avoid security risks).
3. Personal Electronic Device (PED) - any device that electronically communicates, sends, receives, stores, reproduces or displays audio, video and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers and personal digital assistants.
 4. Instructional Day - the period of time between the first scheduled bell and the last scheduled bell of the school day and any other time in which instruction occurs.
 5. Digital Communication - Electronic transmission of information.
 6. Web 2.0 - associated with web applications that facilitate participatory information sharing, interoperability, user-centered design, and collaboration on the World Wide Web. A Web 2.0 site allows users to interact and collaborate with each other in a social media dialogue as creators (prosumers) of user-generated content in a virtual community, in contrast to websites where users (consumers) are limited to the passive viewing of content that was created for them. Examples of Web 2.0 include social networking sites, blogs, wikis, video sharing sites, hosted services, web applications, mashups and folksonomies.
 7. Student AUP - Acceptable Use Of Technology For Students

D. Procedures

1. Network Responsibility Provisions
 The Board of Education of Caroline County will provide access, as appropriate, to the District's electronic communication and data management systems, including without limit, its telephone system, computer networks, electronic mail systems, videoconferencing systems, and its Internet and intranet access. The District makes no express or implied warranties for those resources. Caroline County Public Schools cannot completely eliminate access to information that is offensive or illegal and residing on networks outside of the District. The accuracy and quality of information obtained cannot be guaranteed. The District will not guarantee the availability of access to

the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

2. Privacy Statement
Information sent or received cannot be assured to be private. All communications are discoverable in litigation and under the Maryland's Public Information Act [("PIA"), Title 10, Subtitle 6, Part III of the State Government Article ("SG")].
3. Personal Electronic Devices (PED)
 - a. Student use of PEDs must comply with the Student AUP and the District's Bullying Prevention Policy and Regulation.
 - b. Students are solely responsible for PEDs in their possession.
 - c. The use of PEDs shall not be permitted on school buses except when traveling with one or more adult chaperones to events such as field trips or athletic competitions.
 - d. PEDs shall be powered off or silenced during the Instructional Day .
 - e. The possession or use of PEDs during State Assessments is prohibited.
 - f. Students may use PEDs in the following circumstances during the Instructional Day with prior approval from the principal or his/her designee:
 - i. The student is using the device for an educational or instructional purpose with the teacher's permission and supervision.
 - ii. The student has a special medical circumstance for self or family member.
 - g. Student use of Personal Electronic Devices shall be prohibited at all times in areas including, but not limited to locker rooms, fitness rooms and bathrooms.
 - h. Student use of Personal Electronic Devices in violation of Board Policy may result in disciplinary action and/or confiscation of the personal electronic device. Confiscated devices shall only be released and/or returned to the student's parent/legal guardian according to school procedures.
 - i. Transmitting school materials for unethical purposes such as cheating is prohibited.
 - j. Personal Electronic Devices will be confiscated in accordance with the Procedures for Confiscating Personal Electronic Devices (Appendix A).
4. Digital Communication
 - a. Student use of digital communication, including Web 2.0 products, must comply with the Student AUP and the District's Bullying Prevention Policy and Regulation and the District discipline policy.
 - b. Students will not log in as anyone other than themselves except at the direction of a teacher.
 - c. Student use of digital communication, including Web 2.0 products, should reflect the same standards of honesty, respect, and

consideration that is used face-to-face. What is inappropriate in the classroom should be deemed inappropriate when using digital communication tools.

- d. Students may not share District assigned passwords with anyone other than staff and parents.

E. Date Effective: July 1, 2012

F. Date Adopted: November 1, 2011

G. Date Revised: November 2011

Appendix A
Procedures for Confiscating Personal Electronic Devices

1. A student is discovered to be using a personal electronic device (PED) in violation of district policy and regulations.
2. The staff member will ask the student to turn off the PED and hand the PED to them. If the student does not comply, they will be immediately sent to school administration for disciplinary action according to the CCPS Code of Conduct.
3. The staff member will not turn on or view the contents of the PED.
4. The student will be referred to the Principal or designee, who will notify the student of the discipline for violation of school rules concerning PED.
5. A staff member confiscating a PED must:
 - a. place the personal electronic device in an envelope
 - b. seal the envelope
 - c. record the name of the student who possessed the PED, and the date and time at which the PED was placed in the envelope
 - d. sign the envelope
 - e. temporarily store the envelope in a secure location in the classroom
 - f. as soon as possible transport the PED to the main office
 - g. log in the Personal Electronic Device within the confiscation log maintained in the office.
6. The Principal or their designee will determine if there is any suspicion that the PED has been used in a way that possibly violates state or federal laws and may at their discretion turn said PED over to local or state authorities for further investigation. If administration feels that there is no probable cause the PED will be stored at the school in a secured location until a parent or legal guardian of the student retrieves it.
7. To retrieve the PED, a parent or legal guardian of the student will need to come to the main office of the school between normal school hours, or another agreed upon time. The school may ask the person to provide written positive identification and make a copy of the ID for its records.
8. The parent or legal guardian will be given the envelope. He or she will then be required to open the envelope and record the date and time he or she received the PED and provide their signature within the confiscation log.

