# Policy

## Policy Title

**EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES**

## Section 1

### Purpose

The Keystone Oaks School District supports and encourages the use of technology to aid in education and operational processes of the District. The Board recognizes the vast and unique resources that Internet access offers both students and staff. The Board acknowledges the enhancement that technology may provide to the learning process and further recognizes the virtually unlimited information available through the internet.

The Board also recognizes the potential for misuse of the various technology resources available to students, faculty and staff. Nevertheless, it is the belief of the Board that the value of technology used and provided by students in the educational process outweighs the potential risk of misuse. The Board is, however, committed to a policy which seeks to discourage, minimize and avoid any misuse of both student-provided or any other technology.

The purpose of this policy is to acknowledge that student-owned technology devices, hereinafter referred to as “SOTDs,” may offer value to both the student and teacher in a controlled and monitored environment and to set forth expectations for appropriate use of existing and emerging technologies which students may possess including, but not limited to, all devices that can take photographs; record audio or video data; store, transmit or receive messages, data, or images; or provide a

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<td>Title</td>
<td>EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES</td>
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wireless, unfiltered connection to the Internet.

Examples of these electronic devices include, but shall not be limited to, MP3 players, handheld game consoles, cellular phones, and smart phones such as iPhones, laptops or other student-owned computers, as well as any new technology developed with similar capabilities of data storage or transmission.

In the event that a student is unsure whether the restrictions set forth in the Code of Conduct apply to a particular device, it is the student's responsibility to verify with the appropriate classroom teacher or building administrator who shall have the sole discretion to determine whether the device is subject to the Code of Conduct. The District is not liable for the loss, damage or misuse of an electronic device brought to school by a student as the student has the option, but is not required by the District, to bring SOTDs to school.

Section 2

Authority

The Keystone Oaks School District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Students who possess and/or use such devices at school or school-sponsored events must demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

The District reserves the right to restrict student use of District-owned technologies and SOTDs on school property or at school-sponsored events. SOTDs are permitted, but not required by the District, for use during the school day for educational purposes and/or in approved locations only.

The District reserves the right to take appropriate action, which may, depending on the circumstances, include monitoring, inspecting, copying, or reviewing a SOTD or file contained on a SOTD when administration has a reasonable suspicion that a violation of District policy or applicable law has occurred, and the student and student’s parents/guardians agree that the District shall have such rights and there is no expectation of
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privacy that would restrict the District’s exercise of such rights.

If there is reasonable suspicion that a violation of District policy has taken place, the device will be confiscated and delivered to the building administrator. The building administrator shall alert the Superintendent of the situation if a search is requested. The Superintendent must authorize that a search of the device may proceed prior to the search taking place. Only a District administrator may search a SOTD.

If a SOTD is confiscated, parents/guardians must contact the building administrator to retrieve the confiscated device. After two (2) business days, if the device is not retrieved, the building administrator shall turn over the device to the School Resource Officer. Parents/Guardians must then contact the School Resource Officer to retrieve the device.

Section 3 Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about this policy by publishing a notice about this policy in student handbooks and by other efficient methods, including posting the policy on the District’s website. Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee.

Section 4 Guidelines

1. The Keystone Oaks School District teachers and administrators retain full oversight in their buildings and classrooms regarding appropriate, necessary, and/or permissible use of the SOTD. Within the classroom setting the teacher has full discretion as to if and how a device may be used by students.

2. During school hours, all devices are to be kept in silent or vibrate mode.

3. All related School Board policies shall continue to apply in full force including Policy 862 and Policy 262, Internet/E-Mail Use by Students.
4. Access is a privilege, not a right. Students have the option, but are not required by the District, to bring his/her SOTD to school. If a student exercises the option to bring their SOTD to school, the student and the student’s parents/guardians understand that there is a limited expectation of privacy with regard to the SOTD and its content while on school premises. Violations of this policy by a student may result in disciplinary action, including but not limited to, confiscation of the electronic device, banning of the student from using personal electronic devices in school, or criminal prosecution if applicable.

5. Appropriate use of electronic devices shall include any use of such devices for educational purposes, such as educational research, which is specifically authorized by a classroom teacher with approval from the building administration. Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in their use.

6. Any use of electronic devices that leads to the disruption of the instructional/educational processes and/or violates the rights of others is a violation of the Code of Conduct. Use of his/her SOTD to access, store or transmit inappropriate content or engage in any form of bullying or harassment is grounds for immediate SOTD confiscation by District staff, building principal and/or building security.

7. Use of SOTDs shall always be in support of educational goals as identified by each teacher for their specific learning environment and classroom management style.
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<td>8. The Keystone Oaks School District infrastructure is first and foremost provided and maintained for primary benefit of and access by District-owned technology equipment. The District reserves the right to control, monitor, log and restrict in size or content all network use, e-mail, chat conversations and space available on District workstations, laptops, or servers.</td>
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<td>9. Network bandwidth and access is finite and where a decision must be made between student use of technology and reliable use of District computers, District computing equipment will be given first priority.</td>
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<td>10. All District students and parents/guardians shall review this policy and associated technology procedures before students use any school and/or personally owned devices and the student and parent/guardian shall sign a form indicating their receipt and understanding of the student responsibilities set forth in this policy.</td>
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<td>11. Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.</td>
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<td>12. The Keystone Oaks School District, its teachers, or other personnel are not responsible for physical loss, data loss or corruption, theft, or damage to an SOTD.</td>
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<td>13. Student technology support provided for SOTDs will be limited to self-help documents posted on the District Intranet or wiki site.</td>
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<td>14. Many SOTDs contain camera or motion picture recording technology – SOTDs are not to be used to capture pictures or motion recording of other students, teachers, administrators or other individuals without that person’s permission. The distribution of any unauthorized media may result in discipline, including but not limited to, suspension, criminal charges, and expulsion.</td>
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Title 18 Sec. 5701 et seq.
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15. Taking photos or video is strictly forbidden AT ALL TIMES in restrooms and locker rooms.

16. The use of SOTDs is forbidden during assemblies and detention.

17. During fire or other emergency drills or during actual emergencies students should not make phone calls unless absolutely necessary. If a student needs to reach someone, text or email messages are permitted.

18. Devices that are not permitted as an approved SOTD shall be identified as an unacceptable device in the District’s Administrative Procedures and Guidelines in compliance with this policy.

References:

Title 18 (Crimes and Offenses) – Sec. 5701 et seq.

Board Policy – 218, 233, 256, 257