

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The School Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related guidelines govern students' use of the Corporation's personal communication devices (such as, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related guidelines also govern students' use of their personal communication devices (such as, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the Corporation's network, the Corporation's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Corporation may not be able to technologically limit access, to services through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/Guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Ed-Tech users (and/or their parents, guardians if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Corporation's computers/network and Educational Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Corporation's Education Technology are personally responsible and liable both civilly and criminally, for uses of Education Technology not authorized by this Corporation Policy and its accompanying guidelines.

The School Board designates the Superintendent and building administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of the Corporation's Education Technology.

**BOARD OF SCHOOL TRUSTEES  
GARRETT-KEYSER-BUTLER SCHOOL CORPORATION**

PROPERTY  
7540.03/page 4 of 6

P.L. 106-554 (2000), Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
18 U.S.C. 1460  
18 U.S.C. 2246  
18 U.S.C. 2256  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)  
20 U.S.C. 6777, 9134 (2003)  
76 F.R. 56295, 56303

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**Equipment warranty agreements will cover the cost of malfunctions in hardware. Fees will be assessed for damage, vandalism or neglect to the equipment. Please report any damage, vandalism, or neglect to the equipment in a timely manner. The following list contains many of the repairs on equipment, but is not the exclusive list. Charges are subject to change and will be based on the cost of parts and reasonable shipping charges.**

**iPad 9.7”:**

AC Power Adapter (charging brick)

Power Adapter Cord *(\*GKB will issue each student one AC Power Adapter and Cord for the duration in which the device is in circulation (~5 school years). If a student loses or damages either the Power Adapter or Cord, it will be the parent’s responsibility to purchase a new one. It is suggested by Apple to only purchase Apple OEM parts as third party chargers/cords can cause damage to the iPads. Parents will no longer have the option of purchasing a replacement from GKB).*

Case

Glass & Digitizer

Headphone Jack

Home Button Repair and/or Replacement

Power, Volume, & Lock Controls

Speakers

Camera (Front or Back)

Charging Dock

iPad Protective Case

Total Loss (from damage): will be calculated using straight-line depreciation

Lost or Stolen Device: Will be billed the amount it costs to purchase a new device

**Macbook:**

AC Power Adapter

Case

Bezel

DVD Drive

Hard Drive

Camera

MagSafe Module

Keyboard

Trackpad

Screen

Total Loss (from damage): will be calculated using straight-line depreciation

Lost or Stolen Device: Will be billed the amount it costs to purchase a new device

GKB Asset tags will be adhered to all devices distributed by the district to staff and students. Removal of these tags is considered vandalism and will be enforced as such with disciplinary measures.

Technology devices are property of GKB schools and are to be returned in the same condition as when they are issued. Failure to follow this policy can result in charges for repairs or cleaning of the device.

**EDUCATION TECHNOLOGY USERS IN GARRETT-KEYSER-BUTLER  
COMMUNITY SCHOOL DISTRICT**

**Respect Yourself:**

I will show respect for myself through my actions. I will consider the information and images that I post online and will not post personal information about my life and experiences.

**Protect Yourself:**

I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any inappropriate behavior directed at me and will protect passwords, accounts and resources.

**Respect Others:**

I will show respect to others. I will not use electronic mediums to frame, bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are inappropriate and will respect my rights of access.

**Protect Others:**

I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.

**Act With Integrity:**

I will cite sources for media and information. I will purchase, license and register all software. I will purchase my music and other media, and only use it for my personal needs.

**Protect Intellectual Property:**

I will protect intellectual property by purchasing, licensing and registering all software and by purchasing my music and other media while refraining from distributing these in a manner that violates their licenses.

**I agree to abide by the terms and conditions of this policy and its accompanying guidelines.**

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_