



Board Approved July 13, 2021

The East Lynne 40 School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. In addition, the district believes technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impacts student achievement. The East Lynne 40 School District will periodically conduct a technology census to ensure instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this technology and acceptable user policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

The district will charge each student a \$15 Chromebook fee. If families have difficulty paying this fee they should see the Superintendent for assistance.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee. In order to possess and use the borrowed device, one must comply at all times with the expectations found in the Student/Parent Technology Handbook and the district's Technology Usage Policy as approved by the East Lynne 40 School District.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee. In order to possess and use the borrowed device, one must comply at all times with the expectations found in the Student/Parent Technology Handbook and the district's Technology Usage Policy as approved by the East Lynne 40 School District.

East Lynne 40 School District will issue each student/staff a device and charging cord. These items remain the property of the district at all times. The device is on loan to the student and must be used in accordance with the following Policies and Procedures, the district's Acceptable Use Policy (AUP), and any applicable laws – both at home and at school. Use of this device, as well as access to the district network, the Internet, and email is a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of Cassville R-IV School District.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable

laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The East Lynne 40 School superintendent will work with a third party to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor all online users and reserve the right to monitor online activities of all other users. The district will operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent and district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to: supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. District users are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum. All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent

suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Altering or modifying the original district pre-set software image is prohibited. Examples include but are not limited to:

- a. Loading unauthorized software applications
- b. Changing or removing operating system extensions
- c. Changing the device name
- d. Altering the pre-loaded operating system or applications
- e. Altering security software
- f. Taking the computer apart for access to internal parts

Internet access, email, and other media that are accessed, created, or stored on the computers are the sole property of the district. The district has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time for any reason.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

General Reminders for Student Users

- A laptop is assigned to an individual student.
- Students should never "share" or "swap" their laptops.
- Students should never share their laptop password with another student. Passwords should always be kept confidential.
- Laptops should be in a student's possession at all times, or secured in a designated secure area at all times
- Students are not allowed to leave their laptops in school lockers. If a student is participating in an activity that is not conducive to using their laptop (field trip, sporting event, assembly, outdoor activity etc.), they must leave the laptop in a designated secure area.

- Students will not have a right or expectation of privacy for any use of the device or district network.
- Pornographic, obscene or vulgar images, sounds, music, language or materials (including screen savers, backgrounds, and/or pictures) are strictly prohibited according to district guidelines.
- Students will not attempt repairs themselves Any attempted repair will result in a void in the devices warranty and will result in disciplinary consequences.
- Students should only be accessing sites and other internet locations as directed by a staff member.
- Students are not to download music or access other music sites without direct permission from a staff member.
- Accessing outside chat/instant messaging will result in disciplinary action.
- Students will use only school-approved chat/IM utilities.
- E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, staff, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted
- The district reserves the right to limit computer use for any student who develops attendance issues, including truancy. In such cases, the computer will be collected and kept at school. The student will be required to check the computer in and out each day.
- Students should understand district devices belong to the school, and can be checked at any time or taken away at any time for disciplinary reasons.