

Policy IJNDB Use of Technology Resources in Instruction

Issued 10/06; Revised 05/15

Purpose: To establish the board's vision and the basic structure for the use of technology resources in instruction.

Technology is a vital part of education and the operation of the district.

In an effort to promote learning and to expand educational resources for students, the district has made arrangements to provide students and staff with access to various types of technology.

The district's goal in providing this technology is to promote educational excellence by facilitating resource sharing, communication and innovation.

Access to technology is a privilege not a right. With this privilege also comes a responsibility to use this access solely for educational purposes and not for inappropriate purposes.

The district will not tolerate the inappropriate use of technology by any person.

District administrators are directed to develop appropriate guidelines to govern the use of technology and to implement technology protection measures and safety rules as required by the conditions of eligibility for any federal or state technology funding assistance program.

Adopted 7/27/99; Revised 2/15/05, 10/17/06

Legal references:

Federal law:

47 USC Section 254(h) - Children's Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.

S.C. Code of Laws, 1976, as amended:

Section 10-1-205 - Computers in public libraries; regulation of Internet access.

Section 16-3-850 - Encountering child pornography while processing film or working on a computer.

Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

Lexington District One Schools

LEXINGTON (SC) DISTRICT ONE SCHOOLS

I - INSTRUCTION (newly revised)

Policy IJNDB Use of Technology Resources in Instruction

Administrative Rule IJNDB-R Use of Technology Resources in Instruction

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Definition

For the purpose of this policy, technology is defined as, but not limited to, the following.

- collaborative systems including email, cloud storage and document management
- workstations (both desktop and mobile), tablets, smartphones, printers, scanners, and peripherals
- local area networks (both wired and wireless), including but not limited to wiring, routers, access points, controllers, and all other network equipment.
- servers including video servers, file and print servers, database servers, caching servers, Web servers and communication servers
- a wide area network linking all LCSD1 sites into one Intranet
- voice communication systems to include primary systems, integrated voice response/ management systems, automatic dialing systems, voice mail servers, mobile telephones, VOIP phone systems, recording devices and two-way radios
- management systems including data retrieval, device management, grading, instructional, media, textbook student and food service systems hosted either on or off premise
- video systems including but not limited to distance learning equipment, cameras, video conferencing systems, web conferencing systems, intra-district broadcasting, digital signage and all other video equipment
- Software Applications and Mobile Apps
- energy management, physical security systems, and security monitoring systems including camera surveillance systems
- office copier, faxing, imaging and document management systems
- paging, bell and fire alarm systems

Access

Because technology is a vital part of the educational process and the curriculum of the district, students and staff will be provided access to technology including, but not limited to, network, Internet and email services.

The district intends to promote educational excellence in schools through Collaboration, Critical Thinking, Communication and Creativity providing access to a diverse array of technological resources.

Through the network and Internet, students and staff will have access to the following.

- email services
- collaborative storage and editing systems
- district provided software applications, mobile apps, and appropriate digital content
- local, regional, public, state and national library catalogs including reference and research sources

The availability of Internet access provides a unique educational opportunity for students and staff to contribute to the district's presence in the Global Community. This medium of communication provides an opportunity to share information with the community, our nation and the world about the district's curriculum and instruction, school-authorized activities and other related information.

The district provides this instructional resource as an educational tool for staff and students. The smooth operation

of technology relies on the appropriate conduct of its users. These guidelines are provided so that students and staff are aware of their responsibilities when using technology. Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include termination of employment. Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action. in accordance with the district's student code of conduct policy (JICDA) and administrative rule (JICDA-R). Violations of federal or state law may subject users (employee or student) to criminal prosecution.

Access to technology comes with the increased availability of material which may not be of educational value in the context of the school setting. The district makes every effort to monitor and restrict access to known objectionable sites and to controversial or inappropriate materials as required by law. Use of technology and/or Internet access for any purpose that is inconsistent with the educational mission of the district is strictly prohibited.

For the district to provide network and Internet access, all staff and students must take responsibility for appropriate and lawful use of this access. While the schools' teachers and staff will make reasonable efforts to supervise student use of network and Internet access, student and parent/legal guardian cooperation is essential in exercising and promoting responsible use of this access.

Upon accepting this policy, each staff member and student will be given network and Internet access and must abide by Policy IJNDB. A copy of this policy, or access to this policy, will be provided to parents/legal guardians.

The use of technology for teaching, learning, and communication is an expectation and supports the District mission and vision; therefore, teacher, staff, and student use of technology is not optional. All users in the district understand they must use technology responsibly and are bound by the terms of this policy and administrative rule.

Internet safety policy

In compliance with the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h), the district uses technology designed to filter and block obscene materials, child pornography and "harmful to minors" materials as defined in the CIPA.

For purposes of this administrative rule, this document is the district's "Internet Safety Policy." This policy includes provisions to address possible access by minors to inappropriate materials on the internet which include but are not limited to: inappropriate usage of email and other forms of direct electronic communication, unauthorized access, use and dissemination of personal identification information regarding minors and measures designed to restrict minors' access to potentially harmful materials.

Terms and conditions of use

The purpose of the district's technology is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of technology must be in support of education and research and consistent with the educational objectives of the district.

Individuals must comply with the district's rules and state and federal laws. Transmission of any material in violation of any federal or state laws or regulations is prohibited.

At the beginning of each school year, students and staff receive information about the appropriate use of technology, the district network, safety and other issues governing technology use through the district's student/parent handbook, the Personal Mobile Computing Guide and the district's employee handbook.

Lexington County School District One requires all users to immediately report technology related issues or problems. Students are instructed to tell their attending teacher. Employees are instructed to tell their supervisor.

Access to computer systems and networks owned/operated by the district imposes certain responsibilities and obligations on users and is subject to district policies and local, state and federal laws.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It

demonstrates respect for intellectual property, ownership of information, system security mechanisms and the individual's rights to privacy and freedom from intimidation, harassment and unwarranted annoyance.

Rules governing use

Lexington County School District One digital and online content must comply with district policies on FERPA, data privacy and public use of school records.

Lexington County School District One will not be responsible for any obligations resulting from any unauthorized use of the system. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any kind or any other illegal act.

Lexington County School District One will involve law enforcement should illegal activities take place.

Lexington County School District One expects users to immediately report if they mistakenly access inappropriate information or images, any message they receive that they feel is inappropriate or that makes them feel uncomfortable and any possible security problems. By immediately reporting, users protect themselves against allegations that they have intentionally violated the technology acceptable use policy. Students will immediately tell their attending teacher. Employees will immediately notify their supervisor.

Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes, but is not limited to, home address, telephone numbers, school address, etc.

Users will utilize the system for educational, professional or career development activities only and when it is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

Users will not access or upload inappropriate content to district technology resources.

Users should only join communication groups that are relevant to their educational, professional or career development.

Users will not use district technology to maintain a personal business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

Users will not originate nor knowingly forward emails containing jokes, spam, chain letters, greeting cards for personal purposes, virus notifications, screen savers and other non-educational file attachments.

Users will not attempt to gain unauthorized access to the email system, the district's digital and online content or any other computer systems through Lexington County School District One email and/or Internet and/or network access.

Users will not make deliberate attempts to disrupt the computer system's performance or to destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not attempt to perform functions that exceed their authorized access, share their account information (user ID and/or password) or log in through another person's account or access another person's files without permission. These actions are illegal.

Users will not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent or any other inappropriate language in public messages, private messages and any material posted on digital and online content. All communications via district digital and online content will comply with the district's technology policy and district's student code of conduct (JICDA) policy and administrative rule (JICDA-R).

Users will not send harassing e-mail to another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.

Users will neither use the district system to access sites/material that are profane, obscene or pornographic nor use the system to access sites/material that advocate illegal acts, violence or discrimination towards other people.

Penalties for improper use

Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include anything from a warning up to termination of employment.

Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include, at a minimum, the loss of technology privileges and will take place in accordance with the district's student code of conduct policy (JICDA), administrative rule (JICDA-R), and The Personal Mobile Computing Guide.

Violations of the laws of the United States or of the state of South Carolina may subject users (employee or student) to criminal prosecution.

Warranty

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by the system's negligence, user errors or omissions.

Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

If a user incurs unauthorized costs, the user, as well as the user's parents/legal guardians (if the user is a student), will be responsible for all such costs.

User privacy

E-mail messages and any other electronic files created using district resources or stored district resources are the property of the district.

The district reserves the right to examine, restrict or remove any material that is on or passes through its network, just as it does any other work or material generated at or brought to school or work by staff or students.

Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

Plagiarism and copyright

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will use proper bibliography formats.

Users will respect copyright laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, users should request permission from the owner.

Other

Digital and online content reflects an individual's thoughts, interests and activities. Such content does not, in any way, represent individual schools or the district, nor are they endorsed or sanctioned by any individual school or the district.

Given the rapid change in technology, some of the technical standards outlined in this regulation may require change throughout the year. Such changes will be made with approval of the superintendent. This regulation may

be updated on an annual basis or more frequently, if required.

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