SOUTHERN ELEMENTARY
TECHNOLOGY UTILIZATION POLICY

CRITERIA AND GUIDELINES

In order to help prepare students for life in a digital world, the following are criteria and guidelines for technology use to which Southern Elementary will adhere:

- The role of technology in classroom instruction will focus on ways to do work better and more efficiently, on synthesizing information and content, and on doing higher level work in collaborative, real-world ways.
- Students will be taught to use technology as a vehicle for creating work and producing products.
- Students will be taught to use critical evaluation of Internet sites used for research and study including but not limited to: currency/date, authorship and authority, accuracy/validity, objectivity or bias, and presence or absence of a copyright.
- Students will be taught the ethical practices, appropriate etiquette, and online safety including but not limited to interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response.
- Teachers will be given technology professional development (PD) as indicated by annual needs assessments in order to work proficiently with students including teaching the skills and knowledge called for in this section.
- Students will be allowed to bring personal technology to school for educational use only on teacher and/or school assigned BYOD (Bring Your Own Device) days. Such devices will be turned off and out of sight unless being used under a staff member's direct supervision. Teachers will use school-developed BYOD best practices.
- An Acceptable Use Policy/Form that is aligned to district technology policies and includes space for student and parent signatures will be developed and reviewed and up-dated if necessary each year.

ACCEPTABLE USE

Each year all students and parents will be required to sign and date an Acceptable Use Policy/Form in order to have access to school/district technology. This policy/form is attached and considered part of this Technology Utilization Policy adopted by the Southern Elementary School-Based Decision Making Council. (See Attachment)

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Reviewed or Revised: June 27, 2016
Date Reviewed or Revised: _____

ATTACHMENT

Southern Elementary School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide access to technologies for students and staff use for educational purposes. This Acceptable Use Policy (AUP) outlines the provisions and expectations of that use by students, teachers, and parents when using school technologies or personally owned devices on district property.

Roles and Responsibilities of Staff
The Fayette County School District believes that the use of technology requires all users to be safe and responsible digital citizens. As such, the school and district utilize the following strategies to help keep users safe.
- Internet safety and digital citizenship instruction for students will take place each year.
- Teachers and staff will actively monitor permitted student technology use within the classroom.
- Internet access will be restricted via proxy as required by state and federal regulations and school policies. Web activity may be monitored and recorded at any time.
- Network and school administration may review files and communications to ensure appropriate use.

Roles and Responsibilities of Parents/Guardians
Southern Elementary School expects parents/guardians to partner with us to teach students to use available technology safely and appropriately. While the school will make every effort to prevent inappropriate use, it is impossible to block all inappropriate content. Likewise, any wi-fi connection not maintained by the district is not monitored and is the responsibility of the parent/guardian.

Roles and Responsibilities of Students
Technology and network access is intended solely to support educational goals and instruction. Students are expected to use resources responsibly and will be held accountable for their behavior and communications. All communications, data and files stored or transmitted via the district network are considered property of Fayette County Public Schools and may be reviewed and/or removed. Within reason and legal guidelines, freedom of speech and access to information shall be honored.

Examples of Acceptable Use include (but are not limited to):
- Follow school and district behavior expectations to be a respectful and responsible digital citizen.
- Use online/network resources (including email) as instructed and for educational purposes.
- Store and share only appropriate student work and instructional media in provided networked storage spaces.
- Use school and/or personal technology only at approved times for educational purposes.

Examples of Unacceptable Use include (but are not limited to):
- Access, send and/or willfully receive any content that is inappropriate, offensive, harassing, or profane in nature or that which promotes violence or illegal activity.
- Willfully waste limited resources or use them for non-academic purposes – (file storage, printing, bandwidth)
- Use or share another person's username or password, or share your username and password with others.
- Compromise the network and its settings in any way – (hacking, spamming, proxy bypass, etc.)
- Use the school network for personal gain, entertainment, political promotion or activities unrelated to school.

- Violate copyright laws or commit plagiarism, including the copying of software, music or other copyright protected files.
- Intentionally damage or steal district or personal technology-related property.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.

Violations of the Acceptable Use Policy

Students who have a signed AUP form will have access to a user account, where they will be given network access, an email account and network storage space. Students who violate the AUP are subject to the same disciplinary actions as prescribed by the Student Code of Conduct for similar offline behaviors and are at the discretion of the school administration.

Personally Owned Devices

Students who demonstrate good digital citizenship and have a signed AUP may be allowed to connect their personally owned devices to the district network. Such access will be monitored as stated above and will require students to login using their district credentials. **However, families are responsible for all service and support of personal devices. The district is not responsible for any damage or loss incurred with the use of a personal device in the school setting.** Students are expected to use devices for educational purposes and only with the consent of school staff.

Although the use of devices on the district network is monitored, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Parents and guardians are likewise responsible for what students may access through any non-district wi-fi or cellular connection.

Social, Web 2.0 and Collaborative Content

The district recognizes that Internet-based resources that can enhance educational activities are growing in number each day. The district may provide access to web sites or tools that support communication and collaboration with others in addition to general productivity. Students are reminded to communicate appropriately and safely via these resources and that communication may be monitored. Use of any website outside of FCPS control is subject to their terms of use and may require specific permission in addition to the AUP.

Consent for Use

By signing this form, you hereby accept and agree that your child's rights to use the electronic resource provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Uses of those services are subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

As a **student** of Southern Elementary School I understand and agree to follow the rules as stated in the Acceptable Use Policy above.

_____   _____   _____
Student Signature   Printed Student Name   Date

As the **parent/guardian** of the above student, I understand and agree to the Acceptable Use Policy as stated above and referenced in board policy 08.2323 and accompanying procedures (available at www.fcps.net).
I understand that this consent will remain in effect until the student is no longer enrolled at this school.

_____   _____   _____
Parent Signature   Printed Parent Name   Date

Southern Elementary Technology Utilization Policy