

SECTION: OPERATIONS

TITLE: DISTRICT-OWNED ELECTRONIC DEVICES

ADOPTED: 10/8/2014

REVISED:

SOUTH WESTERN SCHOOL DISTRICT

815.6 DISTRICT-OWNED ELECTRONIC DEVICES	
1. Purpose	<p>The South Western School District is dedicated to providing a continually improving educational environment to help all students reach their full potential in preparation for success after high school. The Board’s vision is that all students will use technology as part of the customization of their education plan. The Board realizes that educational technologies for students are critical in accomplishing this mission. As part of the district-approved comprehensive plan adopted May, 2014, the Board has decided to issue District-owned electronic devices to students. The Board believes in equity for all students and believes that all students need equal access to technology to enable them to have individual choice in their daily work at school. The board also recognizes that with the issuance and use of District-owned electronic devices, new rules must be established to ensure that such use is consistent with the District’s educational mission.</p>
2. Authority	<p>The Board, therefore, adopts this policy to establish reasonable rules relating to the issuance, care, use and monitoring of District-owned electronic devices issued to students.</p>
3. Definitions	<p>SWSD Net – refers to the District’s wide area network which permits the following uses, by South Western School District authorized students:</p> <ol style="list-style-type: none"> 1. Internet access; 2. Network shared resources, such as printers; and 3. Network folder shares and back up folders. <p>Electronic Device – refers to an identified electronic device issued by the District to a specific District student for use in connection with the District’s academic program. This includes, but is not limited to, electronic devices issued by the District in connection with the Comprehensive Plan, Individualized Education Programs, Service Agreements for identified students with special needs, and other educational purposes.</p> <p>Comprehensive Plan – the six-year required plan of District goals and strategies submitted to the Pennsylvania Department of Education.</p>

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<p>4. Guidelines</p>	<p>Network Administrator – an Information System Professional responsible for the day-to-day maintenance and upkeep of SWSD Net.</p> <p>System Integrity – refers to the maintenance of accurate and consistent information throughout the SWSD Net.</p> <p>Remote Access of Electronic Devices – a situation where a District employee or agent, using client management software, accesses a District-owned electronic device in the student’s possession. Software maintenance that automatically downloads software and configuration changes when a student connects to the SWSD Net with a District-owned electronic device does not constitute remote access of the electronic device. Remote access of District-owned electronic device also does not include voluntary participation by the student or other user in web-conferences or other web-based activities.</p> <p>Software Maintenance – any software or configuration changes sent out to all District-owned electronic devices, even if it only affects certain District electronic devices, which is done as part of the maintenance and security of SWSD Net or to ensure that only authorized software is installed on District-owned electronic devices.</p> <p>The following rules shall apply with respect to District-owned electronic devices:</p> <ul style="list-style-type: none">A. The Superintendent or Superintendent designee shall annually provide written notice to all District parents and guardians of district students who will be issued a District-owned electronic device.B. Prior to issuance of a District-owned electronic device, the student and parent/guardian must sign an Agreement for District-owned Electronic Use, which sets forth the terms and conditions of electronic device use, maintenance and care, and includes an acknowledgement that the student and parent/guardian will fulfill all such terms and conditions, and will also indemnify and hold the District harmless with respect to any loss or damage incurred arising from any violation of such terms and conditions.C. The Agreement for District-Owned Electronic Device Use shall also include an acknowledgement that the student’s use of the District-owned electronic device shall comply with the terms of this Policy No. 815.6, Policy No. 815, Acceptable Use of Computer Network and the Internet; Policy No. 815.1, Computer Hardware; Policy No. 815.2, Computer Software; Policy No. 815.3, Web Page; Policy No. 815.4, Non district-owned Electronic Devices, and the District’s “Best Practices for Use of Electronic Devices.” Compliance with the foregoing shall be required without regard to whether the student is connected to the SWSD Net.
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- D. Students and parents/guardians shall be wholly responsible for the safety, care and security of District-owned electronic devices assigned to students, and shall be liable to the District for the cost of any necessary repair or replacement due to damage, loss or theft of District-owned electronic devices.
- E. District-owned electronic devices will at all times remain the property of South Western School District. Students are responsible for the appropriate use of District-owned electronic devices, both at school and at home. The Superintendent or designee shall develop and disseminate procedures for best practices for use of district-owned electronic devices. Care of the District-owned electronic device is the student's responsibility. If a District electronic device needs repair, service or other maintenance, students are to report to the Technology Center in their building. Students should not attempt on their own to repair or service District-owned electronic devices. Vandalism to any electronic device or accessory is strictly prohibited. Students must present school-issued or state-issued picture identification when they bring a District-owned electronic device in for repair or when picking up from repair.
- F. The SWSD Net includes blocking of websites potentially harmful to minors as per the terms of the federal Children's Internet Protection Act. However, this blocking does not limit Internet access when a District-owned electronic device is connected to the Internet by means other than the SWSD Net. The District is not responsible for internet access by any other means other than the SWSD Net. Parents/guardians are therefore advised to monitor web usage when the District-owned electronic device is used at home.
- G. District electronic devices are equipped with the ability to be accessed remotely in the following two scenarios:
1. Technical Problems: In some instances, it may be necessary for District Technology Staff to access a District-owned electronic device remotely to resolve a technical problem. If this is needed, the student will be asked for permission. If permission for remote access is given, a permanent record of the approval will be logged along with the time, date and duration of the access. The District will only implement remote access through software that automatically creates a record of its activation. If the student does not wish to have the technical problem resolved remotely, the student may decline the request for remote access, and bring the electronic device to the Technology Center in the student's building. However, the foregoing protocol does not apply to the

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District's use of remote access to perform software maintenance, and the District may use remote access to perform software maintenance without seeking or obtaining student permission. Software maintenance may involve the correction of altered coding or programming, and in some cases may remove files from the electronic device, if the files are deemed to be a threat to the operation or security of SWSD Net or are stored in unauthorized software.

2. **Electronic Device Reported Missing or Stolen:** If a student or a parent/guardian believes a District-owned electronic device is missing or stolen, the student must immediately complete and submit to the Building Principal an "Electronic Device Missing/Stolen Report" form. The Superintendent or designee shall develop a form for reporting a District-owned electronic device, missing or stolen. Once the completed form is filed, the District may activate the use of computer tracking technology, with the written consent of the student and parent/guardian after the District has explained to them the technology to be used.
3. At no time will the District-owned electronic camera be activated remotely, nor will audio or video be remotely monitored.

H. **Review of Student Files:** At no time will any school employee look at or review the student's files and documents stored on the District electronic device except as follows:

1. After the District-owned electronic device has been returned by the student to the District:
 - a. At the end of a school year; or
 - b. Any other time the student is required to permanently return the District-owned electronic device, and has prior notice and adequate opportunity to remove the student's files from the District-owned electronic device.
2. If the District has a reasonable suspicion that the student is violating District rules or policies, District administrators authorized by the Superintendent may take custody of the District-owned electronic device and review student files. "Reasonable suspicion" means reasonable grounds exist that the search will uncover evidence that the student violated the law or school rules or District policies. The scope of the search must be reasonably related to the violation that justified the search. Under no

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circumstances will a District employee access a District-owned electronic device remotely for the purpose of this subsection (2).

3. If at any time a district employee is viewing a student's electronic device for any permitted purpose under any provision of this policy or at the request of the student, and during that viewing the employee obtains reasonable suspicion that the student is violating any electronic device policy, procedures or rules, or any state or federal laws, the employee may turn the electronic device over to the administration for further review as permitted in the previous paragraph..
4. If a District-owned electronic device is reported to be missing or stolen, the District may open documents stored on the District-owned electronic device pursuant to a consent form signed by the student and parent/guardian that clearly and conspicuously sets forth the ability of the District to access or review such files. This consent form shall be supplemental to the signed Agreement for District-Owned Electronic Device Use, and must be approved by the Superintendent. The consent form shall advise the student and parent/guardian that refusal to sign the form or to otherwise cooperate with the District or an investigating law enforcement agency in connection with the retrieval of the District-owned electronic device may subject them to the cost of the full replacement value of the District-owned electronic device.
5. Teachers and other school personnel may provide assistance to a student in locating that student's files in the presence of and at the request of the student.
 - I. The Superintendent or his/her designee shall arrange annually for direction and training of students, and the availability of orientation for parents/guardians, with respect to the use, care and maintenance of District-owned electronic devices.
 - J. Students are not permitted to install, modify or tamper with District-owned electronic device hardware unless first approved by District information technology staff.
 - K. Students are permitted to install software from District authorized repositories. Operating System Software installs and configuration changes shall be completed by or under the direction of District technology staff or others authorized by the Superintendent.

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5. Discipline	<p>A student's failure to abide by the rules of this policy will subject the student to possible discipline as established in the applicable Student Code of Conduct or in District policies. Discipline may include limiting or prohibiting access to District-owned electronic devices, for some period of time or permanently, completely or just during the school day, or any other actions which could result up to or including suspension or expulsion as deemed appropriate by the District Administration. Such discipline is in addition to, and not in place of, the student and parent/guardian fulfilling their duty to pay for any costs associated with damage, loss or theft of District-owned electronic devices (see § 4.D. above), and to indemnify and hold the District harmless with respect to any loss or damage incurred arising from any violation of terms and conditions in the Agreement for District-Owned Electronic Device Use (see § 4.B. above).</p> <p>References:</p> <p>Board Policy – 815, 815.1, 815.2, 815.3, 815.4, 815.5, 815.6</p>
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