

Guidelines for the use of student-owned Electronic Devices

Patrick County Schools understands that technology plays a key role in the lives of today's students, and some students would like to be able to use their personal computers or other technology devices at school for schoolwork and to enhance educational opportunities. With this privilege come responsibilities and issues that must be addressed. Use of any electronic device, including but not limited to laptops, iPods, iPads, or cell phones, must be in adherence of Policy and accompanying regulations.

Student Use of Personal Electronic Devices PCPS provides the opportunity for students to bring a electronic device to school to use as an educational tool with parental permission. The use of these electronic devices will be at teacher's discretion.

1. Students must obtain teacher permission before using an electronic device during classroom instruction.
2. Student use of an electronic device must support the instructional activities currently occurring in each classroom and lab and must adhere to the Acceptable Use Agreement.
3. Students must turn off and put away an electronic device when requested by a teacher.
4. Students should be aware that their use of the electronic device could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio should be muted or headphones used when appropriate. Any music would need to be stored on the device and not streamed or downloaded while on the school network.
5. Students may use their personal electronic device before school, at lunch, and after school in adult supervised areas only, such as the Media Center or classrooms with the teacher present, as long as it does not create a distraction or disruption for others in the area. If an adult asks a student to put his/her electronic device away, the student must comply.
6. Students are NOT permitted to use their personal electronic device to access the Internet by any manner other than connecting through the secure wireless network provided.
7. A student who brings a privately owned electronic device to school is personally responsible for the equipment. Any damage to the equipment and charges related to the use of the device is the responsibility of the individual. District technicians will not support, service, or repair any equipment that does not belong to the District.
8. Students are responsible for ensuring that all electronic devices that they bring in are virus free and do not contain any inappropriate or unauthorized files.
9. Patrick County Schools does not guarantee the privacy or security of any item stored on or transmitted by any privately owned electronics devices.

As it relates to privately owned computers or other electronic devices being used in Patrick County School District facilities or on the division network, Patrick County Schools reserves the right to:

1. Monitor and log all activity.
2. Determine when and where privately owned equipment may be connected to the network.
3. Make determinations on whether specific uses of the computer are consistent with the District's Acceptable Use Policy.
4. Deem what is appropriate for use of personal computers on District property or on the division network.
5. Remove the user's access to the network and suspend the right to use the privately owned computer in District facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

Violation of Acceptable Use Policy on personal computers may also result in disciplinary action in coordination with policies set forth by division School Board or by school administrators. This may include but is not limited to removal of all access rights to the division network. Network access rights may be removed by School principals or by the School or District Technology Committee.

**ACCEPTABLE BRING YOUR OWN DEVICE COMPUTER SYSTEM USE****Student Use of Division Computer System - Acceptable Computer Use Agreement**

All use of the Patrick County Public School's computer system shall be consistent with the Patrick County School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication.

**District Internet and E-mail Guidelines**

Access to E-mail and the internet will enable students to explore thousands of libraries, databases, and websites while exchanging messages with internet users throughout the world. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to make internet access available solely to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of information resources and opportunity for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information services. The School Division computer system is provided for students for the purposes of education, research and communication. Access to the division computer system is given to students who agree to act in a considerate and responsible manner. Access is a privilege--not a right--and entails responsibility.

Individual users of the School Division's computer system are responsible for their behavior and communications over the network. Administrators, teachers and staff will provide guidelines for acceptable use of the division computer system and will monitor and guide student use. The School Division has no duty to regulate or review off-campus internet/electronic messages, statements, postings, or acts; however, if those acts threaten violence against another student or school personnel or otherwise disrupt the learning environment or the orderly conduct of the school, the school can take action, from conferencing with parents and students to disciplinary action.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

**Internet Safety**

Within reason, freedom of speech and access to information will be honored; however, this must be balanced with the need to provide a safe and healthy environment for students. In accordance with the Children's Internet Protection Act (CIPA), the school division makes every reasonable effort to filter access to internet content that is obscene, depicts pornography, is harmful to minors, or is deemed inappropriate. During school, teachers of younger students will guide them toward appropriate materials. Internet use is monitored by teachers at all grade levels. In accordance with VA Code § 22.1-70.2, Patrick County Public Schools provides internet safety training to teachers and students in grades K-12. Teachers provide guidance and information about internet safety as part of classroom instruction when it involves the use of the internet. Students at the middle school participate in a unit on internet safety.

**Cyberbullying**

Cyberbullying, the use of technology to support deliberate, hostile behavior intended to frighten or harm others, is a criminal act under the VA Code § 18.2-152.7:1. Any student who uses a school-provided device or who uses a personal device on school grounds with the intent to intimidate, harass, or coerce another person; to use obscene, profane, lewd, or lascivious language to communicate such harassment; or to threaten an illegal or immoral act shall be subject to school disciplinary action. In any instance in which cyberbullying creates a climate of fear and/or causes a disruption of the work of the school or infringes on the rights of other students, the person committing the act shall be subject to school disciplinary action.

### **Sexting**

Sexting, youth writing sexually explicit messages, taking sexually explicit photos of themselves or others in their peer group, and transmitting those photos and/or messages to their peers, may not be criminal in intent; however, it can be construed as such under current laws. Producing, storing, or sharing lewd or explicit pictures of minors is against the law in Virginia Code §§ 18.2-374.1 and 18.2-374.1:1 of the criminal Code of Virginia. This applies to students merely possessing such images on their cell phones, sharing them with other students via cell phone, or producing them using their cell phones. In any instance in which a student uses division resources to engage in sexting or when sexting occurring outside of school causes a disruption of the work of the school or infringes on the rights of other students, the person committing the act shall be subject to disciplinary action and reported to proper authorities if warranted.

### **Student Email**

Patrick County Public School's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students as an educational tool. Electronic mail is not private. Students' electronic mail may be restricted and/or monitored. Unauthorized access to an electronic mail account by any student is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

High school students will be issued an email account which will allow them to only send email to and receive email from themselves and faculty members at Patrick County High School. With teacher sponsorship and signed parent permission, students may apply for expanded access. The second level of access will allow students to send and receive email from other students at Patrick County High School, while the most advanced access would allow students to send and receive email from any domain. Limited email access may be provided to other students for special projects through the use of moderated email system.

### **Use of Personal Mobile Internet Devices**

Students at Patrick County High School may bring personal mobile internet devices to school to use as educational tools. The use of these devices during instructional time will be at the teacher's discretion and only for instructional purposes. All use must adhere to the Acceptable Use Agreement and Guidelines for the Use of Student-owned Electronic Devices.

### **Responsibilities**

1. Students are responsible for utilizing School Division technology for facilitating learning and enhancing educational information based on school division curriculum and instructional goals.
2. Students are responsible for maintaining the privacy of passwords and are prohibited from publishing or sharing passwords with other system users. Students shall not attempt to gain unauthorized access to any computer system or go beyond personal authorized access. This includes logging into the system through another person's account or attempting to bypass the internet content filter.
3. Students are responsible for maintaining appropriate use of electronic mail. School officials reserve the right to monitor any or all activity on the division's computer systems and to inspect individuals' files. Students should not expect that their communications and files on division owned computers/servers are private.
4. Students must not access, display, or transmit pornography, obscenities, or other materials deemed inappropriate for educational purposes. In accordance with the Children's Internet Protection Act (CIPA), the School Division makes every reasonable effort to filter access to internet content that is obscene, depicts pornography, is harmful to minors, or is deemed inappropriate for minors. The School Division does not guarantee that school officials will monitor or control all user access to non-filtered,

inappropriate internet content or that students will not have access to such materials while using the division's technological resources.

5. Students are responsible for properly using and caring for district technology including hardware and software. Any use which damages, compromises, or jeopardizes technology resources is prohibited. Students shall not download files without system administration permission.
6. Users must adhere to copyright and trademark laws and applicable licensing agreements in the use of hardware and software and the transmitting or copying of text or files from the internet or from other network resources.

Students may be disciplined for any improper or prohibited activity, including but not limited to:

1. using a computer ID/password other than his/her own
2. using a computer to engage in any illegal act
3. using a computer to engage in "cyberbullying"
4. modifying or defacing hardware or software
5. improperly exiting established menus or applications
6. attempting to bypass the division internet content filter
7. using School Division technology without authorization
8. downloading files or installing software
9. gaining unauthorized access to any computer system or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data
10. engaging in inappropriate language or activities on division networks
11. accessing the division network with personal computers or other electronic devices that obtain an IP address
12. accessing the Internet with personal computers or other mobile internet devices other than by using the division secure wireless network

Violation of any of the above rules may result in a loss of network/internet access. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate conduct. When and where applicable, law enforcement agencies may be involved.

The Patrick County School Board makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The Division will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service; the accuracy, nature, or quality of information stored on Division devices, hard drives, or servers; the accuracy, nature or quality of information gathered through Division-provided internet access; personal property used to access Division computers or networks or for Division-provided internet access; nor for unauthorized financial obligations resulting from Division-provided access to the internet.

Parents may choose to have their student(s) not utilize technology services by completing and returning the non-participation form.

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Legal References:

- 18 U.S.C. §§ 1460, 2256.
- 47 U.S.C. § 254.
- Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.
- Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007).
- Information Brief - Sexting: Implications for Schools, Virginia Department of Education (October 2009)

Cross Reference:

- GAB-E1/IIBEA-E2

Adopted: