



## POLICY 2700

### ACCEPTABLE USE OF DIGITAL TECHNOLOGY

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#### POLICY:

The Board of Education “Board” recognizes that digital technology is an integral part of the educational curriculum, bringing value to support student achievement, business excellence, and staff development.

Through software applications, cloud-based solutions, and email, the School District technology resources enhance educational experiences and support communications. Technology resources provide learning opportunities for students and staff, and provide schools with rich online resources.

Access to the digital network, is also associated with potential hazards that may not be considered appropriate in the context of students or a School District setting. As a means of encouraging responsible and ethical use of digital technology, the Board of Education has established district practices for all users.

#### DEFINITIONS

**BYOD** (Bring Your Own Device) refers to the practice of enabling students and staff to bring personally owned devices (such as laptops, tablets, and smartphones) to school, for the sole purpose of educational use.

**Data** includes, but is not limited to, student records, employee records, confidential, personal, or professional information and communications, or any other electronically stored information that passes through or is stored electronically on School District technology resources.

**Digital learning and collaboration tools** facilitate the storage and sharing of content and are accessed using technology devices, usually through an internet connection.

#### **District technologies resources include:**

- Access to the School District’s wired and wireless network from any location, such as schools, workplaces, home or other offsite locations;
- District-provisioned hardware, such as desktop computers, laptop computers, tablets and printers (and including removable and/or external storage devices);
- Access to the School District’s technology support services, and;
- District-provisioned software and applications, including cloud-based resources.

#### REFERENCES

[DISTRICT PRACTICE 2700.1 EMPLOYEE ACCEPTABLE USE OF DIGITAL TECHNOLOGY](#)  
[FORM 2700.1 EMPLOYEE ACCEPTABLE USE OF DIGITAL TECHNOLOGY](#)

[DISTRICT PRACTICE 2700.2 STUDENT ACCEPTABLE USE OF DIGITAL TECHNOLOGY](#)  
**FORM 2700.2** STUDENT ACCEPTABLE USE OF DIGITAL TECHNOLOGY (See Clevt Start-up Form)

ADOPTED: June 1998

Amended: October 2005, February 2006, February 2007, June 2007, January 2011, April 2014, May 2018



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**Personally owned technology** is any device that is not provided by the School District, including (but not limited to) personal computers, smart phones, and tablets.

**Personal Information** of students and staff is protected under the *Freedom of Information and Protection of Privacy Act*. The Board of Education and District are bound, under its obligation to this Act, to carefully manage all personal information within its custody and control how it is collected, used, and released. This includes restrictions on the release of personal information without permission.

**Users** include, but are not limited to, students, parents, guardians, staff members, volunteers, guests, Parent Advisory Council members, and Trustees given authorized access to School District technology resources, regardless of whether access is onsite or offsite.

**Spamming** is the action of sending irrelevant or unsolicited bulk messages indiscriminately to a large number of recipients through electronic messaging systems like e-mails and other digital delivery systems.

#### 1. APPLICATION:

- 1.1 This policy and all related procedures apply to all users who access School District technology resources, including use of personally owned devices.
- 1.2 Users are subject to the expectations of use and standards of behavior set out in the accompanying district practices, and any other applicable law, related policies and procedures (at all times) when accessing School District technology resources for any purpose.
- 1.3 School District technology resources are intended for educational, instructional or district business-related use, to facilitate the goals and objectives of the School District.
- 1.4 Engaging in personal use is a choice users make that may involve the sacrifice of personal information. The School District cannot guarantee that personal information is secure while using School District technology resources.
- 1.5 Users shall take all reasonable precautions to prevent a breach of privacy by ensuring that data, as defined by this policy, is secure and safe. In addition, users shall not knowingly commit a breach of privacy and will only use data for the purposes intended in 1.3 above.

#### REFERENCES

[DISTRICT PRACTICE 2700.1 EMPLOYEE ACCEPTABLE USE OF DIGITAL TECHNOLOGY](#)  
[FORM 2700.1 EMPLOYEE ACCEPTABLE USE OF DIGITAL TECHNOLOGY](#)

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- 1.6 The School District owns all School District technology resources and may access data and information that users create, store, send, or receive when using School District technology resources, in accordance with the accompanying district practice.

The District is **NOT** responsible for:

- 1.7 Anything accessed by the user through School District technology resources that is not created, published or authored by the School District.
- 1.8 Any claims, losses, damages, costs, or other obligations arising from the use of School District technology resources (whether or not accessed by a personally owned device), including, but not limited to, the loss or damage of user information or personal devices.
- 1.9 Any additional charges borne by the user to their personal device, or any unauthorized charges borne by the user on a School District-issued device, when using or attempting to use School District technology resources;
- 1.10 Users who do not comply with this policy and accompanying procedures will be subject to the appropriate disciplinary actions.

## 2. RESPONSIBILITIES:

**District Senior Leadership Team is responsible for:**

- 2.1 Implementing and operationalizing the Acceptable Use of Digital Technology policy.
- 2.2 Supporting and providing direction to users about the policy application.
- 2.3 Keeping the expectations of use and standards of behavior updated in the district practice, and informing users of any changes.

**Teachers and Educational Assistants are responsible for:**

- 2.4 The overall management and supervision of student use of School District technology resources.

**All users of School District technology resources and/or Information and Technology Services are responsible for:**

- 2.5 Ensuring that School District technology resources are only accessed by those to whom the technology resource is assigned.
- 2.6 Ensuring that any use of personal and School District-provisioned devices that access School District technology resources are password protected to restrict unauthorized access to these devices.

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[DISTRICT PRACTICE 2700.1 EMPLOYEE ACCEPTABLE USE OF DIGITAL TECHNOLOGY](#)  
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- 2.7 Using School District technology resources in an appropriate, responsible and ethical manner, consistent within the professional, educational, and informational contexts for which they are provided.
- 2.8 Refraining from using technology in a malicious manner or with intent to bring harm to School District technology resources.
- 2.9 Complying with the *Freedom of Information and Protection of Privacy Act*, as it relates to the management of personal and private information.
- 2.10 Modeling the appropriate use of technology, including safety guidelines as outlined in device manuals.
- 2.11 Ensuring that inappropriate and irresponsible use of technology is immediately reported to their supervisors or for students, an appropriate adult.

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