

SOLANCO SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF MOBILE TECHNOLOGY DEVICES

ADOPTED: March 17, 2008

REVISED:

	<p style="text-align: center;">816. ACCEPTABLE USE OF MOBILE TECHNOLOGY DEVICES</p> <p>1. Purpose Solanco School District is committed to the use of technology in supporting both the instructional program and District business operations. Solanco School District is also committed to protecting students, employees, and stakeholders from illegal, inappropriate, and damaging technology use by individuals, either knowingly or unknowingly. It is the purpose of this policy to define the appropriate use of Solanco School District mobile technology devices.</p> <p>2. Definition Mobile technology devices are defined as laptop computers, portable digital assistants (PDA), cell phones, tablet PCs, wireless access points, wireless devices, digital cameras, video cameras, storage devices, and other mobile electronics that may be carried on a person.</p> <p>3. Guidelines <u>District Supplied Devices</u></p> <p>Mobile technology devices are to be used for school-related business as a productivity tool, curriculum enhancement tool, for research, and for communications. Mobile technology devices provided by the District are the property of Solanco School District. Upon termination of employment or upon initiation of a leave-of-absence, employees must return mobile technology devices to the Technology Services Department. Employees who are issued mobile technology devices and other users of such devices will abide by the following terms:</p> <ol style="list-style-type: none"> 1. Users assume primary responsibility for the safety and security of the mobile technology device. It is recommended that employees verify that personal insurance coverage exists to cover equipment damages that may occur off school District property.
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<p>Pol. 815</p>	<ol style="list-style-type: none"> 2. Users are not permitted to install software or make configuration changes to mobile technology devices without expressed, written permission of the technology services staff. All software installs and configuration changes will be completed only by technology services staff, under the direction of technology services staff, or by others authorized (which could include the user) by technology services. Technology services may require the program CD to be kept by the technology services office. 3. The Acceptable Use Of Technology Resources Policy (AUP) applies to mobile technology devices and accessories both on and off school property. Users are required to have a signed AUP consent form before mobile technology devices will be issued. 4. Use of the technology for internet access is permissible, but must be compliant with Acceptable Use Policy. 5. Users assume all responsibility for the safety, security, and confidentiality of content (files) on mobile technology devices. Teachers are responsible to back up all files and data to server for accountability purposes. 6. The Solanco School District reserves the right to audit, examine, monitor, or recall mobile technology devices at any time and for any reason.
<p>Pol. 708</p>	<ol style="list-style-type: none"> 7. All repairs to mobile technology devices will be facilitated by the District technology staff. No outside vendors or other individuals are authorized to make repairs to District mobile technology. <p><u>Employees – Personal Devices</u></p> <p>The use of personal mobile technology devices on school property is highly discouraged. Technology resources will make every attempt to provide all necessary mobile devices required for the educational and business needs of the District. However, there may be certain circumstances where this is not possible or practical. Employees will abide by the following terms:</p> <ol style="list-style-type: none"> 1. Personal mobile technology devices shall never be connected to the District network either by wired or wireless methods without the expressed permission of the technology services. 2. Personal mobile technology devices shall not be used on District premises to obtain unfiltered access to web page content or personal e-mail.

<p>Pol. 815</p>	<ol style="list-style-type: none"> 3. The user of a personal mobile technology device found to be the source of virus, worms, trojan horses, spyware, or other malicious software on the District network will be held liable for all resulting damages to District technology resources. 4. Accessing, creating or sending inappropriate content stored on personal mobile technology devices while on District property constitutes a violation of the Acceptable Use of Technology Resources Policy (AUP) and is subject to the consequences thereof. 5. Employee assumes all responsibility for the safety of all content on personal mobile technology devices. Employees are responsible to provide an accurate, up-to-date inventory of any District file or data that could contain personal identification information. 6. When used for instructional purposes, the use of personal wireless access points or other wireless network enabling equipment is prohibited on school premises. (to be compliant with CIPA laws for filtering) 7. The Solanco School District reserves the right to examine all personal mobile technology devices on District premises when the District suspects an employee violated this policy. 8. The District shall not be liable for the loss, damage, or misuse of any personal mobile technology devices. <p><u>Consequences For Inappropriate Employee Use</u></p>
<p>Pol. 317, 417, 517</p>	<p>Failure to follow the procedures and prohibitions listed above may result in the loss of the right to mobile technology devices, loss of access to network resources, and appropriate disciplinary action up to and including termination of employment. Illegal use of the mobile technology device, such as intentional deletion or damage to files or data belonging to others, copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution.</p>

<p>Pol. 237</p> <p>SC 510</p> <p>18 Pa. C.S.A. Sec. 5703</p> <p>Pol. 815</p> <p>SC 1317.1</p>	<p><u>Students – Personal Devices</u></p> <p>The use of personal mobile technology devices by students on school property, on District-supplied transportation, and at school-sponsored events is prohibited except under certain predefined conditions. Students will abide by the following terms:</p> <ol style="list-style-type: none"> 1. Personal communications devices shall never be used by students during the school day while on District property, or while attending school-sponsored activities unless special permission is provided by the building principal. 2. Cellular telephones that have the capability to take photographs or to record audio or video shall never be used for such purposes while on District property or while a student is engaged in school-sponsored activities unless special permission is provided by the building principal. 3. Personal mobile technology devices cannot be used to compromise the integrity of any component of the instructional program. 4. The user of a personal mobile technology device found to be the source of virus', worms, trojan horses, spyware, or other malicious software on the District network will be held liable for all resulting damages to District technology resources. 5. Accessing, creating or sending inappropriate content stored on personal mobile technology devices while on school property or at school-sponsored events constitutes a violation of the Acceptable Use of Technology Resources Policy (AUP) and is subject to the consequences thereof. 6. Laptop computers, PDA's, and tablet computing devices brought into school shall be restricted to classroom or instructional activities. Students must receive approval to bring such devices into the District by the building principal in consultation with Technology Resources. Such devices are not permitted to be connected to the Solanco School District network via wired or wireless methods. 7. Pagers and beepers are permitted only for students with medical conditions that require it; students who participate on volunteer fire, ambulance or rescue squads; or under specific conditions defined by the building principal. 8. The Solanco School District reserves the right to examine all personal mobile technology devices at any time to ensure compliance with this policy.
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<p>Pol. 218, 233</p>	<p>9. The District shall not be liable for the loss, damage, or misuse of any personal mobile technology devices while on District property or while attending school-sponsored activities.</p> <p><u>Consequences For Inappropriate Student Use</u></p> <p>Violations of this policy by a student shall result in disciplinary action and may result in the confiscation of the electronic device. Confiscated items will be returned at the principal's discretion.</p> <p><u>General Guidelines For The Care And Safety Of Mobile Technology Devices</u></p> <p>Back up your data. Important files on the mobile technology devices should be backed up to your network folder as a safety precaution against device failure.</p> <p>Extreme temperatures, or sudden changes in temperature, may permanently damage mobile technology devices. Do not expose mobile technology devices to extreme temperatures.</p> <p>Touch pads and other input devices on mobile technology devices should remain clean or they may not function properly. Spilled food or drink may damage mobile technology devices.</p> <p>Leaving mobile technology devices unattended in meetings or conferences and/or in unlocked vehicles invites theft. Keep your mobile technology device in your home overnight, not in your car.</p> <p>When using a laptop, keep it on a flat, solid surface. This will permit the proper flow of air in and around the device and prevent overheating. Using a laptop on a rug or a bed, for example, can cause it to become damaged by overheating.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1317.1</p> <p>Pennsylvania Wiretapping and Electronic Surveillance Act – 18 Pa. C.S.A. Sec. 5703</p> <p>Board Policy – 218, 233, 237, 317, 417, 517, 708, 815</p>
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