

BEND-LA PINE SCHOOLS
Administrative School District No. 1
Deschutes County, Oregon

Name: Appropriate Uses of Technology
Section: Support
Code: EHA-AR

ADMINISTRATIVE REGULATION

Bend-La Pine Schools offers a number of electronic communication services to enhance teaching and learning, to improve administrative efficiency, and to enrich communication between and among staff, students, parents, and members of the community. Electronic communication equipment and services are those designed to electronically transmit or receive data, voice, or video information between or among students, staff, parents, members of the community, and the School Board.

Scope of This Regulation

Bend-La Pine Schools provides authorized users with access to the electronic communication devices, technology equipment, infrastructure, and services listed below, as well as similar items not included in this listing. Individual access to the equipment and services below may vary depending on user need, regulations and practices:

Infrastructure

- Data and telecommunications wiring
- Electronic switches, routers, servers and similar control devices
- Wireless access points and reception equipment
- Video wiring, amplifiers, and related devices.

Equipment

- Telephone/intercom handsets available in most classroom, administrative, and support locations.
- Mobile voice and data telephone equipment.
- Emergency radio handsets or walki-talkie devices
- Digital pagers.
- Facsimile (fax) document equipment.
- Computers and computing devices.
- Handheld devices (e.g., PDA's, smartphones, MP3 players, smart tablets, calculators) personally owned by Bend-La Pine Schools or by staff and students but operated on Bend-La Pine School's property.
- Document cameras, projectors, electronic whiteboards, digital cameras, scanners, printers, networked copiers, plotters and other support and peripheral equipment.

Services

- Wired computer access to central (wide area or local area) administrative data services.
- Wired computer access to central (wide area or local area) instructional, storage, and information services.
- Wireless computer access to some or all services.
- Enhanced personal communications, including e-mail, voice mail and paging
- Off-site access to internal data and telephone services.
- Sharing of instructional and office resources, software and connected hardware (e.g., printers, servers, CD ROM) using Apple Macintosh, Windows, Unix, Linux and other computing platforms;
- Access to the Internet, the Intranet, and other outside data networks. Limited access may be made available to the public over a wireless network that has no connection to secure internal technology resources.

- Access to email, library, instructional resource, management, and other software and subscription services.

Users of Bend-La Pine Schools Technology Equipment, Infrastructure, and Services

The following groups and individuals are entitled to use Bend-La Pine Schools technology equipment, infrastructure, and services. Individual security rights and parental permission will determine which services can be used.

All Bend-La Pine Schools employees and members of the School Board.

All Bend-La Pine Schools students. Requirements for student use and sanctions for misuse will be published and distributed annually.

Volunteers, contractors or other users who are granted access to password protected resources in order to conduct business directly related to management or instructional needs of Bend-La Pine Schools, or to conduct educational research. Access will be granted at the lowest security level deemed appropriate to conduct the work that must be performed.

Parents, community members, or other non-employee users who wish to access information services and resources that are promoted for public use and/or clearly labeled as guest services (e.g., wireless guest access). The use of Bend-La Pine Schools technology equipment, infrastructure, and services by individuals and organizations is not permitted unless part of a formal program or sanctioned through a formal building use agreement.

Employees of other agencies or commercial entities that are providing a currently contracted service or maintenance function by approval of the Executive Director for Information and Technology.

Conditions of Use

Bend-La Pine Schools electronic communication services, equipment, and infrastructure must be used in a responsible, efficient, ethical and legal manner in support of work, teaching, and learning. Use implies acceptance of the terms of this regulation. Failure to follow these guidelines may result in disciplinary action or revocation of privileges.

Ethical and Legal Standards Underlying The Uses of Bend-La Pine Schools Equipment, Infrastructure, and Services

It is expected that users will understand and comply with all District policies and regulations and with all legal requirements related to the use of technologies.

Users should never share passwords with others or use another's password. Doing so is a breach of security that threatens Bend-La Pine Schools information, services, and fiscal controls.

Users should always keep personal information about staff or students private unless disclosure has been authorized.

Technologies shall be used for educational and work-related purposes. Limited personal use is permitted subject to the restrictions of this regulation.

Regarding advocacy of political and/or organizational positions, Bend-La Pine Schools technology may not be used to advocate a particular vote or to promote a particular issue or political position including but

not limited to initiatives, referenda, bond, candidates, ballot measures, or recall petitions. However, Bend-La Pine Schools technology may be used to disseminate impartial factual information regarding issues and election matters directly impacting Bend-La Pine Schools provided that the information does not expressly urge a particular vote or position on the matter. The provisions of this policy do not impair or prohibit any right granted by collective bargaining agreements to use technology nor do they limit the use of technology to report a School Board position.

With respect to religious advocacy, Bend-La Pine Schools technology may not be used to endorse or disparage religious activity, to coerce participation in any particular religious activity, or to promote anti-religious activity. Technology may be used to share information related to religion in the curriculum consistent with Board policy in that area.

As a matter of safety or protection of its interests, the District may find it necessary to monitor or archive electronic communications and technology applications including actual use, stored files, or any printed record or product. Bend-La Pine Schools does not assure the privacy of electronic communications or practices if district equipment or network services are employed.

Users shall employ technology in a thoughtful manner that avoids disruption of the educational process, that is respectful of the language and content sensitivities of individuals, that respects ethnic, cultural, gender, and socioeconomic differences, and that is appropriate within an educational environment. The use of technology resources or services to defame or to spread harassing or disparaging information is expressly prohibited.

All public and private communications shall be conducted so that both sender and recipient are fully and accurately identifiable and that any claim to represent the school or District are accurate and truthful.

Users shall act in a manner that protects the security, integrity and reliability of technology equipment, infrastructure, and services.

Users shall adhere to personal and/or group security limitations imposed by password access, by electronic encryption, by physical security, or other access limitations.

Users shall maintain personal responsibility for all non-approved financial obligations incurred while using Bend-La Pine Schools technology. Users are accountable for personal behaviors that are illegal, destructive, or that are not directly related to the curriculum or to the conduct of Bend-La Pine Schools business.

Acceptable Uses of Electronic Communication Devices, Technology Equipment, Infrastructure, and Services

Acceptable uses include activities that directly support teaching and learning of the curriculum or that support attainment of Board goals and priorities. Such uses may include electronic or voice mail, real-time electronic conferencing, reading or posting messages on computer bulletin boards, accessing internal information databases and other shared resources and access to external resources through the Internet or commercial services.

Communication services are provided to help with teaching, learning, and management. Limited personal use of these services is permitted if there is no additional direct cost to Bend-La Pine Schools and if personal use does not interfere with student learning, conflict with employee work responsibilities, violate the professional code of conduct, result in personal financial advantage, or violate School Board policy or administrative regulations. It is assumed that limited personal use of technology advances learning and has a direct financial benefit to the school district through enhanced knowledge and a greater awareness of how to use technology to support work, learning, or teaching.

Unacceptable Uses of Electronic Communication Devices, Technology Equipment, Infrastructure, and Services

A list of unacceptable uses or practices follows. Behavior or actions not on this list may also be deemed unacceptable if they are illegal, if they have no reasonable basis for improving teaching and learning or for completion of work responsibilities; if they are offensive, harassing, or potentially harmful to others; or if they impair the maintenance, use, or availability of equipment or services by others. These unacceptable uses apply to any equipment on Bend-La Pine Schools network or premises, whether wired or wireless, and whether district or personally owned.

- Violating the confidentiality of users of technology without appropriate permission from the Executive Director for Information and Technology and/or the Superintendent or Assistant Superintendent(s).
- Sharing passwords that are provided to enforce access rights and limitations to services. No student or employee may share a personal password or use another's password for any purpose.
- Using profanity, obscenity, or other language that is reasonably perceived as harassing by another user.
- Installing, using, copying and/or posting commercial software in violation of copyright law. This includes installing Bend-La Pine Schools software on a personally owned computer if the software license does not allow.
- Installing software that is not owned by Bend-La Pine Schools on computers without prior approval of the Department of Information and Technology.
- Using equipment and services for personal financial gain, for any commercial or illegal activity, or for promoting the use of tobacco, alcohol or other drugs.
- Intentionally spreading computer viruses or malware or otherwise attempting to degrade or disrupt computer or network functions. Using spyware, keystroke recording software or other means to intercept or transmit passwords, keyboard entry or electronic signals. Such activity will be subject to disciplinary sanctions and will be prosecuted as criminal activity under applicable state and federal law.
- Scanning, uploading, capturing, downloading, transmitting, storing or printing files, images, or messages that are profane, obscene, degrading, defamatory, or that have no relevance to curricular learning, teaching, or work. Encrypted files and or those not readily viewable are also covered by this proscription.
- Wasting or taking supplies such as paper, toner, ink cartridges, or disks that are provided by Bend-La Pine Schools.
- Removing parts (e.g. memory chips) from technology devices, intentionally damaging technology devices, or doing anything that denies another user access to technology or causes them to use technology that has been broken or rendered less useful.
- Using electronic communication services to buy products or to access fee-based services without budget authority or without the permission of a teacher (students) or supervisor (staff).

- Installing or connecting any electronic device that ties the private network to the public telephone system or the public network, or that monitors, intercepts directs, broadcasts, relays, or controls network traffic.
- Using hardware, software, or network services in violation of copyright or vendor agreements. This includes copying or transmitting Bend-La Pine Schools software programs or music for installation on personally owned equipment without the proper permission, license, or royalty payment.
- Engaging in commercial activities, political, or religious advocacy inconsistent with the language contained earlier in this regulation.
- Circumventing limitations imposed by content filters, Internet filters, firewalls, and all other network controls. Use of proxy sites, services, software, or other means to circumvent or defeat these controls is in direct violation of this policy.
- Students connecting to the world wide web via personal or public connections (e.g., satellite, telephone, public wifi) while on Bend - La Pine Schools property or staff making such a connection in order to access and/or share with students services or information unavailable through the filtered District network.
- Attaching personally owned computing equipment to the non-public network (wired or wireless).

Privacy

All communications and data interchanges are subject to monitoring. Many services leave an electronic copy or record on equipment (e.g., voice mail, e-mail, internet browser cache). Many of these files are routinely backed-up and retained. Browser cache records and data files stored on other media may be intentionally or incidentally retained.

Communications and data interchanges, or backup records of these interchanges, will be monitored and/or inspected only when necessary to assure safety or to protect the interests of Bend-La Pine Schools. In such cases, staff, law enforcement, or others who are legally entitled may examine equipment, records, artifacts, or interchanges that have involved Bend-La Pine Schools employees and/or students. Accordingly, any stored data, communication or data interchanges using Bend-La Pine Schools materials, equipment, or electronic infrastructure is not private. Communications formally protected as privileged will be honored as such and procedures instituted to assure their confidentiality.

Suspicion of Criminal Behavior

Communications and data may be reviewed in the event that there is reasonable suspicion that District equipment or communications has been used with criminal intent, to engage in criminal behavior, or to support, record, or communicate with others about criminal intent or behavior.

District staff that has reason to suspect such behavior must report this to the school/department administrator as soon as reasonably possible. If the supervisor cannot explain the suspicious behavior, he/she should immediately consult with the Executive Director for Human Resources. To protect evidence from being destroyed, no discussions should be held with the suspected staff member before seeking advice from Human Resources. In the event the suspicion is initially reported to someone other than the employee's immediate supervisor, the principal or manager of the school or department that is involved will be notified immediately.

Human Resources, in consultation with law enforcement, will determine whether a standard of reasonable suspicion has been met and will then work with the appropriate local, state, or federal law enforcement agencies.

In the event that the standard of reasonable suspicion is met, the District will honor requests by law enforcement for the confiscation of equipment or for the review of personal files, records, or communications.

The District will surrender or review only the specific equipment, records, or communications that can reasonably be thought related to the potential criminal activity.

In the event that the investigation uncovers evidence that District equipment or electronic communications have been used in a manner that violates policy or regulations, the District may impose sanctions that are independent from those imposed by the judicial system. Discussion regarding the nature of these sanctions must involve Human Resources, the Executive Director for Information and Technology and the school principal or other administrators who may have legitimate interest. Any sanction should be proportional to the effect or threat at both the local and/or District level.

Inadequate Job Performance or Breach of District Technology Policy or Regulations

Personal communications and data may be reviewed if an administrator has concerns about employee job performance or inappropriate employee or student behavior and if that administrator believes that a review of equipment, electronic records, or communications would provide relevant information.

The request for the review of this information must originate with the school or department administrator and in the case of employees, must be approved by the Executive Director for Human Resources. If student misconduct is suspected, the report may be made directly to Information and Technology or to the supervising administrator in the Department of Teaching, Learning and Curriculum (TLC).

Information and Technology will honor approved requests to monitor or review equipment, records, and communication. In the case of employees, that approval must come from the Human Resources Department; in the case of suspected student misbehavior, from the supervisor in TLC responsible for the involved school(s). The request must specify the individuals, the approximate times/dates, and the particular equipment or types of records that should be reviewed or monitored.

Information and Technology will surrender or review only the specific equipment, records, or communications reasonably thought related to the behavior of concern. In the case of employees, any information obtained by reviewing equipment or records will be shared with the assigned staff member in the Department of Human Resources. In the case of students, that information will be shared with the principal of the school and with his or her supervising administrator. Sanctions against students should be consistent across schools and proportional to the seriousness of the infraction.

Bend-La Pine Schools administrators and staff are responsible for modeling and teaching students the proper ethics, techniques and standards for the use of electronic communication services and for enforcing compliance. Guidelines for acceptable and unacceptable use should be discussed with students.

Staff are responsible for monitoring student's use of technology and electronic communication services and devices to assure that use is consistent with the provisions of this regulation, and for guiding students to educationally appropriate sections of the Internet.

Content Filtering and Service Restrictions

It is the intent of the District to create a safe and age-appropriate learning environment for students and work environment for staff. Bend-La Pine Schools limits access to sites on the World Wide Web that are identified as inappropriate for student learning or staff work-hour viewing.

Bend-La Pine Schools will restrict access to Internet content or online services that is deemed to be inappropriate or that does not advance curricular learning. In addition, some restrictions on other online services may be implemented to protect the integrity of the District network. Decisions regarding filtering or access restriction will apply to all schools and staff and may be appealed through a formal process. No individual may override or otherwise circumvent these restrictions outside of the appeals process.

The responsibility for adequate and appropriate supervision of staff and students is held by administrators and by teaching staff. Decisions regarding the deployment of technologies and services will be guided by their potential to advance learning rather than real or anticipated student or staff behavior. In some cases the deployment and priority of access to particular types of content (e.g., music, video) may be managed to assure the integrity of Bend-La Pine Schools network.

The administration will develop a process to decide what content or services to block or to open if previously blocked. The criteria for blocking content should be similar to those used for the limitation of library resources or other controversial materials. This process must involve multiple viewpoints and include an opportunity for staff or the community to appeal. Sources that are not blocked are readily available to students of all ages. Accordingly, no decision for blocking or removing a block may be made by an individual outside of the formal review process.

The responsibility for adequate and appropriate supervision of staff and students is held by administrators and by teaching staff. Decisions regarding the deployment of technologies and services will be guided by their potential to advance learning rather than real or anticipated student or staff behavior. Potentially valuable service or resources will not be limited or restricted based on concerns regarding the need for student supervision or classroom management. In some cases the deployment and priority of access to particular types of content (e.g., music, video) may be managed to assure the integrity of Bend-La Pine Schools network.

Staff Responsibilities for Personal and Student Use of Electronic Communication Services

Bend-La Pine Schools administrators and staff are responsible for modeling and teaching students the proper ethics, techniques and standards for the use of electronic communication services and for enforcing compliance. Guidelines for acceptable and unacceptable use should be discussed with students.

Staff is responsible for monitoring student's use of technology and electronic communication services and devices to assure that use is consistent with the provisions of this regulation, and for guiding students to educationally appropriate sections of the Internet.

Recovery of Lost or Stolen Property

District computers are each equipped with the ability to contact the District when connected to the Internet. This allows District staff to locate the computer. In most cases, that location can be determined by the numerical address reported by the computer. There is also the ability to activate the remote camera on the computer to photograph the surroundings. Given the sensitivity and risk to personal privacy involved in activating photographic surveillance, that option will only be exercised when directed by the superintendent or deputy superintendent and in the presence of a law officer.

User Authorization

All Bend-La Pine Schools staff must accept these provisions as a condition of employment. Students are automatically afforded access to Internet and email services. Each student will be apprised of these regulations annually and each must comply with them as a condition of enrollment. Other authorized users (e.g., contractors, volunteers) are bound by these provisions and must be informed of them by the administrator who requests authorization.

Parental Permission for Student Use of Electronic Communications

Bend-La Pine Schools believe that access to electronic equipment, infrastructure, and services is in the interest of all students. However, parents may wish to restrict their student's use of email and World Wide Web services or other technologies. Parents who wish to restrict student access must address such a request in writing to the school principal within four weeks of the start of school or the first day of enrollment. This request must be made in writing annually.

Student Information Resources and Services

All Bend-La Pine Schools students shall be encouraged to use electronic communications as a tool for learning. Bend-La Pine Schools may provide internet-based electronic curriculum resources that are available to all students. Students may also be provided with a personal e-mail or chat account to be used for school purpose.

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