To: Board of Education

From: David Cunningham, executive director, human resources & legal counsel, ext. 4937

Re: Preliminary Review of Responsible Use Guidelines for 1:1 Devices & Revised Student Acceptable Use Policy

Date: July 7, 2016

Background:
To ensure students and parents are aware of the rules governing the issuance of 1:1 devices, the district will distribute two documents to parents and students when devices are issued. The first is the Responsible Use Guidelines for 1:1 Devices which will provide students and parents with an overview of what responsible use includes. The District Student Acceptable Use Policy is an existing document that has been updated to include items specific to 1:1 Devices; however, the DSAUP applies regardless of what device a student is using.

Recommendation:
The Board Policy Committee recommends the review of the referenced polices. Once the review is complete and any suggested changes are considered, the committee will submit the final recommendations for amendment and/or adoption at the July 25, 2016 board meeting.

Motion:
"I move the Board of Education approve the review of the referenced policies for possible amendment and adoption at its July 25, 2016 meeting."

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RESPONSIBLE USE GUIDELINES FOR 1:1 DEVICES

My student and I are committed to the Responsible Use Guidelines. We commit to discussing and reviewing the following guidelines as it pertains to technology use throughout the district:

Lawrence Public Schools uses technology to help students learn. Technology is essential to facilitate the creative problem-solving, information fluency, communication, and collaboration that we see in today's global economy. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. The Responsible Use Guidelines for 1:1 Devices support our vision of responsible technology use and promote a strong sense of digital citizenship. These guidelines apply to all Lawrence Public Schools computer networks (including the devices made available to them), and all devices connected to those networks (whether they be student owned or otherwise).

Internet Safety and Security

Communicating Safely Online
Use of the internet and online collaboration is an important part of being in middle school. However, there are still risks involved when engaging in online conversation. Students will understand situations where online talk may be risky. Students will recognize and report any warning signs of online predators. Students will not participate in inappropriate dialogue with others online.

Security of Information
Sharing of information online can be a great way to accomplish a task or work on a project collaboratively. However, there are certain bits of information that students should not share online or with others. Students will not share any of the following:
- Passwords
- Private and personal information about yourself
- Private and personal information about others

Internet Privacy
Many websites collect information from visitors for advertising or data collection purposes. Students will learn and use online privacy terms or agreements. Students will understand how and why companies collect their information so they can make informed decision before providing personal information to a website.

Research and Information Literacy

Searching
Students will use a variety of search engines to search for information and content. Students will understand the functions of effective keywords and categories to find useful and relevant information online.

Research and Evaluation
Students will choose websites with high-quality information and when possible, use multiple sources to find their information. Students will properly cite online resources. Students will be able to identify online advertisements and spam on websites and understand the purpose behind those advertisements.

Digital Citizenship

The internet is a powerful community of connected people. That connection requires levels of responsibilities to one another. Part of being a good digital citizen is using technology in a responsible appropriate way. Below are some specific areas to address with middle school children.

Social Media and Email
Students will have access to a school email account after receiving basic training on email etiquette. Please know that all email can be viewed by teachers, administrators, or parents. Email should be written with thought of the audience and purpose. Online school-approved social media sites are allowed (based on the age of the student). Students will learn about interaction, risks, and responsible use on both school-approved and other social media sites that they may encounter. Abuse or misuse of district email may require disciplinary action.

Commenting Responsibility
As use of social media and other age-appropriate websites becomes available to middle school students, it's important for students to understand the positive and negative aspects of their digital life. Students will be able to make comments on age-appropriate websites or school-approved social media sites. These comments, like anything else on the internet, have a certain amount of digital permanence. Students will display respect and thoughtfulness online by not posting comments that are negative, inappropriate, or personal about others or themselves.

Digital Ethics
Students will use the internet and digital tools to produce content for the classroom. Students will not present the work of others as their own work (known as plagiarism). There may be times when other students have left their own work on a computer or that students will collaborate on a digital project. Students will not delete or damage other students' work intentionally. Students will ask for permission prior to posting videos or photos of students. When working on projects or any other work with online resources, students will follow copyright laws.

Cyberbullying
Cyberbullying is the use of digital technologies or mobile devices to harass, threaten, embarrass, or torment another student. This can happen both directly and indirectly.
Students will:
- Identify strategies for dealing with cyberbullying responsibly.
- Analyze and report any offensive online behavior or interactions to a trusted adult.
- Create positive online communities rooted in trust and respect.
- Think before you send or post.

Students will not:
- Publish information that is harmful or embarrassing to others
- Facilitate in the spreading of rumors via online platforms
- Participate in online polls, "bash" sessions, or other communities that are harmful to others

"Sexting" or other inappropriate online interactions
Like cyberbullying, "sexting," or the transmission of inappropriate images or messages digitally, can result in conviction in a court of law. Students will understand the role of digital technologies in relationships. Students will not actively participate in the sharing of inappropriate photos and/or information of themselves or others.

Self-Expression and Identity

There can be a difference between an online versus offline identity. Students need to be aware of these differences and realize that how they present themselves online can affect their relationships, sense of self, and reputations.

Digital Footprints

Information you post on the internet can affect your future. The internet can be a powerful, collaborative tool, but any information you post on it is accessible by anyone even after you have deleted it. Students will not over-share or post inappropriate information online. Students with questions or concerns about posting information should always consult with a trusted adult before posting. When taking or posting photos, see the picture below for best practices.

RESPONSIBLE USE GUIDELINES ACKNOWLEDGEMENT FORM

I understand my technology use and, if applicable, text messaging and social media with district provided resources, are not private and may be viewed by district officials. I understand the school district will provide me with third party accounts and my use of those accounts is also subject to these Responsible Use Guidelines and the District Student Acceptable Use Policy (AUP). I understand I have no expectation of privacy and the Lawrence Public Schools will monitor my activity regardless of the device I am using.

I have read the Lawrence Public Schools Responsible Use Guidelines for 1:1 Devices and the District Student Acceptable Use Policy (AUP) and agree to abide by their provisions. In consideration for the privilege of using the Lawrence Public Schools technology, electronic communications system, and in consideration for having access to the public networks, I hereby release the district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature, including attorney's fees, arising from my use of, or inability to use, the system.

Printed Name_____ **School**_____

Signature_____ **Date**_____

Parent or Legal Guardian Name_____

Parent or Legal Guardian Signature_____

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DISTRICT STUDENT ACCEPTABLE USE POLICY (AUP)

The Lawrence Public Schools provide access for student use of computer technology for student use of the Internet and transmission of data or other information across the network infrastructure. All users must share the responsibility for seeing that our computer facilities are used in an effective, efficient, ethical and lawful manner. It is an opportunity to have access to these extraordinary resources and therefore, all users must agree that they will comply with these guidelines in accordance with KANSAS STATUTE 21-5839 and Board Policies IIBG; IIBGA.

Expectations for All Students
Students will:
- Use technology in the manner directed by building staff and administration.
- Use technology for educational purposes.
- Take care of any district equipment and report damages, problems, or inappropriate materials immediately to a staff member.
- Comply with all copyright, trademarks, and license restrictions, including citing Internet sources as you would all other reference materials.

Students will not:
- Share passwords or provide personal information to non-approved online sources.
- Have any expectation of privacy when using any mobile device (district owned or personal) at school or a school related function or with respect to e-mail, files or directories.
- Use technology to harass others according to Board Policy JGECA.
- Download, store, distribute, or share any software or digital file (such as movies, music, or text) in violation of copyright laws.
- Intentionally access material through, or with, technology that would not be allowed for educational purposes in your school if presented in other media.
- Intentionally damage, disable, or hinder the performance (or attempt any of the previous) of any district technology system device, software, or network (inside or outside of the district).
- Access or attempt to access any system, file, directory, user account, or network to which you have not been granted access.
- Use technology in a manner that would hinder the learning environment for you or any other student.
- Install or attempt to install any software on a district owned technology device *other than applications approved by the district.*
- *Attempt to thwart or bypass the district's filtering services or Mobile Device Management (MDM) system(s).*

Additional Expectation for Students with Personally Assigned Computing Devices
Students will:
- Regularly save any information stored on a computing device to ~~your assigned personal network storage directory~~ the *district approved storage.*
- Expect any device to be regularly inspected for inappropriate material, which might include unlicensed software or inappropriate content and software. Any inappropriate content or unlicensed software will be removed.

Student Use of Personal Mobile Devices at School or School-Related Activities
- Students may use personal mobile devices in the manner directed by building staff and administration.
- Students may, but are not required or expected to, bring a personal mobile device to school or school-related activities.
- Students who bring personal mobile device(s) to school or school-related activities should access the school district's network; however, students should not expect the district's network to be available at all times.
- The district will not be responsible for data or other losses of any kind, economic or otherwise, a student may experience when using a personal mobile device at school or a school-related activity.
- The district will not be responsible for any fees associated with a student's use of a personal mobile device.
- Students are responsible for their own mobile device(s) and understand district personnel will not repair or perform any set-up options to enable student to use a personal mobile device at school or school-related activities.

Consequences for AUP Violations
- Suspension from use of district technology.
- Suspension or expulsion from school.
- The district may notify law enforcement agencies.
- Any consequence outlined in your school handbook.