

IJNDB-R: Acceptable Use of Technology

Definitions

For purposes of this regulation, “personal electronic device” means any device that a student or staff member is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers and personal digital assistants.

For purposes of this regulation, “instructional day” means the period of time between the first scheduled bell and the last scheduled bell of the school day and any other time in which instruction occurs.

General Provisions

Carlsbad Municipal School District (CMSD) shall provide computer related technology resources to its students for educational purposes. The goal of providing these resources is to promote educational excellence. The use of CMSD technology resources shall be granted to students and staff for the enhancement of education-related functions. Individuals who use the CMSD network shall consent to be monitored.

CMSD shall use several procedures to ensure students are protected while using the Internet including, but not limited to content filtering. CMSD shall comply with the federal Children’s Internet Protection Act (CIPA) to address concerns about access to offensive content over the Internet on school and library devices and computers.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, CMSD cannot guarantee that students will not reach an inappropriate site. It shall be the student’s responsibility to report any inappropriate site or posting to a school official or teacher.

This regulation outlines appropriate use and prohibited activities when using all technology resources and electronic devices. Every student and staff member shall follow all of the rules and conditions listed.

Acceptable Use of Personal Electronic Devices

Student Rights and Responsibilities

1. The student who possesses a personal electronic device shall be solely responsible for its care.
2. Possession of personal electronic devices on all school campuses, including athletic fields, and school buses, at school-sponsored activities and while the students are under the supervision and control of school district employees shall be permitted. Students may use devices as determined by school administration.
3. These devices shall be kept out of sight and powered off or silenced during instruction. The requirement that personal electronic devices be turned off may not apply in the following circumstances when the student obtains prior approval from the principal or his/her designee:
 - a. The student has a special medical circumstance for self or family member.
 - b. The student is using the device for an educational or instructional purpose with the teacher’s permission and supervision.

4. Personal electronic devices shall be permitted on school buses, as authorized by the driver unless use of the personal electronic device causes a disruption on the school bus.
5. Students shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Blocked sites include, but are not limited to social networking sites.
6. Student use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device. Upon confiscation, staff shall follow all district and school procedural directives and processes.

Unauthorized Use

Unauthorized use of personal electronic devices includes, but is not limited to, the following:

1. Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content that causes substantial disruption or violates the CMSD Bullying Prevention policy on or off school grounds, school events or school busses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.
2. Transmitting school materials for unethical purposes such as cheating.
3. Any activity which may be in violation with the CMSD Bullying Prevention policy and regulations.

District Rights and Responsibilities

1. The CMSD shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student or staff member while the device is under their care.
2. The school shall develop internal procedures to include, but are not limited to, expectations that the staff will immediately secure the device and turn the device into the school designated location, develop a process for parents/legal guardians to retrieve devices.
3. Staff may confiscate personal electronic devices when such devices are being used in violation of this regulation and/or internal school procedure. Upon confiscation, staff shall follow all district and school procedural directives and processes.
4. Staff may search confiscated personal electronic devices and examine the content of students' personal electronic devices when there is reasonable suspicion of unauthorized or illegal use of the devices and may turn the devices over to the proper authorities for further investigation when warranted. When determining if a search is appropriate, staff shall ensure the following conditions are met before conducting the search:
 - a. The search is reasonable at its inception. That is, when the context is such that it is clear that the student or students are clearly misusing the device and that the search of content would turn up evidence of the violation.
 - b. The scope of the search of the content is reasonably related to the objective of the search and appropriate in light of the age and sex of the student and the nature of the suspected violation.

Acceptable Use of Networks, Including the Internet

Social Media/ Social Networking

Student use of social media or social networking that disrupts the instructional day may result in disciplinary action. Proper behavior, as it relates to the use of computers and devices, is no different from proper behavior in all other aspects of CMSD activities. All users shall use the computers, devices and

computer networks in a responsible, ethical, and polite manner. Violation of this regulation shall be grounds for school disciplinary action.

Email

Email services and systems may be provided by the CMSD. The data stored in these systems shall be considered, at all times, the property of CMSD. As such, all messages created, sent, received or stored in the systems shall be considered the property of CMSD, except for any data covered by copyright or other legal property protection.

Internet

The Internet and other online resources provided by CMSD shall be used to support the instructional program and further student learning. The goal of providing these resources is to promote educational excellence.

The Internet is a network of many types of communication and information networks. While this creates new opportunities for learning, research, communication and collaboration, it also creates new responsibilities for CMSD students and staff.

Internet Safety Education

CMSD Internet safety includes Internet safety education. Specifically, the Internet safety education shall include lessons on cyberbullying awareness and response as well as teaching appropriate online behaviors for students. Students shall be instructed in appropriate use of district technology resources.

Student Internet Safety

School students shall not disclose their full name or any other personal contact information for any purpose on the Internet. Personal contact information includes address, telephone, or school address. Students shall not share or post privacy-revealing personal information about themselves or other people. Students shall tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete the message until instructed to do so by a staff member. Students should not provide their passwords to anyone under any condition. Students must immediately tell their teacher if their password is lost or stolen, or if they think someone has gained unauthorized access to their accounts.

Staff and Student Responsibilities

1. The person in whose name an on-line services account is issued shall be responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account or account number. Passwords are private and not to be shared with others.
2. The District's system shall be used for purposes related to education.
3. CMSD shall reserve the right to monitor any online communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by the District officials.
4. Inappropriate use may result in a cancellation of network privileges.
5. Only appropriate language shall be used in email, online postings and other digital communications with others.
6. Technology resources shall be used responsibly.

- a. The network shall not be used for illegal or commercial activities.
 - b. Users shall not search, retrieve, save, circulate or display hate-based, offensive, sexually explicit, or images or information about weapons.
7. Users shall be prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, cyber-stalking, obscene, disruptive, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
 8. The use of camera-equipped devices is prohibited in private areas, such as locker rooms, restrooms, and dressing areas. This applies on and off-campus. It is important to understand that use of camera-equipped devices in these private areas may be a criminal offense violating state and federal law.
 9. Users shall not use the system to encourage the use of drugs, alcohol, weapons or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
 10. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
 11. Users shall not read other users' email or files (without permission); they shall not attempt to delete, copy, modify or forge other users' mail.
 12. Users shall not assume another person's identity.
 13. Users shall report any security problems or misuse of the services to the teacher (if user is a student), principal, or supervisor.
 14. Staff, and both students and parent, and/or legal guardian, shall sign the Acceptable Use Agreement before they can use the CMSD network.
 15. Users who fail to abide by the district's rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.
 16. Users shall not make any attempt to circumvent network security.

Nothing in this policy precludes the District from disciplining students/employees for misuse of technology during non-instructional hours or using non-school equipment where the activity has a reasonable nexus to the school or is otherwise materially disruptive to the school.

Copyright Violations

Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright) and engaging in plagiarism (using other's words or ideas as your own) shall be prohibited, and in most cases illegal.

Privacy

Network and Internet access shall be provided as a tool for education. CMSD shall reserve the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of CMSD and no student or staff shall have any expectation of privacy regarding such materials.

Corrective Action

Corrective action shall be determined by the number of previous acts, the nature of the act, and the context in which the alleged act occurred. Consequences may range from positive behavioral interventions to suspension and expulsion for repeated and/or severity of the violations.

References:

Legal Cross Ref.: The Children’s Internet Protection Act (CIPA)
 NM State Internet Usage Rule, Title 1, Chapter 12, Part 10 §22-2-21
 NMSA 1978 NMAC 6.12.7.8

Board Policy Cross Ref.: IJNDB: Use of Technology Resources in Instruction
 EGD:Use of Technology in Office Services
 JICD: Student Harassment/Bullying/Cyberbullying Prevention

Updated July 25, 2018