

Oologah-Talala Public Schools

Technology/ B. Y. O. D. District Policy (Bring Your Own Device)

Acceptable Use and Internet Policy

Purpose: Oologah-Talala Public Schools promotes and encourages the student use of personal electronic devices in an appropriate manner for educational purposes. Students must comply with current federal and state laws and district policies and may not use the device to violate laws or policies. The use of personal electronic devices is a privilege and as such, it can be revoked due to district policy violations or misuse. District personnel may restrict the use of such devices when required and unauthorized use will result in appropriate disciplinary action. Students are not to use electronic devices for the purpose of academic dishonesty. If this occurs, disciplinary action will be taken. During the course of the school year, additional guidelines may be discovered and they will be communicated to students at that time.

Terms of Acceptable Use and Internet Policy

Students:

- Must follow district guidelines each time the device or Internet is used at school as stated in Board Policy 1.20-1.20.6.
- The District will not be responsible for any damaged or stolen personal devices, including loss of data.
- The use of personal electronic devices on district property or at a district sponsored event is subject to Technology Board Policy 1.20-1.20.6 the student must comply with all district rules and regulations governing computer and internet access.
- Users understand that the district has access to and can read all electronic or digital communications created and received with district resources. Users agree that they will not use district resources to create or receive any electronic or digital communications which they want to be private.
- District staff reserves the right to search the District and/or Personal electronic devices and the student network drive for software, files, messages or files sent or received via the Internet, per BOE Policy 1.20.6 "No Expectation of Privacy", (P.5, 2A), upon reasonable suspicion that the search will uncover evidence of a violation of the law, policy, or other district rules and regulations.
- Must use appropriate language in all communications. The student will not use profanity, obscenity, offensive or inflammatory speech. The student will not participate in "Cyber Bullying" such as personal attacks and/or threats on or against anyone using these District and/or Personal electronic devices. The student will immediately report to school personnel any observed personal electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN) while using District and/or Personal electronic devices.
- Users and parents understand that the parent is responsible for the cost of repairing or replacing the equipment should the device be damaged, lost or stolen or if the student leaves Oologah-Talala Public Schools without returning any devices. This cost may be mitigated if student choose to participate in the Oologah-Talala Student Fee Technology Program.

I understand by signing this Acceptable Use and Internet Policy I am bound by the terms of the policy. Failure to comply with the terms of this policy may result in termination of technology privileges and/or any other discipline actions deemed appropriate by school administrators and/or State and Federal law enforcement officers. I have read and agree to abide by the guidelines outlined in OTPS Board Policy 1.20-1.20.6

☐ I choose to decline to participate in the OTPS Technology Fee Program. I understand that I am fully responsible for damage, repair and replacement cost incurred while the devices are issued to my student.

☐ I am participating in the OTPS Student Fee Technology Program.

Student Signature

Date

Parent Signature

Date

Oologah – Talala Public Schools
Student Technology Fee Program

The Oologah – Talala Public Schools Student Technology Fee program has been established for the 2016-2017 school year. The technology fee package includes all Chromebooks, iPads, laptop computers and charge cords. The program will cover the repair or replacement costs of these items. The cost for the 2016-2017 school year is based on the Full/Reduced/Free Lunch status at the time the fee is incurred. Multi students in one household are also figured into the fee setup.

Technology Fee:

Grades Pre-K – 2nd (Not applicable)

Grades 3rd – 5th (\$25 per student per year)

Grades 6th – 12th

\$40 for 1st Student in household or \$25 for Free/Reduced Lunch Status per year

\$25 for each additional student in household regardless of Lunch Status per year

Acts of intentional damage will not be covered by the program.

Keep in mind, according to the Responsible Use Agreement, parents are responsible for the full cost of any repair or replacement of all damage to or loss of computer equipment.

Typical Repair /Replacement Costs:

Item	Cost	Item	Cost
Laptop	\$395	Chromebook	\$250
Charge Cord	\$30	Trackpad Only	\$30
Screen	\$60	Mainboard	\$90
Keyboard and Trackpad	\$90	iPad	\$400
Battery	\$60	Charge Port	\$50

Non-Negligent Damage

If purchased, the Oologah – Talala Student Technology Fee covers 100% of the **FIRST** incident of negligent damage of the Technology Package Items, 50% of the **SECOND** incident of negligent damage of the Technology Package Items from Date of issue through August 31, 2017. After two incidents, the parent is responsible for all repairs and replacement costs. *Exact repair/replacements costs will be determined at the time of the repair.

Damage due to Negligence:

If an item is accidentally or negligently damaged, lost, or stolen, a replacement cost will be assessed to the student as follows: Laptops \$200, A/C Adaptors \$10, Chromebook \$150

**ACCEPTABLE USE OF DISTRICT AND/OR PERSONAL
INFORMATION DEVICES AND
EDUCATIONAL TECHNOLOGY RESOURCES**

POLICY 1.20.6

Oologah-Talala Public Schools encourages use by students, staff and Board members of information systems and educational technology resources, such as e-mail, connections to the Internet and similar networks, collectively referred to in this policy as "technology resources."

The District may provide these technology resources and/or allow students to use their own Personal technology resources for a limited educational purpose: to advance the learning of students and District employees in accordance with the goals and objectives of the District. Users will access the technology resources only for educational, instructional, and administrative purposes.

There shall be no legitimate expectation of privacy or right of privacy in any use of District resources, including access to District technology resources through Personal technology resources. At all times, users are to assume that the District may monitor or review messages, communications, or other use of District and/or Personal technology resources.

Electronic communications are considered part of the District's business records and are subject to the provisions of the Open Records Act, Title 51, O.S. §24A.1.

While the District recognizes the benefit of these technology resources, it also understands the magnitude of potential information available to students, staff and Board members through these technology resources, and believes that comprehensive guidelines in the form of administrative procedures are warranted in order to serve the educational needs of the District and prevent the inappropriate use or abuse of these technology resources.

All information system and technology resource users (students, staff and Board members) will be held responsible for appropriate use of the resources as outlined in the administrative procedures. Inappropriate use or abuse of District and/or Personal technology resources shall result in disciplinary action.

The Superintendent and/or his/her designee(s) shall develop administrative procedures to implement this policy.

**ACCEPTABLE USE OF DISTRICT AND/OR PERSONAL
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ADMINISTRATIVE PROCEDURES

A. General Provisions

1. Users shall comply with this policy and the procedures.
2. The District will notify students and the parent(s) or guardian(s) about the technology resources and the policies and procedures governing their use.
3. The District, through its designees, reserves the right to monitor, examine, evaluate and disclose all aspects of the technology resources and their use. There shall be no legitimate expectation of privacy or right of privacy in any use of District resources, including access to District technology resources through Personal technology resources. At all times, users are to assume that the District may monitor or review messages, communications, or other use of District technology resources, including messages and communications sent via Personal technology resources.
4. Use of technology resources is a privilege, not a right. Users violating any District policy or procedures shall be subject to revocation of privileges and potential disciplinary action at the discretion of school administrators and/or appropriate legal action according to state and federal laws.
5. The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by the technology resources will be error-free or without defect. The District will not be responsible for any loss or damage users may suffer, including but not limited to, loss of data or interruptions of service on District and/or Personal technology resources. The District specifically denies any responsibility for the accuracy or quality of the information obtained through or stored on the technology resources. Further, use of any information obtained via the technology resources is at the user's own risk.
6. The District will not be responsible for financial obligations arising through the unauthorized use of the technology resources. District procurement policies must be followed for the purchase of goods or services for the District and must have the approval of appropriate District Technology Director and administration.
7. Copyright Law will govern the use of material accessed through District and Personal technology resources. Individual users assume a personal responsibility for understanding and complying with copyright law.
8. Teachers will assist their students in developing the skills to use the District and/or Personal technology resources effectively and in a manner that conforms with all District policies and procedures.

9. The Superintendent is authorized to adopt, amend and revise procedures consistent with this policy for the use of District and/or Personal technology resources, as the Superintendent deems necessary and appropriate from time to time.

B. Technology Resources Components and Ownership

1. The information systems and educational technology resources covered by these procedures include district and or personal computers (laptops, desktops, tablets, smart phones) and peripheral equipment, connected to local area networks, servers and networked peripherals, a wide area network, which includes access to the Internet, and an electronic communications system, which includes audio and video capability. These systems and resources, as they may exist from time to time, are collectively referred to in these procedures as "technology resources."
2. All of the technology resources, along with the associated network wiring and management devices, are either owned or leased. All information, correspondence and communications contained in files that reside on the technology resources are owned by the District, in some cases for the benefit of the District's students and employees but nevertheless still subject to these guidelines and the District's related policy on technology resources.

C. Responsibilities of the District

It is the responsibility of the District to:

1. Provide technology resources solely for the appropriate educational goals of the District.
2. Inform users of expected standards and the consequences for not adhering to them.
3. Inform users that any violation or attempted violation of the provisions of the District's policy on acceptable use of District and/or Personal information systems and educational technology resources or these procedures will result in disciplinary action appropriate to the violation.
4. Adhere to all legal requirements relating to management of access to the information contained within the files residing on the District and/or Personal technology resources.

D. Legal Accountability

Users of the District and/or Personal technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of District and/or Personal technology resources may result in legal action against the offender by the

District, injured third parties and /or governmental authorities. If such an event should occur, the District will fully comply with any requests for information housed on District and/or Personal technology resources related to the legal proceeding, subject only to prohibitions of law.

E. Educational Purpose

1. The District and/or Personal technology resources have been provided or allowed for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, curriculum development, communication essential to the administration and operation of the District's school system, and limited high-quality personal learning activities. The limit on personal learning activities for students will be defined by their teachers and parents. Viewing, downloading, copying, sending, or processing information outside the scope of this educational purpose is strictly prohibited.
2. The District's technology resources have not been provided as a public access service or a public forum. The District has the right to place restrictions on the material which users access or post through the District and/or Personal technology resources. Users of District and/or Personal technology resources are expected to follow the Acceptable Use of District and/or Personal Information Devices Educational Technology Resources Policy, any rules found in District or school handbooks and all applicable local, state, federal and international laws.

F. User Access to Technology Resources

1. Audio/visual equipment, telephones, computer workstations, peripherals, local and wide area networks
 - A. Users may have access to audio/visual equipment, telephones, computers (laptops/desktops/tablets/smart phones), peripheral devices and networked workstations for communication, presentation, and research tools and other District-approved applications, which supplement classroom educational programs.
 - B. Access to certain information and files may be restricted to protect the administrative security of the District and its records, and rights of privacy and confidentiality. Users who are provided access to such restricted information and files shall exercise the utmost care to prevent unauthorized persons from gaining access to such information and files, and to maintain the confidentiality of such information.
 - C. Users may not connect or install any computer software which is their own personal property to or in the District's technology resources without the prior approval of the system administrator. Any hardware or software may be removed only after prior notice to the system

administrator, and only if such removal will not damage the District's technology resources or the files and information on them.

- D. Computer hardware or software utilized within the District must comply with District Standards.

2. No Expectation of Privacy

- A. The District reserves the right to access and disclose the contents of all files and communications on and conducted through the District, including access to District technology resources through Personal technology resources. This includes, without limitation, Internet and e-mail communications. E-mail communications, instant messages and text and voice mail messages received or transmitted through District technology resources are not private despite any such designation by either the sender or the recipient. This includes messages and communications sent or received on a Personal technology device utilizing District resources. The existence of passwords and "message delete" functions do not restrict or eliminate the District's ability or right to access communications and information on the technology resources. Messages sent over the Internet to recipients outside of the District should not be considered secure inside or outside of the District's technology resources even if encrypted. The District reserves the right to log, monitor, examine and evaluate all usage of its technology resources, included without limitation its instant messaging, e-mail system, voice messages and users' mailboxes, at the sole discretion of the District.
- B. All users waive any right to privacy with respect to their files and communications sent utilizing District technology resources, and consent to access and disclosure of them by authorized District personnel.
- C. All requests to access the content of any files and communications as described in 'A' above must be approved by the Director of Technology and Superintendent.

3. The Internet

- A. Access is restricted to certain Websites and certain types of Internet activities by either the District firewall or the filtering service to which the District subscribes and in accordance with the Children's Internet Protection Act. Students may not use external proxy servers or other similar technologies to bypass or seek to bypass the filtering software.
- B. Users accessing the system remotely are responsible for all transactions during their respective session. All rules and guidelines governing use are extended to the user during his/her remote access session.

- C. Authorized users may have access to Internet information resources in classrooms, offices, libraries, school computer labs and other locations accessed via the district's wireless and wired connection points.
- D. Parents will be encouraged to specify to their children what material is and is not acceptable for their children to access through District and/or Personal technology resources and the Internet.
- E. Staff is responsible for monitoring student access to the Internet.
- F. Authorized users placing information on the Internet using the District and/or Personal technology resources are, in effect, publishing such information on behalf of the District. Consequently, with the exception of e-mail, information may be published on the Internet using the District and/or Personal technology resources only when expressly authorized by the Director of Technology or district/site designee.

4. Electronic mail and voice systems

- A. E-mail accounts are created and managed by one or more e-mail administrators designated by the District.
- B. Any e-mail system that has not been created by, or is not currently under the management of the appropriate District personnel is subject to cancellation.
- C. Each employee is responsible for accessing his or her e-mail and voice mail several times per day to ensure prompt receipt of any messages.
- D. E-mail accounts are provided for the purpose of conducting District business, achieving educational goals, and for the pursuit of professional growth and limited high-quality personal learning activities.
- E. Accounts will be deleted when the e-mail administrator receives confirmation that the e-mail account is no longer needed.

5. Web Publishing

- A. The District's web server cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.
- B. All home pages will be subject to review by the district's Director of technology and/or district designee.
- C. The technology staff reserves the right to reject all or part of a Home page,
- E. All web pages must include: the school location, date of last update, and an e-mail address.
- F. All posted work must be of publishable quality with regard to spelling, usage, and mechanics.
- G. All web page authors are responsible for the maintenance of their own pages.

G. Unacceptable Uses

1. Personal Safety

- A. Users shall not post personally identifiable information about themselves or others. For example, it is not permissible to put people's photos on the web and identify them by name.
- B. Student users shall not agree to meet or meet with someone they have met online without parental approval.
- C. Student users shall promptly disclose to their teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- D. Users shall receive or transmit communications using only District-approved and District-managed communication systems. For example, users may not use free, web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the system administrator.
- E. Users shall not attempt major repair of District-owned technology resources without the assistance of the District Support Mechanism. Major repair is defined as any repair or modification which has the potential to impact the District infrastructure, more than 1 workstation, disrupt business operations or requires the user to add or remove hardware. However, users are encouraged to perform troubleshooting and minor repairs in conjunction with the District Support Mechanism.

2. Illegal and Prohibited Activities

- A. Users shall not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others, as one's own.
- B. Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. Users shall not illegally copy protected works, or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading material. Users may not download any material for which a fee or license agreement is required without the approval of appropriate District supervisory personnel. Users shall not install any software (including public domain software or freeware) which is not on the District's approved software list.
- C. District staff will not support or maintain any computer operating system or application software that does not meet District standards.
- D. Illegal installation of copyrighted software is prohibited. Illegal copying of software from any District computer, network or program diskette is prohibited. Computer software and data protected under copyright laws

may not be downloaded or uploaded to a computer owned or leased by the District without the written consent of the copyright holder. Any software or data located on a computer or file server owned or leased by the District found to be in violation of copyright laws will be removed.

- E. Users shall not attempt to gain unauthorized access or attempt to go beyond authorized access to District resources or to any other computer system. This includes attempting to log in through another person's account or access another person's files.
- F. Users shall not make deliberate attempts to disrupt the District's computer system or other portions of the technology resources or destroy data by spreading computer viruses or by any other means.
- G. Users shall not congest the District's technology resources or interfere with the work of others within or outside of the District when accessing the Internet, including the transmission or posting of messages that are intended or likely to result in the loss of the recipient's work or systems.
- H. Users shall not use District and/or Personal technology resources to engage in any activities which interfere with the operation of the District or its educational programs or compromise the safety and security of the District's technology resources.

3. Security

- A. Users shall access the Internet in a manner which does not compromise the security and integrity of the security and integrity of the District's technology resources, such as allowing intruders or viruses into the District's technology resources. Users wishing to download any document, file or software from non-District sources must observe District policies and procedures for virus checking and system security.
- B. Users are responsible for their individual logon passwords and e-mail account passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Users shall not share e-mail passwords, provide e-mail access to an unauthorized user, or access another user's e-mail without authorization.
- C. A computer logged into the District wide area network or the Internet should not be left unattended. User should either log-off or lock their workstation any time they are away. Users are responsible for all transactions made under their User ID and Password.
- D. User must immediately notify the system administrator if they identify a possible security problem.
- E. Users are responsible for the appropriate storage of their data.
- F. The administration, faculty or staff of the District may request a system administrator to deny, revoke or suspend specific user accounts for violation of these policies or procedures.

4. Inappropriate communications and access

- A. Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or video apply to public messages, private messages, material posted on web pages, and files stored or created on the District's technology resources. This also applies to Personal technology resources while being used on District property or at a District event.
- B. If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or supervisor of the location of that information.
- C. Parents or guardians should instruct the student user if there is additional material that they think it would be inappropriate for their student to access. The District fully expects that student users will follow the instructions of their parents or guardians in this matter.
- D. Users shall not post information that could cause damage or pose a danger of disruption to the operations of the technology resources of the District.
- E. Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity which that person finds harassing, the user must stop immediately.
- F. Students shall not participate in "Cyber Bullying" which consists of Personal attacks and/or threats on or against anyone using District and/or Personal technology resources. It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response.
- G. Users shall not knowingly or with reckless indifference post messages that are false or defame or libel any person or organization, or that infringe the privacy rights of others.

5. Respecting resource limits

- A. Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
- B. Users shall not post chain letters or engage in "spamming". Spamming is sending unsolicited messages to a large number of people, or sending a large number of unsolicited messages to one or a few individuals.
- C. Users shall check their e-mail frequently and delete unneeded messages promptly.
- D. Users shall subscribe only to high quality discussion groups or mail lists that are relevant to their education or career development.

6. Inappropriate use of resources

- A. Users shall not use the District's technology resources for commercial purposes or financial gain. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. All District-approved purchases will be made following District approved procedures.
- B. Users shall not use District resources for political lobbying purposes, or distribution of religious materials.
- C. The District's portable information systems and educational technology resources such as notebook computers and peripheral or companion devices will be at their allocated sites during school hours.
- D. Transmission of material violating federal or state procedures is prohibited. This material may include, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.

H. Limitation of Liability

- 1. The District makes no guarantee that the functions or services provided by or through the District's technology resources will be error-free or without defect.
- 2. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.
- 3. The District is not responsible for the accuracy or quality of the information obtained through or stored on its technology resources.
- 4. The District will not be responsible for any financial obligation arising through the unauthorized use of the District's technology resources.
- 5. The District is not responsible for loss of data – (photos, personal information, songs, personal information) or lost, damaged, stolen and/or infected technology resources personally owned by students and/or parent(s) or guardian(s).
- 6. While student-owned personal electronic devices are on District property or at a District event, students must follow all information systems and educational technology resource policies and procedures outlined above.

I. Disciplinary Action

The use of District and/or Personal technology resources is a privilege, not a right. Violation of District Policies and Procedures may result in cancellation of computer-use privileges and/or other disciplinary action up to and including termination of employment. If Federal and/or State laws are violated, the offender is subject to being reported to proper authorities.