

Technology Code of Conduct

Purpose:

Students' lives today are filled with media that gives them mobile access to information and resources at all times. The opportunities are limitless, borderless, and instantaneous. In an effort to empower students to engage actively in their own learning, Manhattan-Ogden USD 383 provides the opportunity for students to use technology devices (both district and personally owned) within district locations or in connection with a school sponsored event. Students wishing to use the technology must do so in a responsible manner as stated in the Computer Use Policy (IIBG - <http://www.usd383.org/home/showdocument?id=1016>) as well as in accordance with the following requirements. Issues surrounding personally owned devices are addressed in the student handbooks at each school. (see Addendum at the end of this Code of Conduct).

Device Types:

For the purpose of this Code of Conduct, the word "device" refers to any district or privately owned digital electronic equipment that includes but not limited to: laptops, netbooks, e-readers, tablets/slates, iPod Touches, cell, Smart phones and wearable technology. Devices created specifically for gaming are not allowed (e.g., Nintendo Switch, PlayStation Portable PSP, etc.) unless otherwise approved by an administrator.

Requirements:

Students using an electronic device (personal or district owned) within Manhattan-Ogden USD 383 buildings or at district events need to read and check that they understand the information in this document.

1. A student may only use a device if permitted by Manhattan-Ogden USD 383 faculty or staff. Permission may be withdrawn at the teacher or administrator's discretion. Flagrant and/or repeated violations will be reported to the principal or appropriate administrator for further action, if needed.
2. The student takes full responsibility for the electronic device at all times. The district is not responsible for the security of the device while being used by the student.
3. The student is responsible for the proper care of the device (with the possibility of: costs of repair or replacement) needed to use during school hours or activities. Students provided devices are responsible for their care during the time they are issued/checked out to them.
4. Programs, applications, apps, and sites used within district classrooms have been evaluated and identified for their educational value to students and alignment with the curriculum. A review of the resources has identified the equipment or materials appropriate for students and are necessary for the educational process. Students will utilize these programs, applications, apps, sites as a classroom resource in a manner required to meet curricular objectives. Students needing modifications will need to submit requests to administration and responsible staff.
5. Students using digital devices will be provided resources for the appropriate use of the technology and good digital citizenship. Teachers will make all efforts possible to direct students to online

resources that address curricular needs. Students that come across inappropriate materials, or witness others on these sites, should contact a teacher or other responsible staff immediately.

6. The district reserves the right to inspect a student's device or district accounts at any time if there is reason to believe that the student has violated Board policies, administrative procedures, school rules, or has engaged in other misconduct involving other students or staff while using the device. These devices or accounts may also be inspected if there is a concern for the health, safety or welfare of district students.

7. Violations of any Board policies, administrative procedures, or school rules involving a student's use of a device may result in the suspension of technology access within the district and/or disciplinary action, up to and including suspension or expulsion. If there are curricular requirements for technology use then adjustments will be made by the administrator and staff.

8. The student must comply with a teacher's request when using technology. If directed, students will shut down or close a device.

9. Any recordings or photographs made at school, on school or related property, or in connection with a school sponsored event may become the property of Manhattan-Ogden USD 383. If students transmit, or post content in violation of any Board policies, administrative procedures, or school rules, it is understood that Manhattan-Ogden USD 383 has discretion over the use of such recordings and photographs.

10. While on school grounds a technology device should be used for school approved activities, unless otherwise directed.

11. The student must only use his/her own username and password when accessing district network, sites or apps (including but not limited to the wireless network, Student Information System, Learning Management System, district drives, or other resources). Use of another student/staff usernames and passwords may result in the loss of technology privileges and/or disciplinary action.

Addendum: Personal Devices – Student Handbook Statements:

From Elementary Handbooks:

Cell Phones

Students shall not use cell phones, audio or visual recording devices, or other electronic devices during school hours, except as authorized by the principal. Recordings, audio or visual, made in violation of board policy or school rules are the sole property of USD 383, and may be used only with permission of the Superintendent of the district. Students are responsible for cell phones they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property. Students shall comply with any additional rules developed by the school concerning the appropriate use of cell phones or other electronic devices.

Equipment Connected to the Network

Non-approved district equipment (e.g., laptop, e-reader or other wireless device) will not be connected to the network or computing system without the signed Technology Code of Conduct by parent/guardian or responsible adult. This Code of Conduct will outline the responsibilities of the user

and the district with respect to these devices. Any network device (e.g., printer, server, access point, hub/switch) is not to be installed without the prior approval of the Director of Technology (or designee).

Electronic Media Games and Toys

Students should leave toys, trading cards, media players and electronic games at home unless they have the permission of the principal to have them at school for instructional purposes. Students are responsible for electronic devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property.

From Middle School and High School Handbooks:

Electronic Devices

Unless students have been given permission by a classroom teacher to bring electronic devices to his or her class for educational purposes, all electronic/communication devices including, but not limited to cell phones, Kindles and iPods or MP3's are to be silenced/powerd off and secured in the student's personal locker during school hours as they interfere with the learning environment. The staff or administration is not responsible for searching for or finding lost or stolen items. Students engaging in unauthorized use of these devices or in unauthorized audio or video taping on school grounds or activities, or with school equipment on or off school grounds, are subject to school consequences up to and including suspension or expulsion. Recordings, audio or visual, made in violation of board policy or school rules are the sole property of USD 383, and may be used only with permission of the Superintendent of the district.

Above all, when using technology, all Manhattan-Ogden USD 383 students shall:

Be Safe:

Use online safety
Research and use approved sources
Keep personal information confidential

Be Responsible:

Report inappropriate behavior
Demonstrate appropriate care and use of equipment
Cite sources when using others' work

Be Respectful:

Use equipment appropriately
Use proper online etiquette in all digital formats
Be kind when communicating with others

As a student I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action, up to and including suspension and/or expulsion.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him, and my student understands her/his responsibility for the use of any device. I understand that the devices, applications, sites identified by Manhattan-Ogden personnel are for educational purposes and have been reviewed for student use. I agree to assume all risks regarding the student's device, and I release Manhattan-Ogden USD 383 and its employees and agents for all liability regarding the device, including their negligence.

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