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## PURPOSE

### *Rationale*

Our students use technology to learn. Technology is essential to facilitate the creative problem solving, information fluency, and collaboration that we see in today's educational and professional settings. While we want our students to be active contributors in our connected world, we also want them to be safe, legal and responsible. This Acceptable Use Policy (AUP) supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

Southfield Public Schools strives to provide appropriate and adequate technology to support instructional purposes. The use of personal technology devices by students is optional and students who ***do not*** participate in the BYOD will not be penalized; alternate non-technology modes of class participation ***will be*** available.

### *How We Use Technology*

We use technology to facilitate creativity and innovation, to support information fluency, to collect and analyze data and to solve problems. We develop in our students a sound understanding of technology operations and concepts. We believe technology can be transformative and we encourage students to use technology to accentuate their learning process. We create a safe online environment for everyone. Filtering software keeps unwanted sites off our computers, and adults supervise our students' computer activities at school.

### *Our Hardware and Software*

Our students can access the Internet via both wired and wireless connections that cover each school campus. We have both PC and Apple platforms throughout our district. Digital projectors, interactive whiteboards and Apple TV facilitate group viewing and discussions. All students have access to a standard suite of software to support their learning needs on SPS owned technology. Additionally, students will be able to access e-text versions of new textbooks recently purchased by the District. Many additional applications (apps) are available for free through internet supported site, e.g. iTunes or Google Plays. Students and families will be solely responsible for the purchase of any additional applications for their PEDs, however, the purchase of such application will not be required for participation in any classroom setting.

## Acceptable Use Policy

### Personal Electronic Devices (PEDs) – Acceptable Use Policy (AUP)

Personal Electronic Devices (PEDs) intended and actually used for instructional purposes (e.g. taking notes, recording classroom lectures, and writing papers) will be permitted, as approved by the classroom teacher or the building principal.

1. PEDs shall be powered completely OFF (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or teacher.
2. PEDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to: gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PED is absolutely prohibited.
3. Students shall have no expectations of confidentiality with respect to their use of PEDs on school premises/property.
4. Students may not use devices to record, transmit or post images, video, or audio of a person or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher or administration in compliance with the Southfield Public Schools AUP.
5. Students may not use a PED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. (Refer to policy on bullying or other forms of aggressive behavior if applicable). In particular, students are prohibited from using PEDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be constructed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) pictures, text messages, e-mails or other materials of sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.
6. Students are also prohibited from using a PED to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, academic dishonesty, and/or any other illegal activity. Likewise, students are prohibited from using PEDs to receive such information.
7. Possession of a PED by a student during school hours and/or during extracurricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses their privilege.

## Acceptable Use Policy

### **Personal Electronic Devices (PEDs) – Acceptable Use Policy (AUP)**

8. Violations of this policy may result in disciplinary action and/or confiscation of the PED. The building principal will also refer the matter to law enforcement or child services if the violation involves illegal activity (e.g. child pornography, sexting, drugs).
  
9. If a PED is confiscated, reasonable attempts will be made to contact parent/guardian. The plan for the return of the PED will be communicated to them unless the violation involves potential illegal activity in which case the PED may be turned over to law enforcement.
  
10. School officials will not search or otherwise tamper with PEDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with SPS Board Policy 5771 Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PED to school for a designated length of time or on a permanent basis.
  
11. Students are personally and solely responsible for the care and security of their PEDs. The board and individual school assumes no responsibility for theft, loss, or damage to or misuse or unauthorized use of PEDs brought onto its property.

## Family Guidelines

### **Personal Electronic Devices (PEDs) – Acceptable Use Policy (AUP)**

Families are under no obligation to supply children with laptops, tablets, smartphones, or other technology devices. The district is allowing those students who have technology the option to bring it to school with the permission of the teacher(s) to be used for instructional purposes.

Per SPS Board Policy, such use shall be determined on a building and classroom basis.

When a student chooses to bring his/her personal electronic device to school the following guidelines shall apply:

1. Any student who wishes to use a personally owned electronic device must have already signed the Technology Resources Acceptable Use Agreement.
2. All students should use guidelines when connecting to the wireless network with a personal device, which are the same as when connecting to the district network with a school owned device.
3. The student takes full responsibility for the daily storing, carrying and transporting of the device to and from home.
4. Students and parents/guardians acknowledge that the school or school district is not responsible for the security of the device. Parent/guardians and student further acknowledge that the school, school district, or employees are not responsible for any repair or replacement of damaged, lost, or stolen devices regardless of circumstances.
5. The student complies with all teacher directions regarding the use or prohibition of personal devices; if a teacher has not indicated that it is time to use the device, it should be powered off and put away.
6. Students' personal devices shall be charged prior to being brought to school and shall be capable of running off of internal battery power while at school. Teachers/classrooms do not have to provide outlets for charging purposes.
7. The student will strictly use the secure wireless network for internet access. Students' use of 3G and 4G wireless connections to Internet content is not allowed on school property.
8. Students agree to use their device for authorized and appropriate activities only. Questions concerning whether specific activities, applications, or uses are "authorized and appropriate" should be directed to the classroom teacher or building principal.
9. Students' devices may not be used to facilitate academic dishonesty such as cheating, sharing answers, copying assignments, etc. This includes but is not limited to the copying or photographing of assignments, projects, presentations, and assessments.
10. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.

## Family Guidelines

### **Personal Electronic Devices (PEDs) – Acceptable Use Policy (AUP)**

11. Students may use headphones with the teacher's permission.
12. Students' devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and texting answers).
13. Students may not use devices to record, transmit or post photographic images or video of a person or persons on campus during school hours or during school activities; unless otherwise allowed by a teacher or staff member.
14. Students' devices may only be used to access computer files on Internet sites which are relevant to the classroom curriculum.
15. The classroom teacher and/or building principal reserves the right to deny use of all or some privately owned devices in the classroom or building at all times.

### ***Teacher Moderated Sites Sharing Guidelines***

The spirit of technology education is one of sharing. We create blogs, podcasts, videos, wikis, and other social media; but we don't create them for one person. We create them to share with the class, the school, the school community and perhaps the world; because we understand that a global audience drives achievement. We might share our work on a District site, class blogs, and wikis. These are teacher moderated sites, where students can collaborate online with teacher supervision. Student full names and personal information are always kept confidential and are not shared online. Other materials may be uploaded to public sites such as YouTube, iTunes etc.

## Digital Citizen Code of Conduct and Responsible Use

### Being a Digital Citizen

We use information and technology in safe, legal and responsible ways. We embrace the following conditions or facets of being a digital citizen.

***Respect Yourself:*** I will select online names that are appropriate, and I will adhere to District Guidelines when posting information and images online. I will not share inappropriate information or graphics with others.

***Protect Yourself:*** I will not publish my personal details, contact details, or a schedule of my activities.

***Respect Others:*** I will protect others by reporting abuse and not forwarding inappropriate materials or communications.

***Respect Intellectual Property:*** I will suitably cite any and all use of websites, books, media, etc.

***Protect Intellectual Property:*** I will request to use the software and media others produce.



## Digital Citizen Code of Conduct and Responsible Use

### Being a Digital Citizen

In addition to following the Southfield Public Schools Acceptable use Policy (AUP), you must comply with the following:

- A. Obey school rules concerning behavior and communication that apply to personal communication device use.
- B. Set a password on your device(s).
- C. Do not share passwords or personal account information.
- D. Monitor all activity on your account.
- E. You are not to loan or share personal device(s) with others.
- F. Do not connect with people you do not know.
- G. Report any suspicious information to a trusted adult immediately.
- H. Record the serial number of your device(s) at home.
- I. Bring headphones to use with your device(s) and use only if/when teacher permission is granted.
- J. Place your device(s) on silent/vibrate while working in class unless permission is granted from your teacher for instructional purposes.
- K. Turn your device(s) off completely if so instructed by a teacher or administrator.
- L. Clearly label your device(s) and power cords with your name.
- M. Always turn off and secure your device(s) when not in use.
- N. Device(s) should be brought to school each day fully charged. Students are encouraged to bring their device(s) home each day to charge in the evening.
- O. Refrain from accessing or storing inappropriate content on your device(s) as stated in the SPS Acceptable Use Policy.
- P. You may not send, post or possess materials that are inappropriate, abusive, obscene, pornographic, sexually oriented, threatening, harassing, or damaging to another's reputation, or illegal, including cyber bullying and "sexting."
- Q. Refrain from accessing District resources, including the network, to knowingly alter, damage or delete District property.
- R. For document storage, you are encouraged to utilize alternative methods such as emailing documents to yourself or the utilizing a "cloud" storage program.

- S. Ask and receive permission before recording an individual or group. SPS retains the rights concerning any recordings and/or publishing of any student or staff member's work or image. You must obtain permission to publish a photograph or video of any school related activity.
- T. You should **not** expect that files stored on district servers will always remain private.
- U. You will **not** be able to print to SPS network printers from your device(s).

***Violation of these rules may result in suspension or revocation of system access and/or suspension or revocation of permission to use personal electronic devices for instructional purposes while on campus, as well as other disciplinary action in accordance with the Student Code of Conduct.***

## Appropriate Use

As with any device that is used on campus, there is an appropriate time and place. Below are the grade levels and permissible situations for use. School administrators and teachers have the final say on the procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Access is available but not guaranteed for each classroom situation.

### TIMES AND LOCATIONS FOR APPROPRIATE USE

K-8 Appropriate Use		High School Appropriate Use	
Before/After School	YES	Before/After School	YES
In class when my teacher designates use for learning	YES	In class when my teacher designates use for learning	YES
During passing time	NO	During passing time	NO
During lunch	NO	During lunch	YES
In the restroom or locker room	NO	In the restroom or locker room	NO

### PARENT/GUARDIAN RESPONSIBILITIES

- Discuss with your student the importance of practicing responsible digital behavior with personal electronic devices.
- Talk to your student about values and standards that your student should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies and radio.

### WIRELESS INFORMATION

You must use SPS's free secure wireless connection when on campus. SPS is not responsible for personal charges accessing other wireless connections or data charges. When you log into the Secure Wireless Network, you are accepting the terms of the SPS Acceptable Use Policy. You will have filtered Internet access just as if you were using a district owned device. You may not disable or attempt to disable any filtering service used by the district.

## Frequently Asked Questions (FAQs)

***What if I don't have access to a mobile device? Will my grades suffer?***

No, if you do not have access to a personal electronic device, you will be provided with traditional ways to complete assignments.

***I need to print a document that I just created; why is there not a printer listed when I try to print?***

Printing from PEDs is not allowed. Each school has designated times and locations, i.e. the Media Center, where students can print their work. You can email your document to yourself and print at home. You can email your document to your teacher if it is complete and ready to be graded. Or you may store your document in a cloud storage system like Google drive Dropbox.

***What happens if I break or lose my device while I am at school?***

You may bring your PED(s) to school at your own risk, just like any other personal item. The district is not responsible for lost, stolen, or misplaced devices.

***If I cannot get my device to connect to the network, can I get help from someone on campus?***

It is not the responsibility of your teachers or SPS staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity.

***Will I have to use my own data plan to access the Internet when on campus?***

Free wireless access is provided by SPS. You must use the SPS secure filtered wireless connection when on campus. SPS is not responsible for personal charges accessing other wireless connections or data charges.

***How do I save my work?***

It is encouraged that you email documents to yourself or utilize cloud storage programs to store your data.

***Am I still held accountable for the Student Acceptable Use Policy even though this is my own personal electronic device?***

Yes. The AUP for SPS remains in effect even when you are using your own personal device.

***Can I take a picture or record my teacher or classmates while on school property and during the school day or after school activities?***

No. You cannot take pictures of anyone without their expressed permission. It is your responsibility to ask for permission if you intend to take a picture.

***Can I post pictures, recordings or video to the Internet or websites or social media sites?***

No. You cannot post, transmit, or upload pictures, videos or recordings to the Internet, websites or social media sites without the expressed consent of any person in the picture or background of the picture or the building principal if the picture does not have any people in the picture.

# Southfield Public Schools

## CONTRACT FOR YOUR BYOD(s) STUDENT & PARENT/GUARDIAN

I understand and will follow SPS's Acceptable Use Policy while using my personal technology tools in the District. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary actions.

I also understand that my school network resources are owned by SPS and are not private. SPS has the right to access my information at any time.

I understand that the SPS is in no way responsible for the loss or damage of any personal equipment. The District recommends that you purchase personal insurance to cover your equipment.

\_\_\_\_\_  
Student (Please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of Southfield Public Schools and that student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that my child/ren's computer activities at home should be supervised as they can affect the academic environment at school.

I hereby give permission for my child to bring the following device to school for educational purposes:

\_\_\_\_\_  
Parent or Guardian (please print)

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

Phone number: \_\_\_\_\_

**It is implied that by signing the Acceptable Use Policy and Contract for BYOD parents/guardians are consenting to their student's work being shared in a manner consistent with the Teacher Moderated Site Sharing Policy.**

**No, please do not share my child's media outside of the classroom.**