



Book	Policy Manual
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Title	Acceptable Use of Personal Technology Devices
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Purpose

Dallastown Area School District is committed to the use of technology in supporting both the instructional program and district business operations. Dallastown Area School District is also committed to protecting student, employees, and stakeholders from illegal, inappropriate, and damaging technology use by individuals, either knowingly or unknowingly. It is the purpose of the policy to define the appropriate use of personal technology within Dallastown Area School District buildings and sponsored events.

Definition

Personal technology devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages, images or other data; or provide wireless, unfiltered connection to the Internet.

Examples include digital video and audio recorders, e-readers, laptop computers, smart phones, iPads, netbooks, as well as any new technology developed with similar capabilities.

Guidelines

Employees – Personal Devices

The district's technology services department will make every attempt to provide all necessary devices required for the educational and business needs of the district. However, there may be circumstances where this is not possible or practical. The use of personal technology devices on school property is permissible for educational purposes or school business during school hours. In such instances, employees shall abide by the following terms:

1. To be compliant with Child Internet Protection Act laws for filtering, personal technology devices used to access Internet for instructional or presentation purposes must do so through the identified district wireless network.
2. The user of a personal technology device found to be the source of an intended virus, worm, trojan horse, spyware, or other malicious software on the district network can be held liable for all resulting damages to district technology resources.
3. Accessing, creating or sending inappropriate content stored on personal technology devices while on district property or at school-related events constitutes a violation of the Acceptable Use of Technology Resources Policy (AUP) and is subject to the consequences thereof.[1]
4. Employee assumes all responsibility for the safety of all content on personal technology devices. Employees should avoid keeping any district and/or student personal identification information on personal devices. In case it is essential to have this information on personal devices, employees are responsible to maintain an accurate, up-to-date inventory of any district file or data that could contain personal identification information.
5. The Dallastown Area School District reserves the right to examine personal technology devices on district premises which are regularly used for instructional purposes when the district has a reasonable basis to suspect that an employee violated this policy. Access to material or communications on the device may be required as part of the Right-to-Know Law, if such material or communications constitute a public record of the district.
6. The district shall not be liable for the loss, damage, or misuse of any personal technology devices.

Consequences for Inappropriate Employee Use

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to use personal technology devices, loss of access to network resources, and appropriate disciplinary action up to and including termination of employment. Illegal use of the personal technology device, for example intentional deletion or damage to files or data belonging to others, copyright violations or theft of services, may be reported to the appropriate legal authorities for possible prosecution.[2][3][4]

Students – Personal Devices

Personal technology devices may be used by students during the school day for educational purposes, under the following conditions and within the procedures defined by the building administrator:

1. Students may use personal technology devices during the school day while either on district property or attending off-site school-sponsored activities if the use is for educational purposes and the student has permission, as defined by the building administrator.
2. Students using personal devices to take photographs or to record audio or video during the school day must have appropriate permission, as defined by the building administrator. Any student using the device to photograph or record audio or video, which determined in the sole discretion of the building administrator is used to embarrass, harass, or intimidate another, may face appropriate legal and disciplinary consequences.
3. Personal technology devices cannot be used to compromise the integrity of any component of the instructional program (e.g. electronic cheating, plagiarism, recording audio and video without permission, posting of inappropriate content not related to instructional activities).
4. The user of a personal technology device found to be the intended source of a virus, worm, trojan horse, spyware, or other malicious software on the district network can be held liable for all resulting damages to district technology resources.
5. Accessing, creating or sending inappropriate content stored on personal technology devices while on school property or at school-sponsored events constitutes a violation of the Acceptable Use of Technology Resources Policy (AUP) and is subject to the consequences thereof.[1]
6. Personal technology devices brought into school are to supplement instructional activities and must be used in accordance to the guidelines identified by the building administrator. Students must receive appropriate permission to bring such devices into the district by the building administrator in consultation with the Technology Services Department. Such devices are permitted to be connected through the identified district wireless network.
7. The Dallastown Area School District reserves the right to examine all personal technology devices at any time that the district has reasonable basis to suspect that the student is not complying with this policy.
8. The district shall not be liable for the loss, damage, or misuse of any personal technology devices while on district property or while attending school-sponsored activities.

Consequences for Inappropriate Student Use

Violations of this policy by a student may result in disciplinary action and the confiscation of the electronic device. Confiscated items may be returned at the principal's discretion. Violations may also result in student not being allowed to use personal technology devices and loss of district network privileges.