

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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BOARD POLICY

REGARDING: Personal Technology

Number: 6012  
Instruction

Approved: 12/12/12

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It is the policy of the Tolland Board of Education to permit access by students and employees using privately owned electronic devices to the District's computers, District issued personal data devices (including smartphones, blackberries, PDAS, smartphones, other mobile or handheld devices) and instructional technologies; communications and data management systems; informational technologies and the internet; and a variety of other technology resources (collectively the "District technology resources") in order to promote educational excellence. While the District intends to permit such broad access, the District's technology resources have not been established as a public access service or as a public forum. Additionally, it is the expectation of the Board of Education that students and employees who access these resources while using personal electronic devices will act at all times in responsible and ethical ways that are fully in accord with the computer use policy and other applicable policies and with all local, state, and federal laws.

The District will work together with the parents or guardians of students to educate students about the District's expectation that all students will act responsibly and ethically when accessing and using district technology resources, including times when access is achieved through the use of personal technology. Since students are able to access the District's technology resources not only from district computers, but also from privately-owned electronic devices, it is important for each student to have the opportunity to learn about his/her rights, responsibilities, and duties when using personal electronic devices to access District technology resources. Through various means, including the dissemination of the student handbook, the distribution of the computer use policy and its regulations, and/or through curricular efforts, the district will inform students of the applicable expectations regarding access to the District's technology resources when using personal electronic devices on or near school property, at home, in school vehicles and busses, or at school-sponsored activities.

The District's technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The District considers access to its technology resources to be a privilege and not a

right. Staff and students are expected to make responsible and ethical decisions at all times when using the District's technology resources. Failure to do so will result in the consequences fully outlined in the applicable technology and discipline policies.

## Definitions

### District Technology Resources:

For the purposes of this policy, "District technology resources" refers to District's computers, District issued personal data devices (including smartphones, blackberries, PDAS, other mobile or handheld devices) and instructional technologies; communications and data management systems; informational technologies and the internet; and a variety of other technology resources in order to promote educational excellence.

### Employee:

For the purposes of this policy, the term "employee" shall be deemed to include contractors, volunteers, Board of Education members, third parties and other non-student members of the school community.

### Personal Technology:

For the purposes of this policy, "personal technology" refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, smartphones, network access devices, and other electronic signaling devices.

### Personal Technology Security:

Responsibility for keeping personal technology secure rests with the individual owner. If personal technology is stolen, lost, or damaged, it will be handled through the Administrative office similar to how other stolen or damaged personal artifacts are handled. Staff, students, and parents should be aware that the District is not liable for any personal technology that is stolen, lost, or damaged. Students should not share their personal technology with other students at any time.

### District Technology Resources/Damages:

Virtual or physical vandalism shall not be tolerated. Any intentional act by a user of the District's technology resources that damages, or interferes with the performance of District hardware, software, operating systems, or communication

and data management systems will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

#### Protocols For Using Personal Technology:

Students and employees must abide by all specific protocols outlined in this policy and all other technology policies and applicable regulations. Students and employees will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on/access procedures. Students and employees are advised that the District's network administrators have the capability to identify users and to monitor all personal technology while they are logged on to the network. Users must understand that the district has reserved the right to conduct monitoring of District technology resources and can do so *despite* the assignment to individual users of passwords for system security. Any password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, users must be aware that they should not have any expectation of personal privacy in the use of personal technology to access District technology resources. This provision applies to any and all uses of the District's technology resources and District or personal electronic devices that access same.

#### Disciplinary Action:

Misuse of the District's technology resources and/or the use of personal technology to access or utilize the District's technology resources in an inappropriate manner will not be tolerated and will result in disciplinary action.

For staff members, such misuse may result in disciplinary action up to and including termination of employment. As no two situations are identical, the Board reserves the right to determine the appropriate discipline for any particular set of circumstances.

For students, misuse may result in loss of access privileges, a prohibition on the use and/or possession of personal technology on school property, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

For other members of the school community, misuse may result in loss of access privileges, a prohibition on the use and/or possession of personal technology on school property, referral to the local police, or other appropriate consequences as befit the specific situation.

Legal References:

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 Through 2520