

Bowling Green City School District

Responsible Use Policy for Technology and Network Use

Technology tools and resources profoundly influence education, the work place, and everyday life. Users of technology are challenged with discerning appropriate boundaries of use and recognizing potential risks of constantly emerging technologies. It is the Bowling Green City School District's intention to provide a framework of digital citizenship by which all technology users within the District will co-exist. This document establishes a standard of expected behavior of good digital citizens.

Elements of Digital Citizenship

I. Guiding Question: Does your behavior represent good work ethic and productivity?

A. Identify appropriate uses of technology

- **School Work.** Use of devices, network, and services is for school work and school-related purposes only. Students in grades 6-12 may use a personally owned device for school work as authorized by staff. All technology use is monitored and no privacy should be assumed. The District owns all data on the network and provided services.
- **Personal.** Use of school devices, network, or services for entertainment or social purposes is prohibited. Use of school technology resources for political, religious, or commercial purposes is strictly forbidden.
- **Separate work and personal.** BGCS staff and students are expected to use District provided and authorized accounts and services for school work and personal accounts for personal activities. Staff should limit online communication/interaction with students to BGCS provided or authorized services.
- **Access appropriate material.** While Internet access in District schools is filtered, it is possible that users might access inappropriate material deliberately or by accident. Users may not create, access, distribute or share information about unsuitable material. If a student encounters questionable material, he/she should exit the material and report the incident to the teacher.
- Students should only use technology under teacher supervision.

II. Guiding Question: Does your behavior diminish technology resources for other users in the District community?

A. Care for technology resources

- Leave resources in good working condition for next user.
- Report technical problems to teacher or Helpdesk so that problems can be fixed.
- Avoid any behavior that interferes with the operation of school technology and network services. Disconnecting, changing configurations, hacking, breaking, mishandling, or other alterations will be viewed as vandalism.
- Users must report any misuse of technology to a teacher or administrator.

B. Conserve resources

- **Bandwidth.** Our Internet and network bandwidth is shared among nearly 3500 users. Video, audio, games, and animations consume a large amount of bandwidth, limiting network and Internet speed for other users. Use only what is needed for educational purposes.
- **Server space.** Users have plenty of server space to store their school work. Only store files necessary to do your work and clean out obsolete files. Users may not store anything that is not directly related to their school work on school drives or school-provided services.
- **Consumables.** Please do not waste consumables (paper, ink, etc.). Create, edit, submit, and present electronically when possible. Only print portions needed and final products. Printing and copying is limited to school work. Personal use of school resources is not permitted.
- **Energy.** Turn off equipment when it will not be used again that day.

III. Guiding Question: Does your product improve knowledge and understanding?

A. Create responsibly

- Be sure projects and presentations shared with your classmates and with others in the online community contain well-documented, well-researched, accurate, and reliable information that is cited when appropriate.
- Proudly cite the work you have relied upon from other authors to build your knowledge base.
- Learn the difference between synthesizing from others' work and plagiarism. Never plagiarize.
- When publishing your own work online, include your first name, the date, and your grade level. When others find your work online they will know how to evaluate and cite it.

B. Communicate and collaborate effectively

- Use technology to collaborate in solving problems and creating products.
- Use technology as a tool whenever possible to create a polished, effective product.
- Keep in mind your potential audience (online or in-school communities) and purpose (to inform, to persuade, etc.).
- Communicate professionally using proper grammar, spelling, content and tone with classmates and staff.

C. Teach each other

- Remember that the work you learn, create, and share with others is more than "just a project"; it is a contribution to the body of knowledge from which the in-school and online community can learn and pass along.

IV. Guiding Questions: Does your conduct impact the safety, security or reputation of yourself and others? Is your behavior honest and legal?

A. Safety

- Keep private or personal information offline.
- Be careful how you present yourself online. What you post may be viewed by anyone, including potential employers, etc.
- Treat others with kindness and respect.
- Protect yours and others' personal and professional reputations. High standards of online manner and conduct are expected from all users. Users should refrain from any behavior/activities that would reflect negatively on themselves, others and/or the District.
- Create a positive environment. Bullying, harassment, intimidation, tricking, or any behavior which disrupts a safe and positive learning/working environment is strictly prohibited. Report abusive behavior to a teacher or administrator.
- Students will participate in Internet safety instruction integrated into the district's instructional program in grades K-12.

B. Security

- Protect your network accounts. Do not share usernames or passwords; do not leave an account unattended or allow others to use it. Always choose the sign out / log off links instead of just closing windows.
- Create secure passwords with letters, numbers, and special characters.
- Only access your accounts and network locations. You may not use or access others' accounts. Do not access, modify, forward, or delete files created by another user without their permission.
- Be watchful to prevent viruses, spyware, and other malware from infecting the computer/network.
- Privacy of email or any electronic communication is not guaranteed and may become public information.
- Users are responsible for maintaining security of student information and other personally identifiable data and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations regardless of how information is accessed, transmitted, or stored.

C. Law and Ethics

- Users are responsible for following District rules and guidelines and state and federal law in their use of technology.
- Users will respect the ownership rights of work, ideas, or products and comply with plagiarism, copyright, and/or piracy laws. No illegal copying is permitted. Citing sources of information is expected.
- Users will not use technology devices for any type of academic dishonesty.

Bring Your Own Device Program

Bowling Green City Schools is committed to utilizing powerful online productivity tools and resources to enhance learning opportunities for our students. As part of this commitment, the district is allowing students in grades 6-12 and PK-12 staff to bring their personally owned wireless electronic devices to school for the purpose of completing school work through the school's filtered wireless network. With staff approval, students will be able to access the school's filtered Internet connection and online resources (Google Apps, Edmodo, etc.) to complete their school work. We realize that not every student owns a device; and for those who do, some may choose not to bring their personally owned device to school. There is absolutely no expectation that parents should provide a device to their child for this program.

Approved Devices

For the purpose of this "BYOD" program, approved devices include any privately owned wireless communication device that:

1. can access the Internet through a fully functional web browser
2. is capable of accessing the school's wireless network
3. is capable of completing and submitting school work

Approved devices include, but are not limited to: laptops, netbooks, tablets, eReaders, and smartphones. Students should ask for clarification on devices not listed.

Approved Use

All use of the devices while on school campuses and on the district's network must be for the sole purpose of school work. Non-instructional activities are not permitted. Use of school network or services for entertainment or social purposes is prohibited. Use of school network resources for political, religious, or commercial purposes is strictly forbidden. However, personal cell phone calls or text messages outside of school hours are permitted.

Approved Access

When using personal devices at school, students will only be permitted to access the Internet through the Bowling Green City Schools wireless network. This is the same filtered Internet connection that all school computers use and should not be circumvented in accordance with the Children's Internet Protection Act. Students may not access or provide non-school Internet access to others on school grounds or buses through cellular data (3G/4G) or other mobile Internet provider connections. Users should use school provided or approved web-based resources (i.e., Google Apps, Edmodo) for completing and submitting school work. Personal devices will not have access to school internal resources, servers or printers. Users can use school computers/netbooks to access resources, servers or printers as needed.

Approved Places and Times

PLACE / TIME OF DEVICE USE	PERMITTED?
Classrooms	Staff discretion
Restrooms, Locker Rooms, Changing Rooms (real or make-shift)	No
Middle School Hallways / Class Change or Hall Pass	No
Middle School Cafeteria / Breakfast, Lunch	No
High School Hallways / Class Change or Hall Pass	Yes (no ear-buds/headphones)
High School Cafeteria / Breakfast, Lunch	Yes (no ear-buds/headphones)
School sponsored extra-curricular	Staff discretion
School buses or other transport	Staff discretion
During State Assessments	No - leave device in locker

Privileges and Rights

Use of the BYOD program is a privilege, not a right, intended to enhance teaching and learning. Users may be denied access at any time, for any reason, and possible disciplinary measures may occur if privileges are abused. School staff may collect, examine and hold any device at any time for the purpose of enforcing school policy, investigating discipline issues, or for any other school-related purpose. Students and staff should not have an expectation of privacy on the personal electronic devices brought onto school property.

Security and Damages

Students and staff take full responsibility for the security, repair or maintenance of their personally owned digital devices at all times. It is recommended that all devices be labeled or otherwise identified before being brought to school. The Bowling Green City School District, and its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal artifacts that are impacted in similar situations.

Device Etiquette

Students should follow proper conduct and display respect and courtesy to those around them while using their devices. All devices should be set to mute/silent (not vibrate) while on school grounds or buses. Personal technology must be charged prior to bringing it to school and the device must run off its own battery while at school. Students must comply with any staff member's request to turn off or put away the device.

Invasion of Privacy

Students are prohibited from using electronic devices to capture, record or transmit images, audio or video of any person or persons on school property or buses or while attending a school-related activity without the express prior notice and explicit consent for the capture, recording or transmission of such images, audio or video. Using an electronic device to capture, record or transmit images, audio or video of an individual or group without his/her/their consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a electronic device to violate the privacy rights of another person may have their device confiscated and held for up to thirty (30) days. Additional consequences may apply at the discretion of the school administration.

Technical Support

The Bowling Green City School District or its staff will not provide technical assistance on personally-owned devices. Instructions for accessing the appropriate school network and device settings for BGCS Google Apps will be provided. Otherwise, users are directed to utilize their user manuals and other resources provided by their device manufacturer for technical assistance.

Consequences of Improper Use

The District determines what constitutes improper use of technology and network services and is not limited by examples in this Policy. Use of personal equipment to violate this Policy on school property is prohibited and is subject to search and seizure for up to thirty (30) days. Consequences for individuals violating the Responsible Use Policy vary depending on the nature and seriousness of the violation. Consequences might include disciplinary action, loss of technology access, reimbursement of expenses and/or damages, and/or involvement of law enforcement agencies.

No Warranties Created

By accepting access to the Network, you understand and agree that the Bowling Green City School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.