Campus Technology Access

Student, Teacher and Parent Guide

PARKWAY
SCHOOLS

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PURPOSE

Parkway is implementing Campus Technology Access (CTA) for all elementary, middle and high school students. CTA will allow students to bring their own electronic devices to school to assist with their studies. These devices may include a laptop, iPad, tablet, eReader or smart phone. Students will have Internet access through the district network on these devices.

The goal is to enable ubiquitous access to resources that students desire and/or need in order to become capable, curious and confident learners. Furthermore, CTA will enable students to be more literate and critical consumers and producers of information.

Students are not required to bring their own electronic devices to school, and many will choose not to bring them. At the time, there is no requirement in any curricular area for students to bring their own device.

All Parkway schools have computers and other required electronic devices for students to use when needed. Classroom teachers and administrators have the ultimate say on when and how personal electronic devices will be utilized. As with other learning tools, there are times when electronic devices will not be allowed.

Parkway staff members are also able to bring their own electronic devices to enhance teaching and learning opportunities. Like students, staff members have Internet access through the district network on their own electronic devices.

FAQ: PARENTS

1. **What devices are allowed in school?**
   Any WIFI capable mobile device, including laptops (Windows or Mac), netbooks, iPad tablet, iPod touch, eReaders, smart phones or similar devices, and other digital tablets.

2. **Are students and staff required to bring a device?**
   No.

3. **Do students need special software?**
   No.

4. **Will students be able to use the devices every day and in all classes?**
   The classroom teacher has the final say. If a classroom teacher asks students not to use their technology devices, then students should follow those directions. Access is only available, not guaranteed, for each classroom situation.

5. **Will my children be held accountable to the Network Access Policy if they bring their own electronic device?**
   Yes. The Network Access Policy (NAP) for Parkway remains in effect even when using your own laptop, smart phone, iPad, etc. Each time students attempt to access the network at school, they will be prompted to accept the terms of service which include the NAP. Violating the terms of the NAP would be a student code of conduct violation. You can review this policy in Appendix A of this guide.

6. **What is the district's liability for student use of personally owned devices?**
   The district assumes no responsibility for loss, theft or damage to any pesonal device while at school. Students are required to take their own devices home every day after school. The district is not liable for the content already existing on student-owned devices; this would include music/lyrics, movies, pictures, games, etc. Violation of the NAP would be a student code of conduct violation.

Campus **Technology** Access

FAQ: STUDENTS

1. **What is Campus Technology Access (CTA)?**
   Campus Technology Access, also referred to as CTA, is a wireless or WiFi network set up to give limited Internet access to personally owned technology devices for students, staff and guests.

2. **When will CTA be available at my school?**
   Student access to CTA will begin at various times starting in January 2014. Consult your school principal for starting dates.

3. **How do I get access to CTA?**
   In general, students will connect their device to a specified CTA access point. Once connected, the student will launch a web browser and be prompted to enter their student username and password. The student will also have to acknowledge that they have read and understand the CTA Guidelines before getting access to the Internet.

4. **Will I be able to print from my personal device?**
   Personally owned technology devices will not be allowed to print to Parkway printers. Students should utilize email or personal storage devices to transfer materials that need to be printed to Parkway-owned computers.

STUDENT GUIDELINES

■ Purpose

The Parkway School District recognizes the value that Internet-connected technology devices add to the educational experience of all students. Therefore, the use of personally owned technology devices is permitted for students when designated appropriate by staff, the building administrator and Technology Department on the Campus Technology Access (CTA) network. In addition to what is outlined in these guidelines, the Network Access Policy and Guideline (IJNDBC.BP and IJNDBC.G, respectively) apply to personally owned technology devices.

■ Terms of Use

1. Maintenance, upkeep and technical support of personally owned technology devices shall be the sole responsibility of the owner. No technical support for personal devices will be provided by the Parkway School District.

2. The district is not responsible for any damage, loss or theft of personally owned technology devices but students should report lost or stolen devices to school administrators as soon as they are aware of such an event.

3. There is **NO EXPECTATION OF PRIVACY** when using personally owned technology devices. The district reserves the right to monitor, log and review all activity on personally owned technology devices.

4. There is no guarantee of Internet service and/or quality for personally owned technology devices connected to the CTA wireless network.

5. Students connected to the CTA wireless network will have filtered Internet access for educational use only. Any attempt to bypass network filtering or otherwise alter the CTA wireless network is prohibited.

6. The district reserves the right to make determinations on whether specific uses of personally owned technology devices are consistent with the district's Network Access Policy.

7. Using a personally owned technology device for illegal or prohibited reasons, to disrupt the educational process, to bully, harass, or threaten others, or to endanger the health or safety of the user or any other user is forbidden.

8. Students are prohibited from using personally owned technology devices in dressing rooms, locker rooms, bathrooms, and other locations that are deemed private in nature by the building administrator.

9. Students are responsible for good behavior on personally owned technology devices just as they are in a classroom or school hallway. Students agree to act in a considerate and responsible manner, use good judgment, show respect for people and property and demonstrate ethical decision-making.

■ Disciplinary Action

Disciplinary action for students utilizing personally owned technology devices on district property shall be consistent with disciplinary action as stipulated by Policy JK, Student Discipline, and may result in the loss of network access privileges. Some violations could involve legal action. Exact disciplinary measures will be determined on a case-by-case basis. These guidelines and Policy JK are subject to change without notice.

STAFF GUIDELINES

■ Purpose

The Parkway School District will allow staff to bring their personal devices to school to enhance teaching and learning opportunities and to utilize additional educational resources. Parkway staff will have Internet access through the district network on their own electronic devices according to the following expectations:

- Use of personal devices is governed by the Parkway School District's Electronic Use Policy. (GBEBE.BP) In accordance with that policy, there is **NO EXPECTATION OF PRIVACY** when using personal devices on Parkway's network.
- District technical support staff will not support network connectivity or application functionality on personal devices. Staff will be responsible for the care and technical support of their personal devices.
- Personal devices may only access the Internet via wireless connection, and in no manner can personal devices be wired to the Parkway School District network or allowed access to network printing services.
- There are no guarantees with regards to the availability or quality of Internet service for personal devices.
- The district is not responsible for any damage, loss or theft of personal devices.
- Staff may not attempt to bypass district web filtering measures or network configurations. All users will be filtered at the student level when using personal devices.
- Staff are responsible for having the following, where applicable: operating system updates, virus/malware detection software and firewall protection.
- Staff are financially responsible for any accessories necessary for the operation and usefulness of the device including cables, charged batteries, cases, and other peripheral devices.
- Staff will be held responsible for all the content stored on personal devices.
- Staff will be held responsible for all the activity that takes place on their personal devices.
- Staff will accept responsibility for ensuring the protection of confidential staff or student data accessed from personal devices.

I have read and understand the guidelines above. I am aware that violation of these guidelines or of the District's Electronic Use Policy (GBEBE.BP) could result in consequences including but not limited to:

- Suspension of computer access.
- Employee disciplinary action up to and including dismissal.
- Referral to a law enforcement agency.

APPENDIX A:
PARKWAY NETWORK ACCESS POLICY FOR STUDENTS

■ Principles

The board of education believes that network access, telecommunications and other technological resources should be utilized to support and enhance teaching and learning by providing students and staff with the tools necessary for educational advancement. The board of education supports access by students and staff to rich information resources. Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Such resources will both prepare students for entry into the increasingly complex environment in their continued learning after high school and eventually as they enter the work force and will ensure that students, teachers and other staff have access to the latest in research materials and information. Network resources are for the sole and exclusive use of students and staff and in no event may be used for any commercial purpose. Use of network resources is a privilege, not a right.

■ Student Assumptions

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. School expectations of good conduct apply. Access to network services will be provided to students who agree to act in a considerate and responsible manner, who use good judgment, who show respect for people and property and demonstrate ethical decision-making.

■ Staff Assumptions

The Parkway Board of Education expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. The staff will consult the policy and guidelines for instructional materials, controversial issues and academic freedom and will honor the content contained therein. District policies pertaining to staff on moral turpitude and appropriate behavior apply to staff use of network resources.

■ Parent Assumptions

Parkway School District, through strict, clearly defined standards of usage, will work to foster responsible network access usage. However, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, the Parkway Board of Education supports and respects each family's right to decide whether or not to participate in network access usage, at school or home.

APPENDIX A:
PARKWAY NETWORK ACCESS POLICY FOR STUDENTS

■ **Responsibility and Permission**

Guidelines will be developed to insure that all users have been trained in responsibilities for access prior to authorized use and to insure authorization includes school, supervisor, –and for students–parent approval.

■ **Consequences**

Because of the far-reaching implications of these resources, and because the equipment used to deliver these resources is owned by the school district, the board of education realizes that guidelines must be set to assure that activities which are not appropriate to the learning environment do not take place. The board of education takes the position that a violation of this policy will be referred for disciplinary action as stipulated by Policy JK, Student Discipline, and may result in the loss of network access privileges. Some violations could involve legal action.

■ **Disclaimer**

Parkway School District believes that the benefits to educators and students from access to the network resources, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Parkway School District employs Internet content filtering in compliance with state and federal law; however, there may be occasions when authorized users obtain access to sites containing material that is illegal, defamatory, inaccurate or potentially offensive to some people.

■ **Authorization**

The board of education authorizes the superintendent to develop administrative guidelines in order to implement Policy IJNDBC. This policy and its accompanying guidelines will be reviewed annually and revised as needed given the changing nature of developments in technology.

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SUPERSEDES: IJNDBC, 10/09/02, 11/15/00 and 1/8/97
CROSS REFERENCE:

APPENDIX B:
PARKWAY NETWORK ACCESS GUIDELINES FOR STUDENTS

In order to implement board policy IJNDBC, the following guidelines have been developed:

1. Parkway School District provides employees and students with access to the district computer network that includes Internet access for educational purposes. The term "educational purposes" includes use of the network for classroom activities, professional or career development, and individual research activities.

2. Network access is provided for students to conduct research and communicate with others. Such resources will prepare students to enter into the increasingly complex environment in their lives after high school and as they eventually enter the workforce. It will also ensure that students, teachers and other staff members have access to the latest research materials and information.

3. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. General school rules for behavior and communications apply. Network access will be provided to students who agree to act in a considerate and responsible manner, who use good judgment, who show respect for people and property and demonstrate ethical decision-making.

4. The district will notify parents/guardians and students about district network policies. Parents/guardians or students must sign an agreement to allow access to the Internet. Students 18 and older may sign their own form. Families should be warned that some material accessible might contain items that are offensive to some people. Parkway School District supports and respects each family's right to decide whether or not to sign for access. Permission forms will be required for all students new to Parkway and current students in transition to sixth and ninth grade.

5. Network storage areas are treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system in a responsible manner. Users should not expect that files stored on district servers would always be private.

6. In compliance with the Children's Internet Protection Act (CIPA), the school district has implemented Internet filtering. This will not replace the interaction between students, teachers, and librarians in the use of the Internet. Within reason, freedom of speech and access to information will be honored. During school, teachers, librarians and computer resource specialists will provide guidance and instruction to students in the appropriate use of Internet resources. Ethical behaviors regarding plagiarism and copyright will be encouraged and reinforced.

APPENDIX B:
PARKWAY NETWORK ACCESS GUIDELINES FOR STUDENTS

7. The Network Access policy contains restrictions on access of inappropriate material. There is a wide range of material available on the Internet, some of which may not fit with the particular values of the families of students. It is not possible for the district to monitor and enforce a wide range of social values in student use of the Internet.

8. When using the Internet for class activities, teachers will make every effort to select material that is appropriate for the age of the students and relevant to the course objectives. Teachers will preview sites and materials they require or recommend students to access in order to determine appropriateness of the material contained on or accessed through the site.

9. Teachers will make every effort to provide guidelines and lists of resources to assist students in channeling their research activities effectively and properly.

10. Teachers will assist students in developing skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

11. District policies pertaining to staff on moral turpitude and appropriate behavior apply to staff use of network resources. To adhere to the Network Access Policy the following are not permitted:

    ● Hacking and other unlawful activities

    ● Sending or displaying offensive messages or pictures

    ● Using obscene language

    ● Harassing, insulting, or attacking others

    ● Accessing material that advocates illegal acts or violence

    ● Damaging computers, computer systems or computer networks

    ● Violating copyright laws

    ● Using another person's folders, work or files

- Intentionally wasting limited resources

- Employing the network for commercial purposes

- Unauthorized disclosure, use and dissemination of personal identification information regarding minors

- Violating other policies of the district that may apply

- Releasing invasive software/spyware for the purpose of gathering personal information of other users

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining self-discipline necessary to behave appropriately on the network. Violations may result in a loss of access as well as other disciplinary or legal action as referenced in Policy JK, Student Discipline.

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