

## SCHOOL TECHNOLOGY POLICY STRUCTURE ©

David R. Hostetler

*Lex*-IS Services

www.Lex-IS.com / 815-301-3931

Most schools and school systems have varied technology policies sprinkled throughout their school policy manuals. Many do not address the growing number of school technology uses, are not regularly reviewed and updated, and are not always cohesive and consistent with one another. This document presents a framework offering the following distinctive characteristics and benefits.

<b>Features</b>	<b>Benefits</b>	<b>Comments</b>
Consolidation	<ul style="list-style-type: none"><li>• Easy access to all tech policies in one location</li><li>• Provides single “pull-out” documents for specific technology planning, guidance, &amp; training for respective uses and users</li></ul>	Like other separate school policy sections (e.g., student matters, personnel, finance), a separate technology section recognizes the reality that technology infuses virtually all school functions.
Comprehensiveness	<ul style="list-style-type: none"><li>• Addresses a full range of current and emerging tech uses and users</li></ul>	As technology grows so do user questions and potential procedural and legal problems, requiring a complete spectrum of tech policies.
Clarity	<ul style="list-style-type: none"><li>• Facilitates clearer awareness of procedures &amp; guidelines by communicating all policies together and their relation to one another.</li></ul>	Organizing policies by users/uses (i.e., students, staff, board members, instruction, operations, and general matters) promotes greater order and clearer structure by which to think about and implement tech use.
Cohesion	<ul style="list-style-type: none"><li>• Consolidation fosters greater cohesion when policies are organized into one unit, reducing risks of oversight, duplication, and inconsistency</li></ul>	Placing all related policies together, will foster improved oversight and policy development.
Compliance	<ul style="list-style-type: none"><li>• The other characteristics and benefits above, together, significantly help reduce instructional, operational, and legal problems and costs.</li></ul>	Separate and complete technology policies better ensure that all likely legal risks have been addressed and that, if implemented properly, will promote educational and operational quality and conserve school resources.

# **SCHOOL TECHNOLOGY USE POLICY AND PRACTICE OUTLINE**

## **I. Technology Resources General Provisions**

- A. Scope and Purpose
- B. User Risk
- C. Limitations
- D. Ownership, Monitoring, and Control
- E. Privacy and Disclosure of Technology Resource Use and Data
- F. Disclaimer Against Loss or Damage
- G. Civil and Criminal Remedies
- H. Procedure and Appeals

## **II. General Acceptable Use for All Users**

- A. Overview
- B. Permissible Use
- C. Prohibited Use
  - 1. Unlawful or Generally Prohibited Use
  - 2. Harassing, Intimidating, Bullying, and Other Offensive Use
  - 3. Disrupting or Damaging Use
  - 4. Unauthorized Technology Access, Endangerment, or Tempering
  - 5. Jeopardizing or Bypassing School Security Measures
  - 6. Promotional Uses and Advocacy
  - 7. Publishing Personal Information on the Internet
  - 8. Downloading or Copying Files or Data
  - 9. Unauthorized Users
  - 10. Plagiarism and Related Acts of Academic Dishonesty
  - 11. Copyright and Software Copying
  - 12. Off-Campus and Personal Technology Use
  - 13. Representation of the School System's Viewpoints and Positions
  - 14. Violating the School System's Trademark, Copyright, and Other Intellectual Property Rights

### **III. Student Use**

- A. Overview
- B. Enforcement
- C. School and Parental Responsibilities
- D. Permissible Use
- E. Prohibited Use
  - 1. General Prohibited Use
  - 2. Social Networking Sites
  - 3. Disclosing Personal Identifying Information
  - 4. Off-Campus and Personal Technology Use
  - 5. Personal Electronic Devices

### **IV. Employee Use**

- A. Overview
- B. Enforcement
- C. Employee Role in Promoting Safe and Effective Student Use
- D. Permissible Use
- E. Ownership, Public Records, and Record Retention
  - 1. Right to Control, Monitor, and Search All Electronic Files
  - 2. Electronic Files as Public Records
  - 3. Electronic Public Records Subject to Record Retention Rules
  - 4. Personal Electronic Data
- F. Prohibited Use
  - 1. General Prohibited Use
  - 2. Improper Destruction of Public Records
  - 3. Improper Disclosure of Confidential Information
  - 4. Unauthorized Websites and Other Electronic Postings
  - 5. Improper Instructional Use
  - 6. Personal Technology Resources to Conduct School Business
- H. Potential Sanctions and Liability

### **V. Instructional Use**

- A. Overview
- B. General Considerations
  - 1. Instructional Technology Use and Resources
  - 2. Technology Proficiency
  - 3. Legal Considerations
  - 4. Limitations and Caveats

- C. Acceptable Instructional Use and Guidelines
  - 1. General Acceptable Use
  - 2. Guidelines for Determining Acceptable ITU
  - 3. Creation and Publication of School-Related Webpages
  - 4. Electronic Publication of Student-Authored Materials
  - 5. Online Courses and Instruction
- D. Prohibited Use
  - 1. General Prohibited Use
  - 2. Unauthorized Use of Personal Technology Resources
  - 3. Non-Approved Use
  - 4. Unauthorized Opening of Free Speech Forums
  - 5. Copyright Violations
  - 6. Safety and Confidentiality Threats
  - 7. Harmful, Disruptive, or Threatening Personal Use
- E. Procedures
  - 1. Notification, Awareness, and Training
  - 2. Review and Approval of ITU
  - 3. Waivers and Exceptions

## **VI. Operational Use**

- A. Overview
- B. School Control and Personal Computers
- C. Planning, Coordination, and Policy Development
- D. Information Management
  - 1. Network Monitoring and Privacy
  - 2. Public Records Compliance
  - 3. Indexing of Computer Databases
  - 4. Record Retention
- E. Procurement, Maintenance, and Disposal of Technology Resources
  - 1. Guidelines for Procurement
  - 2. Maintenance and Disposal
- F. Security
  - 1. Passwords and Access
  - 2. Vendor and Other Outside User Access
- G. E-Copyright

## **VII. Board Use**

- A. Overview
- B. Permissible Use
- C. Prohibited Use
  - 1. General Prohibited Use
  - 2. Personal Use and Gain
  - 3. Circumvention of Public Records, Confidentiality, or Open Meetings Laws
  - 4. Use of Personal Technology Resources to Conduct School Business
- D. Electronic Open Meetings
- F. Electronic Public Records and Record Retention
- G. Waivers and Exceptions