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## USE OF PERSONAL ELECTRONIC DEVICES – TECHNOLOGY

### - POLICY -

The Board of Education recognizes that students, employees and guests may bring personal electronic devices to the school or workplace. Personal electronic devices will be used in a way that is supportive of the learning environment and consistent with the District and School Codes of Conduct.

### REGULATIONS

1. Each school shall develop guidelines for the acceptable use of personal electronic devices by students in the classroom, school, school sponsored or school related activities on or off school property. Personal electronic devices means any electronic device, service or system designed or used to assist in extending human potential (including but not limited to computers, cell phones, cameras, social networking sites, e-mail and voice services, school networks, etc.) owned and/or operated by a school district user, and excludes District owned technology. The school guidelines will reference **policy 2-20 - Information and Information Technology** and the District and School Code of Conduct.
2. At no time will the use of any personal electronic device invade or infringe upon the personal privacy or safety of any member of the school district community.
3. In the event of an alleged use of a personal electronic device that is contrary to Board policy, district Information Technology staff may access files on the personal electronic device related to the allegation use.
4. The Board accepts no responsibility for theft or damage that may occur to personal items brought to the school or worksite. It is recommended that personal electronic devices used on District property be covered under personal insurance.
5. Students and guests who bring personal computer equipment to the school or worksite will be permitted to access the SD85 network only where such service is available and is allowed within the school/site guidelines. Adequate security protection will be required in the form of current virus protection software.

6. An employee may connect a personal device to the SD85 network providing the following conditions are met:
  - i. Up-to-date virus protection software must be licensed for and installed on the personal device.
  - ii. Staff will make prudent, work-related use of network resources.
  - iii. The Board assumes no obligation for the support of the personal equipment as a result of establishing a connection.
  - iv. The owner of the equipment will disconnect the equipment at the request of any supervisor or district Information Technology staff.
7. Employees using personal computers at work must:
  - i. Exercise due diligence with respect to files containing work related information, confidential information and student data.
  - ii. Keep personal information of a student or other person in a secure manner with password protection and encryption.
  - iii. Ensure that personal information of students and others is deleted from the device as soon as possible when the data is no longer required for school related purposes or when the employment ends.
  - iv. Be aware that all information processed on district servers, including internal e-mail, is the property of the District, even if located on a personal electronic device.
8. Violation of this policy or the school/site guidelines may result in disciplinary measures. Violations may be reported to the appropriate law enforcement authorities and may also be subject to criminal investigations and/or criminal charges. Employees may temporarily confiscate a student's personal electronic device.