## BOARD POLICY

1. The Board of Education recognizes foremost the critical value of in-person instruction and in-person communication with students in the educational process.

2. The Board of Education is equally mindful that the education of students and work of employees are increasingly facilitated and maintained through technological means, including online instruction resources, online student supplemental materials, computer assessment, and electronic employee evaluations. The Board is also aware of the proliferation and accessibility of personal electronic devices for individuals at all ages, and the potential for their presence in schools and recognizes a need to offer guidance to students and employees for access to personal electronic devices in schools and their use in instruction.

3. The Board of Education believes in the importance of teaching “Digital Citizenship” for both students and employees for technology use in the District and as members of society. Digital Citizenship has been defined as “the norms of appropriate, responsible, and healthy behavior related to technology use, including digital literacy, ethics, etiquette, and security.” (See, Utah Code 53G-7-1202). Digital Citizenship includes, but is not limited to issues of internet safety, digital reputation, privacy and security, digital relationships and communication, cyberbullying, and information literacy.

4. The Board of Education believes all students and employees need Digital Citizenship skills to participate fully in their communities and make smart choices online and contribute positively in family and civic life. The Board of Education also recognizes the requirement for a policy to restrict access to the Internet or online sites that contain obscene material in accordance with state and federal law (See, Utah Code 53G-7-1002; Children’s Internet Protection Act (CIPA)), and to prohibit the use of electronic devices to bully, humiliate, harass students, employees, and guests (See, R277-609; R277-613).

5. The Board authorizes the Superintendent and District Administration to development administrative regulations consistent with this policy, subject to review and approval by the Board.
ADMINISTRATIVE REGULATION—500.6-1: (Definitions)

1. “Electronic Device”: means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including, but not limited to:
   1.1. a smart phone;
   1.2. a smart watch;
   1.3. a tablet; or
   1.4. a virtual reality device.

2. “Electronic Device Accessories”: means an add-on (electronic or wireless) to make an electronic device more useful or versatile. Accessories may include, but are not limited to: earbuds; earphones; headsets, speakers; chargers; and microphones.

3. “Guest”: means an individual who is not a student, employee, or designated volunteer of the District who is on school property or at the site of a school-sponsored activity or event.

4. “Inappropriate matter”: means pornographic or indecent material as defined in Utah Code §76-10-1235 (1)(a).

5. “District-owned electronic device”: means any device that is used for audio, video, text communication or any other type of computer or computer-like instrument that is owned, provided, issued or lent by the District to a student or employee.

6. “Personal electronic device”: means any device that is used for audio, video, text communication or any other type of computer or computer-like instrument that is not owned by the District.

ADMINISTRATIVE REGULATION—500.6-2: (Scope)

1. This policy references the use of electronic devices and electronic information resources made available to students of Canyons School District. These resources include, but are not limited to, voice mail, electronic mail, the Internet, and other network files or accounts provided to students. Student use of electronic information resources must be in support of education and research and must be consistent with the educational objectives of Canyons School District. While access to all materials on a worldwide network cannot be controlled, Internet access in Canyons School District is filtered and monitored on an ongoing basis.
ADMINISTRATIVE REGULATION—500.6-3: (Individual School Electronic Device “policy/procedure”; School Level Guidelines for Personal Electronic Devices)

1. Each individual CSD school shall develop a school electronic device policy/procedure for students, employees, and guests, governing the use of electronic devices on school premises and at school sponsored activities. See, R277-495-3(1).

2. The school electronic device policy/procedure will be developed with input from teachers, students, parents, employees, school community councils, and community members and will include permissible and restricted uses of electronic devices that promote classroom learning and minimize disruptions.

3. The school electronic device policy/procedure will be communicated to parent/legal guardians and students, and will be posted on the school’s website.

4. A school electronic policy/procedure will include applicable provisions from the Board’s Policy—500.6—Technology Resources—Electronic Devices and Network Acceptable Use (Students) including, but not limited to:
   4.1. Definitions;
   4.2. Use of Electronic Devices in Schools; Student Safety and Social Media
   4.3. Terms and Conditions;
   4.4. Reporting Misuse; and
   4.5. Expectations of Privacy.

5. A school electronic policy/procedure will be reviewed annually by the Office of School Performance.

School Level Guidelines for Personal Electronic Devices
1. For school level guidelines please refer to Exhibit—1—School Level Guidelines for Personal Electronic Devices.

ADMINISTRATIVE REGULATION—500.6-4: (Use of Electronic Devices in Schools; Student Safety and Social Media)

Personal Electronic Device brought to school or school activities at student’s own risk.
1. Students bring individual personal electronic devices on school property or to school activities at their own risk.
2. The District or school is not responsible for borrowed, misused, lost, stolen, or damages to personal electronic devices.

Electronic Devices may be used during school or school events as follows:
1. CSD supports District-owned electronic devices for instruction under the direction the principal and teacher.
2. Personal electronic devices may be used in accordance with school level policies under the direction of the principal and classroom teacher. Individual schools, the principal, or teacher may limit the use of personal electronic devices during instructional time and other school activities in accordance with the school policy/procedure.

3. Teachers will provide within the course disclosure statement information regarding technology use in the classroom.

4. Students shall not be required to use or share personal electronic devices for instructional purposes. If a parent/legal guardian requests that their student not use their personal electronic device for instruction, the parent must notify the principal in writing.

5. If a teacher desires to allow technology use (District-owned electronic devices or personal electronic devices) during instruction, all students must have access to technology.

6. CSD Teachers choosing to allow the use of District-owned electronic devices or personal electronic devices, shall use District Approved applications.

7. Electronic devices may not be used during standardized assessments, unless specifically allowed by statute, regulation, student IEP, or assessment directions.

**Electronic devices may not be used during school or school events as follows:**

1. Students are prohibited from using district-owned electronic devices or personal electronic devices in ways that bully, humiliate, harass, or intimidate school-related individuals (students, employees, or guests) or violate local, state, or federal laws (see, Policy—500.2—Student Conduct and Discipline).

2. Use of electronic devices to access inappropriate matter or pornographic images on school premises is illegal, and may have both criminal and disciplinary consequences, and where appropriate, shall be reported to law enforcement.

3. Picture taking or recording by students in school or school activity in private areas, such as locker rooms, counseling sessions, restrooms, and dressing areas is strictly prohibited.

4. Unauthorized audio recordings, capturing of images, transmission of recordings or images or invasions of reasonable expectations of student and employee privacy is strictly prohibited.

**Student Safety and Social Media**

1. District and school employees must maintain boundaries that are consistent with the legal and ethical duty of care school personnel have for students. A boundary violation has the potential to abuse the employee-student relationship. (See, Policy 400.1, Employee Conduct and Professionalism). Personal communication with a student should be for instruction or official school business. If a student is contacted by a District or school employee by for reasons unrelated to instruction or official
school business by electronic means or social media, the student should report it to
the school principal or other appropriate administrator.
2. The District encourages students to exercise caution in providing personal
information, passwords, and other student data on social networking sites. It may
make it easier for hackers, or others to steal personal information, access data, or
engage in other crimes.
3. For additional information regarding student safety and social media, please refer to
Exhibit—2—Social Media Safety Tips.
1. Students should report misuse of electronic devices by other students to a teacher or administrator.
2. Students that use electronic devices to access inappropriate or pornographic images on school premises is illegal, may have criminal consequences, and where appropriate, shall be reported to law enforcement.
3. Students should report any misuse of electronic devices by an employee to the principal or other appropriate administrator.

ADMINISTRATIVE REGULATION—500.6-6: (Expectation of Privacy)

1. Student files, documents, etc., which have been used or created with district electronic information resources are not considered private.
2. Electronic mail transmissions are not private.

ADMINISTRATIVE REGULATION—500.6-7: (Discussion/Submission)

1. Students will participate in a discussion with a parent or legal guardian District Policy—500.6—Technology Resources: Network Acceptable Use (Student), which includes proper behavior and use of the network.
2. Students will be required to submit a new Student Signature of Agreement Form each year or upon special request.

ADMINISTRATIVE REGULATION—500.6-8: (Signatures; Disciplinary Action)

1. The combined signatures indicates that the student and parent/legal guardian has carefully read, understands and agrees to abide by these terms and conditions regarding proper behavior and use of the network. The signatures on the Student Signature of Agreement Form are legally binding.
2. Students who violate the terms and conditions of this policy will be subject to disciplinary action, including the possibility of suspension or expulsion from school and appropriate legal action. Access to electronic information may be limited, suspended or revoked.
ADMINISTRATIVE REGULATION—500.6-9: (Service Disclaimer)

1. Canyons School District makes no warranties of any kind, either expressed or implied, for the electronic information resources it is providing. The District will not be responsible for any damages a student suffers while using these resources. These damages may include, but are not limited to, loss of data as a result of delays, employee errors or omissions, or non-deliveries or service interruptions caused by a network system. Use of information obtained by the network system is at the employee’s own risk. Canyons School District specifically denies any responsibility for the accuracy of information obtained through the electronic information resources.

ADMINISTRATIVE REGULATION—500.6-10: (Training)

Each school shall, within the first 45 days of each school year, provide school-wide or in-classroom training to students that covers:

1. The District and school’s internet and electronic device policies;
2. The importance of digital citizenship;
3. The District and school’s student conduct and discipline policies;
4. The benefits of connecting to the internet and using the school’s internet filters while on school premises; and
5. The discipline related consequences of violating internet and electronic device policies.

EXHIBITS

Exhibit—1—School Level Guidelines for Personal Electronic Devices
Exhibit—2—Social Media Safety Tips
Exhibit—3—Responsible Use Guidelines

REFERENCES

53G-7-1002
R277-495. Electronic Devices in Public Schools.

FORMS

None

CANYONS BOARD OF EDUCATION