

Timber Point Elementary School

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www.eischools.org

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Dear Parent or Guardian:

The district will give your child access to our educational computer network, including the Internet. Your child will have access to various software applications, hundreds of databases, libraries and computer services from all over the world through the Internet and other electronic information systems.

The Internet is a system that links smaller networks creating a large and diverse network. The Internet allows students the opportunity to reach out to many other people to share information, learn concepts and research subjects by the sen

coordinator will prepare in-

of digital resources including, but not limited to, software, third party applications, websites, web-based programs and/or any applications/resources which require a login/password and has a Executive Director for Student Achievement and Instructional Technology to support this purpose. Since the installation of digital resources, other than district-owned and district-tested digital resources could damage the School District's computer resources, compromise student data/privacy and/or interfere with others' use, digital resources downloaded from the Internet or obtained elsewhere must be approved by the Executive Director for Student Achievement and Instructional Technology or his/her designee. Digital resources may not be installed onto any district-owned or district-lea0000912 doad3113 11 Tf

all Internet connected devices and handheld devices such as laptops, iPods and iPads and include student owned and school district issued devices. With classroom teacher approval, students may use their own devices to access the Internet for educational purposes. The School District reserves the right to monitor, inspect, and/or confiscate personal electronic devices when administration has reasonable suspicion that a violation of school policy has occurred.

The School District maintains a “public” wireless network, a “private” wireless network, an “instructional” wireless network and a “hard wired” network. The “hard wired” and “private” wireless networks are limited only to district-owned and managed devices. Any attempt to connect a personal electronic device to either of these networks will be considered a violation of this policy. The “public” wireless network is the sole network that students and faculty may connect to using their personal electronic devices. The School District reserves the right to alter or disable access to the “public” wireless network as it deems necessary without prior notification.

Personal electronic devices that have the ability to offer wireless access to other devices must not be used to provide that functionality to others in any School District building. The ability to connect personal electronic devices to the School District wireless network is a privilege and not a right. When personal electronic devices are used in School District facilities or on the School District wireless network, the School District reserves the right to:

1. make determinations on whether specific uses of the personal electronic device is consistent with this policy;
2. log internet use and monitor storage disk space utilized by such users; and
3. remove or restrict the user's access to the internet and suspend the right to use the personal electronic device in School District facilities at any time if it is determined that the user is engaged in unauthorized activity or in violation of Board of Education policy.

In addition, when staff members choose to use their own personal electronic devices to perform job-related functions, the following will apply:

1. The School District may choose to maintain a list of approved mobile devices and related software applications and utilities. The School District reserves the right to deny any staff member permission to utilize a personal electronic device within the boundaries of the School District. The Superintendent of Schools or his/her designee reserves the right to make these decisions in his/her discretion.
2. Personal electronic devices connected to the internet using the School District's computer resources and / or wireless network must have updated and secure operating systems and proper forms of anti-virus and anti-malware protection. Staff must not make any attempt to connect devices that are not properly secured.

3. The cost to acquire all personal electronic devices is the responsibility of the staff member. Services that include a financial cost to the School District, such as phone options or other "apps" are not allowed. The School District does not agree to pay such charges and staff who desire these options must assume all costs incurred for such charges.
4. Personal electronic devices are not covered by the School District's insurance if lost, stolen or damaged. Loss or damage to any personal electronic device is solely the responsibility of the staff member. If lost or stolen, the loss should be reported immediately to the Executive Director for Student Achievement and Instructional Technology or his/her designee so that appropriate action can be taken to minimize any possible risk to the School District's computer system and the School District.
5. Staff members shall remain responsible for the maintenance of personal electronic devices, including maintenance to conform to the School District's policies and procedures.

responsible for understanding and inquiring about the use of technology prior to engaging in such use.

The person to whom the School District has issued an electronic device will be liable for the loss, damage, theft, or misuse of said electronic device(s) issued by the School District. In addition, a student or staff member will be responsible for the full replacement cost of

5.

own risk. Each user is responsible for ver

Cellular phones, pagers and walkie-talkies are provided to selected members of the School District by the Facilities Department. Wireless devices including, but not limited to, laptops, iPhones, iPod Touches, iPads and notebook computers are provided to staff

- transactions, harassment, obscene or offensive behavior, or other violations of School District policies or law.
4. Cellular phone service contract rights and equipment shall be the property of the School District, and any applicable determinations or changes as to them shall be made by the Business Office.
 5. Employees shall have no expectation of privacy in the use of School District cellular phones. All cellular phone bills for district-issued phones are the property of the School District and will be used as appropriate to investigate the personal use of district-issued cellular phones.
 6. School District cellular phones are valuable and should be handled with due care. If loss, theft, or damage to a School District cellular phone results from the known negligence of the employee to whom such phone is assigned, the employee will be required to reimburse the School District for the repair or purchase of replacement equipment.
 7. Upon request, district-issued cellular phones shall be returned to the appropriate School District official.
 8. The School District may discontinue cellular phone privileges at any time.

The Superintendent of Schools or his/her designee shall conduct regular cost-benefit

