



Mars Area School District

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Book	Policy Manual
Section	200 Pupils
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Purpose

The Board, while recognizing that technology is an essential element of education, adopts this policy to establish guidelines for the use of electronic devices and personal technology resources to minimize the disruptions to and maintain a safe educational environment in both instructional and non-instructional settings.

Definitions

Personal Technology Resources - shall be defined as any device capable of capturing, storing and/or transmitting information including text, audio and/or video data. Personal Technology Resources include, but are not limited to, such devices as cellular devices (those that receive and send messages electronically) and digital cameras, laptop computers, iPods and MP3 players, and mobile devices.

Extracurricular time - shall be defined as the time when students are participating as a member of an organized, school-sponsored team or activity.

Instructional time - shall be defined as the time when a student is in the charge of a teacher.

School-related free time - shall be defined as the time when students are under the supervision of school employees but are not participating in instructional time or extracurricular time. Examples of school-related free time include, but are not limited to lunch, study hall, bus, and before or after extracurricular activities and activity periods.

Authority

The Board permits the use of Personal Technology Resources in the following situations:[\[1\]](#)

1. **During Instructional Time** - Students are permitted to use Personal Technology Resources, either school-issued or student-owned, during class time for educational use only and with teacher permission. Cell phones are not permitted to be used for this purpose unless granted an exception in accordance with this policy. Except when used to aid instruction by a classroom teacher, the use of Personal Technology Resources is prohibited during instructional time. Unless the teacher specifically designs classroom instruction to include the use of Personal Technology Resources, such devices must be powered off and secured in a manner by which the device is neither seen nor heard as not to distract from the education process. The District will supply or allow use of Personal Technology Resources as part of its One-to-One (1:1) technology initiatives and Bring Your Own Technology (BYOT) program.[\[9\]](#)
2. **During Extracurricular Time** - Students are permitted to use Personal Technology Resources during extracurricular time for educational use only and with coach/sponsor permission.
3. **During School-related Free Time** - Students are permitted use of Personal Technology Resources during school-related free time, including, but not limited to, prior to homeroom, in hallways, cafeteria, study hall, and in all office areas. Students may obtain permission to use Personal Technology Resources for appropriate personal use in such a manner as not to create disruption or annoyance to others or to create a safety hazard to the student(s).

Students are strictly prohibited from the **use of** Personal Technology Resources in restrooms, locker rooms, the School Nurse's office and other areas of the building considered to be private or when directed by school personnel. All devices must be powered off and secured in a manner by which the device is neither seen nor heard in these areas of the building.[\[1\]](#)

The Board prohibits **possession of** laser pointers and attachments and telephone paging devices/beepers by students in District buildings; on District property; on District buses and vehicles; and at school-sponsored activities.[\[2\]](#)

The District shall not be liable for the loss, damage or misuse of any electronic device or Personal Technology Resource.

Electronic Images and Photographs

The taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images and photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing, is prohibited and constitutes a violation of Board policy.[3]

Because such violations may also constitute a crime under State and/or Federal law, the District may report such conduct to State and/or Federal law enforcement agencies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[3]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via School District-furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[4][5]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic devices and personal technology resources policy.

The Superintendent or designee shall develop administrative procedures and regulations to implement this policy.

Guidelines

Students shall be responsible at all times for complying with the Code of Student Conduct, Board policy related to acceptable use of technology, and Bring Your Own Technology guidelines established by the District.[3][9]

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device or personal technology resource.[3][6][7]

Exceptions

The Building Principal may grant approval for possession and use of a Personal Technology Resource by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).[8]
3. Classroom- or instructional-related activities
4. Other reasons determined appropriate by the administrator.

The Building Principal may grant approval for the possession and use of a telephone paging device/beeper by a student for the following reasons:[\[2\]](#)

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the administrator.

237 Attachment 1 - District-Issued Student Device Guidelines
237 Attachment 2 - District Issued Student Device (Grades 9-12) Purchase-Payment Options
237 Attachment 3 - Bring Your Own Technology Student Guidelines
237 Attachment 4 - End-of-School-Year Student 1:1 Device Collection Form

Mars Area School District
District-Issued Student Device
Guidelines

Student Responsibilities:

- *Bring the device to school every day*
- *Make sure the device is fully charged*
- *Care for the device properly*
- *Keep the device in good repair*
- *Keep the device secure*
- *Never leave the device unattended*
- *If storing device, lock locker*
- *Report a missing or damaged device IMMEDIATELY to the school office*
- *Student is responsible for password security*
- *No one other than student to whom the device is issued is permitted to use the device*
- *Student is responsible for backing up data*
- *Adhere to Policy 237 — Electronic Devices and Personal Technology Resources*
- *Follow device guidelines or be subject to Policy 218 — Student Discipline*
- *Return the device in good condition upon withdrawal from school, at the end of the school year or prior to graduation, as directed.*

Care of Device:

- *Carry and/or handle the device with care*
- *The device should be used on a flat, solid surface*
- *Never apply stickers, marker or anything to any part of the device*
- *Do not put the device in a position where there is any pressure on the device or anything on top; in a backpack or case of any kind where the device is squeezed (any situation where the device is under any pressure).*
- *Keep the device away from food and liquids (e.g. water, beverages, ink, paint, etc.) as to avoid spills that may damage the device.*

Chargers:

- *Chargers will be repaired only if defective, if the wire is torn or frayed, or if the device has visible damage that is considered accidental damage. Any damage that is considered intentional or misuse will not be covered by the District. The student must pay for a replacement adapter that will be provided by the District.*

Educational Use:

- *Students are NOT permitted to load software or modify configuration of the device*

Common Examples of Prohibited Software:

File Sharing (Limewire, BitTorrent)

Utilities/OS (OSX or other upgrades)

Games (Halo, Emulators)

Proxy Servers

- *Devices are subject to spot checks for compliance by Administration. Personal information stored on District-owned devices will be deleted.*

Privacy Rights:

- Teachers/staff members and/or building administrators have the right to read or view anything on a District-issued device.

Safety:

- Student should not post ANY identifiable information about him/herself on the Internet
- Student is not permitted to share their passwords with anyone
- Student should notify a Building Principal immediately of any online harassment or security concerns.

Parent & Student Responsibilities:

- Parent(s)/student is responsible for the proper use and care of the device.
 - Theft or loss, intentional damage and/or misuse of the device is the sole financial responsibility of the parent(s)/student.
 - Intentional damage to the computer will be determined solely by the manufacturer (Microsoft/Apple/etc.)
 - The actual cost to repair or replace the device will be the responsibility of the parent(s)/student.

The District provides filtering for inappropriate materials and websites on the Internet. Parents are responsible for monitoring their student's use of the device when at home to ensure that the student does not alter the device settings or bypass the Internet filters.

- Under no circumstances should the parent(s)/student attempt to repair a District-issued device.

By my signature, I acknowledge that have read and understand the guidelines and procedures outlined in this policy and agree to all of its terms and conditions.

Student Name: _____
(please print)

Signatures:

Student: _____ Date: _____

Parent: _____ Date: _____

Mars Area School District
District-Issued Student Device (Grades 9-12)
Technology Fee Payments & Distribution/Collection Information

Mars Area High School provides each student with a District-issued computer that may include a keyboard and stylus pen. Mars Area High School parent(s)/student(s) have the option of bringing their own device or to pay an annual fee for a District-issued device.

Annual Payment

Any Mars Area High School Parent(s)/Student who is not providing their own device is required to make an annual payment of \$100 in order for the student to be permitted to take a District-issued device home. Payment is required by September 16 of the corresponding school year. Payment will be accepted online or checks may be made payable to "Mars Area School District" and may be turned into the school's main office. Students who qualify for free or reduced lunch programs are exempt from paying the annual fee.

The District will return any damaged District-issued devices to Microsoft on a weekly basis. The Student **may** be without a District-issued device during the repair period. (The cost to replace a stylus pen and/or keyboard will be determined by the actual retail price of comparable replacement items.)

Device Distribution/Collection

Prior to the beginning and end of each school year, Mars Area High School will notify all Parent(s)/Student(s) in writing of all dates and procedures for the distribution/collection of District-issued devices.

Summer Retainment Program

The Parent(s)/Student may opt to retain possession of a District-issued device throughout the summer months.

The option may be selected by completing the appropriate information on the End-of-School-Year Student 1:1 Device Collection Form (an attachment to Policy 237), which must be submitted during the designated device collection period at the end of the corresponding school year. By signing the form, the student agrees that by taking the District-issued device home, he/she is beholden to all District policies and guidelines regarding device usage. Any violations may result in disciplinary action and/or confiscation of the device.

If the Parent(s)/Student opts to take the device home during summer break, the parent(s)/student are still obligated to make the annual payment of \$100 by September 16 for the next school year. Failure to do so will result in the disabling of the student's access to the device. Once the payment is received, the account will be re-enabled.

No Payment

If the Parent(s)/Student does not pay the \$100 fee, the Student will receive a District-issued device for use during the school day ONLY. The student will not be permitted to take the device home and must check his/her device in/out each day at a designated area within the High School. Students who do not pay the \$100 annual fee and accidentally and/or intentionally damage the District-issued device will be held financially responsible for the full repair and/or replacement cost.

By my signature, I acknowledge that have read and understand the guidelines and procedures outlined in this policy and agree to all of its terms and conditions.

Student Name: _____
(Please print)

Signatures:

Student: _____ Date: _____

Parent: _____ Date: _____

Mars Area School District
Bring Your Own Technology
Student Guidelines

As part of its goal to integrate technology, the Mars Area School District will allow students to bring personally-owned mobile technology devices to school for educational purposes. These conditions apply:

1. Students may use personally-owned mobile technology devices at school for educational purposes only when permission is granted by the applicable teacher.
2. Refer to Board Policy 815 — Acceptable Use of Internet, Computers and Network Resources for a list of acceptable devices.
3. Before bringing a personally-owned mobile technology device to school, students should record its serial number and maintain that information at home. Students should clearly label the device and its peripherals, such as cables or headphones with the student's first and last names.
4. Any mobile technology device that is brought to school should have a fully charged battery at the beginning of the day. Students should take the device home on a daily basis to recharge the battery.
5. Students are responsible at all times for complying with the *District's* Technology policies and guidelines, and the conditions outlined in this document.
6. Students may not disable or attempt to disable the Mars Area School District's technology settings or filters.
7. Students must use Mars Area School District's wireless network connection when on campus/or in District buildings. The District is not responsible for charges that may occur from accessing other connections.
8. Students must keep electronic comments and posts relevant to the course content and consistent with educational purposes.
9. Students must obtain permission from a teacher or administrator before recording, taking pictures, or publishing images, information, or works of individuals or groups. Recordings and pictures may be taken for teacher-approved projects only, and permission must be obtained for each instance.
10. Personal technology devices must be silent during class except when used for educational purposes with teacher permission.
11. No student will be required to bring a personally-owned technology device to school.
12. The District, its schools and/or employees are not responsible for lost, damaged or stolen items.
13. District employees are not responsible for troubleshooting, repairing/replacing student-owned devices during the school day. Students should check the owner's manual of the device for information about network connectivity or specific features.

- 14. A District teacher/staff member or building administrator may confiscate any technology device that is used for non-educational purposes during class or any device that is a disruption at any time.
- 15. Any technology device used to bully, threaten, or endanger the physical safety or emotional well-being of others will be confiscated, held for disciplinary action, and if necessary, provided to law enforcement authorities.
- 16. Personally-owned technology devices not retrieved by students or parents by the end of the school year will be disposed of, and when feasible, recycled.
- 17. Use of student-owned technology devices for personal purposes will be determined by District administration.
- 18. It is the owner's responsibility to install District-provided management software(s) so that the device can operate and access any District network. Failure to comply will result in immediate removal from the District network.

By my signature, I acknowledge that have read the guidelines and procedures outlined in this policy and agree to all of its terms and conditions. I understand that I may face legal and/or disciplinary action in accordance with applicable law or written District policies for any violation of the above guidelines and/or procedures.

Student Name: _____ Grade: _____
(please print)

Signatures:

Student: _____ Date: _____

Parent: _____ Date: _____

Mars Area School District
End-of-School-Year Student 1:1 Device Collection Form (Grades 9-11)

SECTION 1 — STUDENT INFORMATION

Student Name: _____

Student Homeroom Number: _____ Grade: _____

SECTION 2 — DEVICE RETENTION OPTION

Are you are taking your District-issued device home for the summer (circle one)? **Yes No**

If you circled "YES", you are agreeing to be responsible for any damages that may occur while the device in in your possession during summer break. **Proceed directly to SECTION 4.**

(Note: By signing this form, the student agrees that by taking the District-issued device home, he/she is beholden to this and all other District policies and guidelines regarding device usage. Any violations may result in disciplinary action and/or confiscation of the device.)

If you circled "NO" and you want your device to be repaired over the summer break, please **complete all of the information in SECTION 3 and SECTION 4.**

SECTION 3 — DEVICE COLLECTION

Please identify any damage(s) or any technical issue(s) that your laptop may be experiencing, so that those issues may be addresses during summer break. Include **HOW** and **WHEN** any damage(s) occurred.

Identify any missing or damaged devices/accessories:

Device: Missing _____ Damaged _____ \$ _____

Charger with cord: Missing _____ Damaged _____ \$ _____

Pen & Tip Kit: Missing _____ Damaged _____ \$ _____

Type Cover: Missing _____ Damaged _____ \$ _____

Total Amount Owed: \$ _____

Number of Repairs Remaining at the end of the 2018-2019 School Year

SECTION 4 — SIGNATURE

Student Signature: _____ Date: _____

Staff Member Signature: _____ Date: _____