

## **SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)**

### **POLICY 406.1**

Effective Date, August 29, 2011

#### **TECHNOLOGY: USE OF PERSONAL ELECTRONIC DEVICES**

The Board of Education recognizes that students, employees and guests may bring personal electronic devices to the school or worksite. Personal electronic devices will be used in a way that is supportive of the learning environment and consistent with the District and School Code 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 403.2 Technology: Student Acceptable Use 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. District management reserves the right to access all files and content on personal devices connected to district networks to check for inappropriate 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 *SD73student* or *SD73public* wireless networks only where such service is available and is allowed within the school/site guidelines. *SD73student* or *SD73public* wireless networks allows users access to the internet. Adequate security protection will be required in the form of current virus protection software.
6. An employee may connect a personal device to the District *SD73staff* network providing the following conditions are met:
  - a) A computer technician is consulted to determine the network resources required and the suitability of the equipment.
  - b) Up-to-date virus protection software must be licensed and installed for the computer.

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- c) Staff will make prudent, work-related use of network resources.
  - d) The Board assumes no obligation for the support of the personal equipment, neither will it accept any liability for modifications made to the equipment as a result of establishing a connection.
  - e) The owner of the equipment will disconnect the equipment at the request of any supervisor or Information Technology staff member.
7. Employees using personal computers at work must:
- a) Exercise due diligence with respect to files containing work related information, confidential information and student data. Access to personal information of a student or other person must be protected in a secure manner such as password protected.
  - b) 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.
  - c) Be aware that all electronic communications processed on district servers, including e-mail (both internal and external), are the property of the district, even if located on a personal computer.
8. Violation of this policy or the school guidelines may result in disciplinary measures including temporary confiscation of the personal electronic device. Violations may be reported to the appropriate law enforcement authorities and may also be subject to criminal investigations and/or criminal charges.