

# PLYMOUTH-CANTON

## Community • Schools

### Guidelines for the Responsible Use of Technology Resources and Personal Technology Devices

**Technology supports teaching and learning. All users are held responsible for their actions and activities while using school/District approved technology resources and personal devices at school, and at pre-approved co-curricular/extracurricular events or activities.**

1. All users are responsible for compliance with District guidelines and Board policies, local, state, and federal laws while using technology resources and personal/school technology devices.
2. All users are responsible for using technology resources and personal/school technology devices in an ethical manner for educational purposes, including adhering to copyright guidelines; devices may not be used to cheat on assignments or tests.
3. All users are responsible for properly using and caring for the school technology including computers, computer peripherals, software, technology devices and access to data networks.
4. Staff has the discretion to allow and regulate the use of technology including personal devices in accordance with District guidelines and policies.
5. All users are prohibited from using another individual's user name or password for any reason.
6. All users may use only licensed and/or pre-approved software that has been installed on the computers by the school district technology department. All users may not download/install software to school/District-owned devices without prior approval.
7. Personal devices and portable software may only be used to access content which is relevant to classroom curriculum.
8. All users are responsible for the content of work created and/or saved in voice, video or data files.
9. All users may be held financially responsible for intentional waste or damage to school supplies and equipment.
10. All users who do not use the technology resources and personal/school technology devices appropriately could lose the privilege, and result in disciplinary action.
  - Students may not use devices to record, transmit or post images or video of a person or persons on campus during school activities and/or after school hours, unless otherwise allowed by a teacher or administrator with prior approval of the student's parent or guardian.
  - Devices are not to be used under any circumstances in the following areas/situations:
    - Locker rooms
    - Bathrooms
    - Any private areas used for the purposes of clothing changing
    - Any other areas as designated by administration
    - During emergency drills or situations
11. Students acknowledge that by using personal/school technology devices they understand that teachers or other supervising personnel may review files and communications to ensure that all users are demonstrating responsible use.
12. The District is not responsible for the loss, theft, damage or vandalism to student cell phones, electronic devices or any other student property. Students are strongly encouraged not to leave their property unattended or unsecured.

DATE \_\_\_\_\_ SCHOOL \_\_\_\_\_

STUDENT NAME PRINTED \_\_\_\_\_

PARENT NAME PRINTED \_\_\_\_\_ PARENT SIGNATURE \_\_\_\_\_