### 815.1. DISTRICT-ISSUED DEVICES: STUDENT USE, RIGHTS AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>1. Purpose</th>
<th>The Board of School Directors recognizes the need to establish regulations for student use of District-Issued Devices consistent with the educational mission of the school district.</th>
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<td>2. Definitions</td>
<td><em>Device</em> – refers to an identified Laptop, Tablet or other device issued by the District to a specific District student for use in connection with the academic program. This includes, but is not limited to, Laptop/Device issued by the District in connection with the Modernizing Learning Initiative, Spring-Ford Learning Initiative, Individualized Education Programs and Service Agreements for identified students with special needs, and other educational purposes.</td>
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<td><em>Modernizing Learning Initiative/Spring-Ford Learning Initiative</em> – The goal of Modernizing Learning is to maximize student engagement and increase differentiation in the classroom. The District initiative is to provide students with 21st Century learning environments both at home and in school, and to give all students increased access to technology resources and devices.</td>
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<td><em>Network Administrator</em> - an Information System Professional responsible for the day-to-day maintenance and upkeep of SFASD-Network.</td>
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<td><em>Remote Access of Devices</em> – a situation where a District employee or agent, using client management software, accesses a Device issued to a student and in the student’s possession. Software maintenance, which will download software and configuration changes automatically when a student connects to the SFASD-Network with the Device, does not constitute remote access of the Device.</td>
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<td><em>SFASD-Network</em> – refers to the District’s wide area network which permits the following uses, among others, by authorized students:</td>
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<td>a. Internet access;</td>
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<td>b. Network shared resources such as printers; and</td>
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3. Authority

Rules for District Issued Devices

1. The Superintendent or designee shall provide formal notification to district parents and guardians whose child is eligible to be issued a Device before distribution containing information relating to specific policies and procedures regarding district issued Devices.

2. Each student and the student’s parent or guardian must sign an agreement for the Device detailing the terms and conditions set forth in this and other policies and acknowledging receipt of Guidelines for use of the Device.

3. The restrictions set forth in Policy No. 815, SFASD-Network: Student Use, Rights and Responsibilities apply in their entirety to district issued Devices whether or not the device is connected to SFASD-Network.

4. A student does not need to be asked for permission prior to remote software maintenance or to resolve a technical issue with a Device. Software maintenance may involve the correction of altered code or programming and in some cases may remove files from the Device if the files are deemed to be a threat to the operation or security of the SFASD-Network or are stored in unauthorized software.

5. Student files and documents stored on district issued Device may be viewed in the following circumstances:

   a. After the Device has been returned by the student to the District:

      1. At the end of a school year; or

      2. Any other time the student has been reasonably notified of the need to permanently return the Device.

   b. If the District has a reasonable suspicion that the student is violating District Polices, Rules, and Student Handbook, authorized District administrators may take immediate custody of the Device and review student files. “Reasonable suspicion” means reasonable grounds...
exists that the search will uncover evidence that the student violated the law or school rules or District policies. The scope of the search must be reasonably related to the violation which justified the search. Under no circumstances will a District employee access a Device remotely for the purpose of this subsection.

c. Pursuant to Policy 815, that sets forth the ability of the District to access or review such files.

d. Teachers and other school personnel may provide assistance to a student in locating that student’s files in the presence of and at the request of the requesting student.

6. In the event that the parent/guardian or student refuse to sign the required agreement for Device use, the Superintendent or designee shall be responsible for ensuring that the District uses its best efforts to make necessary accommodations for the student to ensure that the student’s education is not adversely affected.

7. The Superintendent shall establish regulations ensuring:

   a. adequate and timely training in connection with use of Devices of students to whom Devices are issued; and

   b. periodic orientations for parents and guardians of students to whom Devices are issued.

Sanctions

A student’s failure to abide by the rules and regulations of this policy will subject the student to the usual disciplinary procedures of the District as established in the applicable Student Code of Conduct or in District policies. Students may also have access to their Device limited during the school day if deemed appropriate.

Parents, guardians and students may also be held financially responsible for all uninsured damage, loss or theft of the Device while the Device is in the possession, custody or control of student.

Any theft of District-Issued Device must be accompanied by a written police report. All repairs to technology devices will be facilitated by the District technology staff. No outside vendors or other individuals are authorized to make repairs to District technology and Devices.
### 4. Delegation of Responsibility

The Superintendent of Schools and/or a designee shall create guidelines as cross-referenced below which describe how the policy will be implemented.

**References:**

- Policy No. 218 - Student Discipline
- Policy 345, 445, 545 – SFSD Staff-Student Communication/Relations
- Policy No. 224 - Care of School Property
- Policy No. 249 - Bullying and Cyber Bullying
- Policy No. 237 - Electronic Communications
- Policy No. 815 - SFASD-Network: Acceptable Use of Electronic Communications System - Student Use, Rights and Responsibilities