

520.00.1 TECHNOLOGY USAGE AND SAFETY

A. Guidelines for Acceptable Use of Technology

Saint Paul Public Schools provides access to technology resources and the Internet to support learning, enhance instruction, and support district operations. The District has created two documents, *Guidelines for Acceptable Use of Technology by Employees, Contractors, and Board Members* and *Guidelines for Acceptable Use of Technology by Students*, to clearly define the responsible, safe, and ethical use of technology in the Saint Paul Public Schools. All employees, contractors, board members, students, and other authorized users of district technology resources are expected to adhere to *Policy 520.00 Technology Usage and Safety* and the *Guidelines for Acceptable Use*.

B. Communication of Policy and Guidelines for Acceptable Use of Technology

1. *Policy 520.00 Technology Usage and Safety* will be posted in the *SPPS Policy Manual*, and *Procedure 520.00.1* will be posted in the *SPPS Procedure Manual* on the Board of Education website located at <http://boe.spps.org> under *Section V: Students*.
2. *Policy 520.00 Technology Usage and Safety* and *Procedure 520.00.1* will be posted in their entirety on the Information Technology website. Electronic versions of the *Guidelines for Acceptable Use of Technology*, as well as all supporting documents will also be available.

C. Dissemination of Guidelines for Acceptable Use of Technology by Employees, Contractors and Board Members

1. Copies of *Policy 520.00 Technology Usage and Safety*; *Procedure 520.00.1 Technology Usage and Safety*; *Guidelines for Acceptable Use of Technology by Employees, Contractors, and Board Members* and the *Acceptable Use of Technology Agreement for Employees, Contractors, and Board Members* will be made available electronically for inclusion in employee handbooks or resource files.
2. *Policy 520.00 Technology Usage and Safety*; *Procedure 520.0.1 Technology Usage and Safety*; *Guidelines for Acceptable Use of Technology by Employees, Contractors, and Board Members*; and the *Acceptable Use of Technology Agreement for Employees, Contractors, and Board Members* will be included in orientation materials and sessions for all new Saint Paul Public Schools employees, contractors, or board members, and will be made available electronically

D. Collection of Signatures From Employees, Contractors and Board Members

1. The District will electronically distribute the *Guidelines for Acceptable Use of Technology by Employees, Contractors, and Board Members*, and electronically record the employee's acceptance of the *Guidelines for Acceptable Use of Technology*.
2. For employees, contractors, or volunteers who may not have access to district technology resources, the supervisor of that employee, contractor, or volunteer must distribute a paper copy of the *Guidelines for Acceptable Use of Technology by Employees, Contractors, and Board Members* and the *Acceptable Use of Technology Agreement for Employees, Contractors, and Board Members*. The supervisor must collect a signed copy of the *Acceptable Use of Technology Agreement for Employees, Contractors, and Board Members* and keep it on file.

E. Dissemination of Guidelines for Acceptable Use of Technology by Students and Collection of Parent or Guardian Permission

1. Electronic copies of *Policy 520.00 Technology Usage and Safety; Procedure 520.00.1 Technology Usage and Safety Procedure; Guidelines for Acceptable Use of Technology by Students; and the Acceptable Use of Technology Agreement for Students* will be made available on the Information Technology website and in the Procedure Manual on the Board of Education website for download and inclusion in student handbooks or resource files.
2. *Guidelines for Acceptable Use of Technology by Students* and the *Acceptable Use of Technology Agreement for Students* will be distributed, taught, and reviewed on an annual basis during the first three weeks of school by every student in grades K-12 as part of the Internet Safety curriculum mandated by the Children's Internet Protection Act (CIPA) and the Federal Communications Commission (FCC).
3. Every K-12 student must sign the *Acceptable Use of Technology Agreement for Students*, and submit it to the main office of the student's school. Each school must maintain a file with the signed *Acceptable Use of Technology Agreement for Students*. In the event that Policy 520.00 or the *Guidelines for Acceptable Use of Technology by Students* are substantially revised, the policy or *Guidelines* will be reviewed with all students in grades K-12 and the student will sign the revised *Acceptable Use of Technology Agreement for Students*.
4. The District may also electronically distribute and electronically record student acceptance of the *Guidelines for Acceptable Use of Technology by Students*.

5. The Student Placement Center, school, or program sites are responsible for providing a copy of the *Guidelines for Acceptable Use of Technology* and the *Acceptable Use of Technology Agreement for Students* to all students new to Saint Paul Public Schools when the students enroll in the district or at a school. The school must collect a copy of the signed *Acceptable Use of Technology Agreement for Students* and maintain it in the school's file in the main office.
6. The District will seek parent or guardian permission through the *Acceptable Use of Technology Agreement for Students*. In the absence of a parent or guardian signature, the District will assume that the parent or guardian has given permission for the student to use district technology resources. Students cannot be denied access to district technology resources because a parent or guardian has not signed the *Acceptable Use of Technology Agreement for Students*.
7. *Technology Opt-Out Forms* will be available in an electronic version on the Information Technology Department website, and in the Procedure Manual on the Board of Education website. At parent or guardian request, schools or programs will provide the *Technology Opt-Out Form* in a paper format. Parents/guardians who do not want their student to use district technology resources and/or the Internet must complete, sign, and submit the *Technology Opt-Out Form* to the main office of the student's school. The school is responsible for submitting the information contained on the form to the Information Technology Department via a service ticket to disable or suspend access to Active Directory, Infinite Campus Student Portal, SPPS Apps, eLearn/Moodle, and any other technology resources. A copy of the *Technology Opt-Out Form* must be kept on file in the main office at the school until the end of the school year, and the names of students with the *Opt-Out Form* on file must be shared with the teachers. The file may be purged at the end of the school year, as the *Opt-Out* is in effect for a single school year.

F. Process for Disabling or Suspending Student Accounts

1. Access to technology resources and online learning spaces is critical for a 21st century education. It is a joint effort of the Saint Paul Public Schools and parents/guardians to teach students how to safely and ethically use information and technology. Suspending or disabling a student's access to online learning and collaboration spaces will significantly affect that student's learning environment and access to information, and access should be disabled only for extreme circumstances or at parent/guardian request. Schools and programs should make sure that they provide parents/guardians with accurate information about the impact that lack of technology access may have on student learning and the development of 21st century skills.
2. **Internet Access:** When a student is denied Internet access due to misuse or abuse of technology resources, or because a parent or guardian has submitted the *Technology Opt-Out Form*, the school and

classroom teachers are responsible for monitoring student Internet access. The main office of the school is responsible for sharing this information with the student's teacher(s). The classroom teacher is responsible for supervising / monitoring student use of the Internet, and must provide an alternate assignment and/or resources for students who are not authorized to access the Internet.

3. **Active Directory / Infinite Campus Student Portal / SPPS Apps / Moodle / Online Learning Resources:** Upon receipt of a *Technology Opt-Out Form* requesting that student access to district technology resources be denied or disabled, the school must create and submit a service ticket to the Information Technology Department to request that a student's accounts be disabled. The service ticket must include the title "Disable Student Access to Active Directory, Student Portal, SPPS Apps, and Moodle" and include the following information: complete student name, student identification (CIF) number, school or program name, and grade. The school should also scan the *Technology Opt-Out Form* and attach an electronic copy (PDF) to the service ticket. The school must keep the paper copy of the *Technology Opt-Out Form* on file in the main office until the end of the school year. This file may be purged at the end of the school year. Upon receipt of the service ticket, Information Technology Department staff will disable the student's access to district technology resources for the current school year. It is the responsibility of the principal and/or main office at the school to provide teachers with a list of students who are not allowed to access district technology resources, and it is the teacher's responsibility to make sure that the student is not using the Internet or other online resources.
4. When Student Portal, Moodle, SPPS Apps, or other online learning spaces are used to deliver classroom instruction and complete or submit assignments and assessments, classroom teachers must provide students with an alternate means of accessing resources, and completing and submitting assignments and assessments.

CROSS REFERENCE:

EXHIBIT 520.00.1E2 -- Guidelines for Acceptable Use of Technology by Students

FORM 520.00.1F2 -- Acceptable Use of Technology Agreement for Students

FORM 520.00.1F3 -- Technology Opt-Out Form

LEGAL REFERENCES: