

Technology and Instruction

6141.322(a)

Acceptable Use of Electronic Communication Devices

ECD's and the Internet --Staff -- REGULATION

Acceptable Use of the Tablet

Purpose of the Tablet Program

Tablets are an important tool in the academic program integral to teaching and learning in the district. The primary use of the tablet by staff is for educational purposes.

Receiving a Tablet

Tablets will be distributed to new staff members after signing the Acceptable Use of Internet and ECD policy forms.

Staff members who resign, retire or take a leave of absence from the district (e.g. family or medical leave, etc.) must return their individual school provided tablet along with accessories on the date of departure. If the tablet is not fully functioning then staff members must pay any repair or replacement fee unless otherwise required by law. If a staff member fails to return the tablet upon departure from the district, a report will be filed with the Brookfield Police Department and the staff member will be subject to criminal prosecution or civil liability. The staff member must also pay the replacement cost of the tablet.

Using the Tablet at School

Tablets are intended for use at school each day for purposes such as school messages, announcements, calendars, schedules, curriculum and lesson planning and development, as well as communication and interaction with students. Staff members must bring their tablet to school and meetings each day.

Networking

For purposes of security and network manageability, the tablets are equipped with WiFi networking capabilities only and will access the District's network via a managed WiFi connection. Access to cellular wireless networks will not be provided.

Staff members will be allowed to connect to wireless networks on their tablets. This will assist them with tablet use while at home. However, staff members must ensure that they do not adjust settings in such a way as to interfere with Wi-Fi network use at school.

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ACCEPTABLE USE of TECHNOLOGY

The use of Brookfield School District's technology resources is a privilege; as such, it is expected that all staff members will be respectful of the technology at all times. It is our expectations that all staff members will be good "digital citizens" using the tablets and all other technology resources throughout the school. All staff members are required to sign the Acceptable Use Policy, as approved by the Brookfield Board of Education, prior to receiving a tablet for use. Violations may result in disciplinary action. When applicable, law enforcement agencies may be involved.

School Responsibilities

- Provide Internet and Email access to its staff members.
- Provide Internet filtering of inappropriate materials as able as required by state and federal law.
- Tablets are school property. As such, the District reserves the right to review, monitor, and restrict information stored on or transmitted by the devices. Additionally, tablets may be confiscated at any time to investigate inappropriate use of district technology resources.

Staff Member Responsibilities

- Using computers/devices in a responsible and ethical manner as good digital citizens.
- Obeying general school rules concerning behavior and communication, online and otherwise.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Keeping their devices in a safe and secure location at all times.
- Helping the school district protect our computer system/device by contacting an administrator about any security and/or functionality problems they may encounter.
- Accepting responsibility for all activity on their device.
- Turning off and securing tablets after they are done working to protect their work and information.
- Informing appropriate staff if evidence of inappropriate use of technology, including inappropriate emails, as witnessed. Staff members should print out the offensive/inappropriate information and submit it to the office.

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- Submitting their tablets for inspection upon request and provide school administrators or their designee with the necessary pass-codes as needed.

Staff Member Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Gaining access to other staff member's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the District internet web filter through a web proxy.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or library media specialist.
- Plagiarism is a violation of professional ethics. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to appropriate discipline by the school. Violation of applicable local, state or federal law, or District policy will result in criminal prosecution or disciplinary action by the District.

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Protecting and Storing the Tablet

Staff member tablets will be inventoried and labeled by the school district. Tablets can be identified in the following ways:

- Record of serial number
- School Label
- Internal MAC address

When staff members are not using their tablets, they should be stored in a secure location. Nothing should be placed on top of the tablet. Tablets should not be stored in a staff member's vehicle at school or at home. If a staff member needs a secure place to store his/her tablet, he/she may check it in for storage with media center or school administration.

Under no circumstances should tablets be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any tablet left in these areas is in danger of being stolen. If a tablet is found in an unsupervised area, it will be taken to the Administration.

Repairing or Replacing the Tablet

Cost of Repairs Due to Negligence

Staff members will be held responsible for the costs to repair ALL damage to their tablets due to neglect including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. up to the full replacement value of the device unless otherwise required by law.. Lost items such as tablet covers and cables will be replaced by the staff member.

Regulation Approved: August 20, 2014
Updated: February, 2015

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Brookfield Public Schools
Staff member Pledge for Tablet Use

- I will take good care of my tablet
- I will never leave the tablet unattended.
- I will never loan out my tablet to other individuals.
- I will know where my tablet is at all times.
- I will charge my tablets battery daily.
- I will not disassemble any part of my tablet or attempt any repairs.
- I will protect my tablet by keeping it in an approved protective case at all times.
- I will use my tablet in ways that are appropriate, meet BPS expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the tablet. I will not deface the serial number on any tablet
- I understand that my tablet is subject to inspection at any time without notice and remains the property of the Brookfield School District.
- I will follow the policies outlined in the Use of Technology Resources Policy while at school, as well as outside the school day.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District tablet and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the tablet Policy #6141.322, Procedures, and Information; the Acceptable Use Policy; tablet Protection Plan and the Staff member Pledge for tablet Use.

Staff member Name (Please Print):

Staff member Signature:

Date: _____

Please be advised: Staff members who leave the district for any reason must return their individual school provided tablet along with accessories no later than the last day of employment. Failure to do so may result in personal liability for said tablets and accessories.