

Andes Central School District

Administrative Regulation: **Student Guidelines for using the school district computer system and personal technology at school or on a school function.**

Linked School Board Policy: **#7315 and #7316**

Purpose:

The purpose of this administrative regulation is to provide detailed guidance and procedures in accordance with the School Board Policy #7315 - Student Acceptable Use Policy and #7316 Student use of Personal Technology. This administrative regulation outlines the specific requirements, responsibilities, and expectations related to using school-provided and personal technology within the Andes School District. It ensures consistency, clarity, and compliance with the overarching policy.

This administrative regulation applies to all students, staff, parents/guardians, and stakeholders within the Andes School District. It encompasses the use of personal and school provided technology.

Purpose of Administrative Regulation 7316a:

1. Andes Central School recognizes the importance of technology in the educational process and supports using personal technology (PT) and school-provided technology (SPT) by students, staff, and faculty. To ensure the safe and responsible use of technology within the school setting, this Appropriate Use Policy (AUP) has been established. All students, staff, and faculty are required to abide by this policy while using technology on school grounds, school buses, or at any school-sponsored events.
2. The guidelines for personal technology and school-provided technology use are not exhaustive and are intended to offer guidance for common situations concerning the use of personal and school-provided technology. These guidelines serve as a framework to promote responsible and appropriate technology use within the educational setting, while also allowing flexibility for unique circumstances that may arise. It is essential for students, administrators, and teachers to exercise judgment and communicate effectively to ensure that technology use aligns with the educational objectives and maintains a productive learning environment.
3. The guidelines provided in this Administrative Regulation are intended to ensure that students follow the laws, policies, and rules governing the use of school-provided technology and personal technology while at school. Failure to comply with these guidelines may result in Andes Central School revoking the student's right to possess

personal electronic devices or access school-provided devices while on campus or attending a school function.

Guidelines for the use of personal devices and school-provided technology devices:

1. Personal technology use by students is permitted during the school day for educational purposes, with teacher approval. Students are expected to act responsibly and thoughtfully when using technology resources. If there is a question concerning the appropriateness of the use of personal technology it is the responsibility of the student to inquire with administrators or teachers before using their personal technology.
2. At Andes Central School, students have access to School Provided Technology (SPT) throughout the day, mapped to appropriate learning standards and supervised by a school district employee. SPT used at home follows the Appropriate Use Agreement (AUA).
3. The volume on any device must be set so that it cannot be heard by any other individual. Devices and/or headphones may NOT be shared. PT must be used in accordance with the Acceptable Use Policy.
4. Headphones and devices are not to be used during passing times in the hallway.
5. Recording functions used to take photos, video, or audio recordings are not to be used during the school day without permission. Any device found to be used inappropriately will be confiscated, and pictures or recordings will be reviewed by the Principal. The device will be returned only to the parent or guardian.
6. Personal Technology (PT) may not be used during any emergency drill. Devices should be completely out of sight during any emergency drill. PT may not be used during ASD or ISS.
7. Inappropriate use of personal technology or school-provided technology devices is prohibited at all times and subject to disciplinary action. The disciplinary action for violation of guidelines will be as follows:
 - a. a. 1st Offense - Warning.
 - b. b. 2nd Offense - Devices will be confiscated and given to the Principal. The student may retrieve the device at the end of the day. A referral will document the offense.
 - c. c. 3rd Offense - Devices will be confiscated and given to the Principal. The device will only be returned to a parent or guardian. A referral will document the offense.
8. The Principal may rescind permission for a student to use Personal Technology or School Provided Technology devices during designated times if a student violates any aspect of the guidelines. The Superintendent or their designee may rescind permission for ALL students to use Personal Technology at any time for safety reasons.

9. Students who bring PT to school do so at their own risk. The District will not assume responsibility for lost or stolen devices.
10. All use of PT and SPT devices must comply with applicable state and federal laws, as well as Andes Central School policies and regulations.
11. Use of PT and SPT devices to harass, bully, or intimidate others is strictly prohibited. This includes, but is not limited to, the use of social media and messaging apps.
12. Use of PT or SPT devices to access or view inappropriate content, including but not limited to, pornography or violent material, while on school grounds or being used during a school function or during school hours is strictly prohibited.
13. All PT or SPT devices must be password-protected, and users should never share their passwords with others.
14. Any incidents of suspected cyberbullying, harassment, or inappropriate use of SPT or PT devices should be reported to school administration immediately.
15. Students will be made aware of the guidelines at the start of each school year. The guidelines will be included in the student handbook. Parents will be required to sign a document indicating they have read and are aware of the guidelines at the beginning of each school year.

Review and Revision:

This administrative regulation shall be reviewed periodically to ensure its continued relevance and effectiveness. Amendments or revisions may be proposed by [relevant stakeholders]. The School Board will review and approve any necessary changes in accordance with the established policy review process.

References:

1. Board Policy 7315 - Student Acceptable Use Policy
2. Board Policy 7316 - Student Use of Personal Technology
3. Board Policy 7550 - Dignity for all students Act
4. Board Policy 7552 - Bullying in schools
5. Board Policy 8271 - Internet Safety/Internet Content Filtering Policy

Effective Date:

This administrative regulation shall take effect on [Effective Date]. It supersedes any previous regulations or guidelines that may be inconsistent with the provisions herein.

[Signature]

[Name]

[Title]

[Date]

