Descriptor Term:	Description Code	Issued Date:
	379—Instruction (Students)	June 30, 2014
	Rescinds:	Issued:
EDUCATION TECHNOLOGY USE POLICY		

BOARD POLICY:

The primary purpose of the Guam Department of Education (GDOE, District) communication network is to support and enhance teaching and learning to prepare all students for success in lifelong learning.

All GDOE students shall use the District's technology (network, telecommunications, video, hardware, and software) in a responsible, efficient, ethical and legal manner in accordance with the vision of the District, local and federal laws, regulations, and restrictions, Guam Education Board (GEB) policies, and other applicable mandates. The use of the District's educational technology (not limited to Internet, telecommunications, hardware and software) is a privilege, which may be revoked for inappropriate behavior. Users are responsible for understanding the policy and guidelines as conditions for use. Educators and school personnel are accountable to teach and use technology responsibly.

GDOE's Education Technology Use Policy shall include established rules and regulations for all users accessing the GDOE network. Use of the District's technology that is inconsistent with this policy may result in the loss of access, legal action, and disciplinary action up to and including suspension or expulsion from school.

Internet service shall be filtered and used in compliance with the Children's Internet Protection Policy (CIPA) and other relevant regulations of the Federal Communications Commission. GDOE blocks or filters content over the Internet that the District considers inappropriate for students. This includes pornography, obscene material, and other material that may be harmful to students. GDOE may also block or filter other content deemed to be inappropriate, lacking educational related content, social media with inappropriate content, or that pose a threat to the GDOE network.

The school principal shall establish rules and regulations in adherence to this policy. These rules and regulations must be included in the school handbook. In order to use the District's technology, students must sign the approved Educational Technology Standards of Operations and Technology User Agreement (form) contained in the Appendix. By signing the User Agreement, the following guidelines are agreed to:

I.   **ACCEPTABLE EDUCATIONAL TECHNOLOGY USE GUIDELINE**

A.   Teachers and other school support instructional staff will be trained on and exposed to the appropriate use of the Internet, video, telecommunications and other educational technology with students, monitor student use, and intervene if the resource is not being used appropriately.

B.   Teachers shall educate students about appropriate and safe online behavior, including interaction with other individuals on social networking websites, in chat rooms, and cyber bullying awareness as outlined in Standard Operating Procedures.

C.   Students and Parents or Guardians must sign the Technology User Agreement form before students are allowed to access the GDOE network. The school principal is responsible for maintaining the signed Technology User Agreement forms for all students at the respective school site. The signed form shall be available upon the request by the Superintendent or a designee.

D.   All devices accessing the GDOE network shall be subject to random monitoring. GDOE shall monitor users' online activities and reserves the right to access, review, copy, store, and/or delete any electronic communication or files.

E.   All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of GDOE.

F.   Proper codes of conduct in electronic communication must be used. Giving out personal information is inappropriate and therefore restricted. Extreme caution must always be taken in revealing any information of a personal nature.

G.   Network accounts are to be used only for its intended purpose and only by the authorized owner and user.

H.   All communications and information accessible via the network should not be assumed to be private property.

I.   The school principal or a worksite administrator must approve creation of or subscription to blogs, wikis or other online communities. Prior administrative approval for such subscriptions is required for students, faculty and staff.

J.   Subscriptions will be monitored and maintained, and files will be deleted from the personal fileserver mail directories to avoid excessive use of fileserver hard-disk space.

K.   As a student user of the GDOE network/communications services, the user must be polite and exhibit exemplary behavior on the network or telephone.

L.   The Superintendent will periodically review and make determinations on whether specific uses of the network are consistent with the acceptable use and practice and report back to the GEB. This Policy will be reviewed and updated at least once every three years per GEBP # 120.3 as well as in conjunction with the District's technology plan in order to insure consistency.

II.   UNACCEPTABLE USES OF GDOE TECHNOLOGY

A.   Transmitting (sending) any material in violation of any local or federal law (e.g., copyright materials).

B.   Using, posting or distributing profane, lewd, threatening, bullying, or abusive language in email messages, material posted on web pages or social media sites.

C.   Accessing, posting, or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statement about others.

D.   Vandalizing equipment or software to include damaging computers and disrupting the operation of the network or telephone services.

E.   Using GDOE network services or telephones for personal financial gain, commercial activity or illegal activity.

F.   Giving out personal information about another person, including home addresses or personal phone numbers.
G.   Using the network for commercial advertisement or political lobbying.
H.   Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the network.
I.   Using the network to disrupt the use of the network by others.
J.   Destroying, modifying, or abusing hardware and/or software.
K.   Maliciously using the network to develop programs that harass other users or infiltrating a computer or computing system and/or damaging software components of a computer or computing system.
L.   Sending hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors on the network.
M.   Installing unauthorized software, including shareware and freeware, for use on GDOE (school and administrative) computers.
N.   Using the network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the network.
O.   Using any website, application, or methods to bypass GDOE's network content filtering device.
P.   Downloading entertainment software/files (videos, music and non-instruction games) or other files not related to the mission and objectives of the Guam Department of Education.
Q.   Using for entertainment software/files (videos, music and non-instruction games) or other files not related to the mission and objectives of the Guam Department of Education.
R.   Gaming not approved by the school principal or worksite administrator.
S.   Establishing network or Internet connections to live communications, including voice and/or video (relay chat), without the authorization of the school principal, worksite administrator or the GDOE E-rate Compliance Officer.
T.   Other unacceptable use of the network.

III.   GDOE WIRELESS NETWORK ACCESS

GDOE teachers and administration believe that providing network access for students' personal electronic devices will enhance the educational experience for GDOE's students by expanding students' access to the resources provided by the Internet. For this reason, GDOE has set up a student wireless network. Prior to students accessing the network, the signed Education Technology Acceptable Use and Wireless Network Use forms *must* be on file.

A.   *Acceptable Devices*. Students may access the GDOE student wireless network with any device with 802.11 connectivity. Students may only access the network with devices that are their own personal property.
B.   *Content*. Filtered access to the Internet will be provided for student owned devices as well as access to any district provided web-based applications that would normally be accessible to students from home.

C.   *Personal Responsibility*. The District assumes no responsibility for the loss of, theft of, or damage to any personal device that a student connects to the GDOE student wireless network or any information on that device.

D.   *Security*. Students shall not impair the security of the GDOE network. This expectation includes but is not limited to:

1. Students are expected to maintain up to date antivirus and antispyware protection on all devices that are connected to the GDOE student wireless network. Devices without up to date security programs may be denied access to the network.
2. Students are expected to safeguard all network passwords. Students should not share network passwords with others and should change passwords frequently. Students are expected to notify a teacher or administrator immediately if they believe their student account has been compromised.
3. Students are expected to log onto the GDOE student wireless network only with their account and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.

E.   *No Technical Support*. Students are responsible for setting up and maintaining the devices that they connect to the network. The District will not provide technical support for student owned devices.

F.   *Authorized Use*. Students may use the GDOE student wireless network when they are not in class. Students may not use the student wireless network in class unless authorized by the teacher of that class.

G.   *Inappropriate Use.* The GDOE network is a shared and limited resource and all users have an obligation to use that resource responsibly. Students are provided access to the GDOE student wireless network primarily for educational purposes. Incidental personal use of the network is acceptable, but students should not use the network for personal activities that consume significant network bandwidth or for activities that violate school policy or local law. These include but are not limited to:

1. Online gaming (e.g., World of Warcraft, Second Life) unless approved by a teacher.
2. Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
3. Conducting any activity that is in violation of school policy or local, state or federal law.
4. Participating in political activities not sanctioned/approved by teachers and administrators.
5. Conducting for-profit business.
6. Using hacking tools on the network or intentionally introducing malicious code into the District's network.
7. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits.

8. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
9. Accessing or attempting to access material or systems on the network that the student is not authorized to access.

H. *No Expectation of Privacy*. The District can and GDOE will monitor Internet access and activity on the District's network, including but not limited to sites visited, content viewed and email sent and received. The District may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

I. *Disruptive Activity*. Students should not intentionally interfere with the performance of the GDOE student wireless network and the District's overall network.

J. *Unauthorized Networks*. Students may not create unauthorized wireless networks to access GDOE's student wireless network. This includes establishing wireless access points, wireless routers and open networks on personal devices.

K. *No Use of Wired Networks*. Students may use only the GDOE student wireless network for personal devices. They may attach personal devices to the GDOE wired network with prior approval of the Data Processing Manager.

L. *Consequences of Inappropriate Use*. Students who misuse GDOE's student wireless network will be subject to discipline which may include loss of access to student wireless or all Internet access and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

IV. EMAIL USE GUIDELINES

A. The GDOE provides electronic mail to students to enable them to communicate effectively and efficiently with teachers and other students.
B. If you are in any doubt about an issue affecting the use of electronic mail, you should consult your school principal or teacher.
C. Check electronic mail daily.
D. Include an address line before sending a message.
E. Include subject line in your message.
F. Perform housekeeping duties by deleting electronic mail messages when they are no longer needed.
G. Respect the legal protections to data and software provided by copyrights and licenses.

V. UNACCEPTABLE EMAIL USE GUIDELINES

A. Printing electronic mail messages unless absolutely necessary.
B. Forwarding electronic mail messages sent to you personally to others, particularly news groups or mailing lists, without the permission of the originator.
C. Using electronic mail for personal purposes.
D. Sending excessively large electronic mail messages or attachments without administrative approval.

E.   Sending unnecessary messages such as festive greetings or other non-work items by electronic mail, particularly to multiple people.

F.   Participating in chain mail or pyramid email or similar schemes.

G.   Representing one's self as another person.

H.   Using electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, or libelous.

VI.   OTHER EDUCATIONAL AND TELECOMMUNICATIONS/NETWORK USE GUIDELINES

A.   All students will abide with the intent of this policy.

B.   All users will be responsible to the school site or worksite administrator or appropriate designee for the purpose of this policy.

C.   All messages relating to or in support of illegal activities will be reported to the appropriate authorities.

D.   This policy is related to Board Policies on CIPA,726, and 836.

E.   GDOE cannot be held accountable for the information that is retrieved via the network.

F.   Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages.

G.   GDOE will not be responsible for any damages users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by user negligence, errors or omissions. Use of any information obtained is at the user's risk.

H.   GDOE makes no warranty/warranties with respect to:

1. The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
2. Costs, liabilities, or damages caused by the way the user choose to use his or her access to the network.
3. The GDOE reserves the right to change its policies regulations and guidelines at any time.

I.   All email activity may be monitored.

J.   All email and external content may be scanned/monitored by the networks system administrator for offensive material.

K.   Parent/guardian of one or more children in the GDOE, shall fully accept responsibility for supervision the child's/children's technology use when not in a school setting.

Adopted by the second Guam Education Policy Board on 11-3-06.
Amended by the 6th Guam Education Board on 06-30-14.

Upi Elementary School

Home of the Totots!

K. Erik Swanson, PhD
Superintendent

Phone: (671) 633-1382 • Email: upi@gdoe.net
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Julie K. Salas, Principal
Mabel Uncangco, Assistant Principal

EDUCATION TECHNOLOGY USE POLICY
USER AGREEMENT

I have read, understand, and will follow Guam Education Board Policy 379 Education Technology Use Policy when using computers and other electronic resources owned, leased, or operated by the Guam Department of Education and/or personal devices accessing the GDOE network. I further understand that any violation of the policy that is illegal, prohibited, immoral and/or unethical may result in disciplinary actions up to and including suspension or expulsion, access privileges revoked, and/or appropriate legal action.

_____
Print Student's Name

_____
Student's Signature

_____
Date

EDUCATION TECHNOLOGY USE POLICY
PARENT/GUARDIAN AGREEMENT

(Note: Student youths as defined under the federal guidelines—are student youths twenty-one years of age and under.)

As parent or guardian of [please print name of student]_____, I have read the Guam Board of Education Policy 379 Education Technology Use Policy. I understand that this access is designed for educational purposes. [Name of School] has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold the [Name of School] responsible for materials acquired on the network. . I hereby give permission for my child to use network resources, including the Internet, that are available through Guam Department of Education.

_____
Print Parent/Guardian Name

_____   _____
Parent/Guardian Signature   Date

Form: AUP-GEBP379students

Upi Elementary School
Home of the Totots!

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Superintendent

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for Student Owned Devices at Guam Department of Education (GDOE) Schools

This agreement may only be executed by students who have previously returned a "Education Technology Use Policy User Agreement" form signed by their parent allowing them to use the Internet at school. This agreement provides additional authorization to access the GDOE wireless network using personal devices. It does not supersede any information in the "Student Handbook".

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   2. Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.

3. Conducting any activity that is in violation of school policy or local, state or federal law.
4. Participating in political activities.
5. Conducting for-profit business.
6. Using hacking tools on the network or intentionally introducing malicious code into the District's network.
7. Using any software or proxy service to obscure either the student's Internet Protocol (IP) address or the sites that the student visits.
8. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
9. Accessing or attempting to access material or systems on the network that the student is not authorized to access.

H. **No Expectation of Privacy**. The District can and does monitor Internet access and activity on the District's network, including but not limited to sites visited, content viewed and email sent and received. The District may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

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_____   _____
Student Name (Please Print)   **Date**

_____
Student Signature

_____   _____
Parent Name   (Please Print)   **Date**

_____
Parent Signature

Form: AUP-GEBP379Wstudents