Technology

Utica Community Schools encourages and strongly promotes the use of technology in educational settings. To ensure students, staff and parents can take full advantage of the technologies available, all use of technology in the school district must have proper authorization and adhere to district policy.

All use of technology must be in support of and consistent with the purposes and stated goals of the school district. Misuse of technology will result in disciplinary action, up to and including loss of computer privileges, suspension or expulsion.

Technology Guidelines:
- Students shall not use technology unless authorized by appropriate school personnel.
- Only software legally owned by the district and authorized by a UCS administrator may be put on district computers.
- Illegal/inappropriate activities of any kind are forbidden.
- Students shall not use district technology for online purchasing or any other non-UCS education/personal purposes.
- Nothing will be placed on a building web page without prior approval of the building principal or district administrator. Web pages representing Utica Community Schools will only be placed on district-authorized web servers.
- Establishment of web pages and/or distance learning activities must have an educational/management purpose related to an assignment, project, job or function that meets UCS goals.

Technology Users Will:
- Comply with district policies, rules and regulations.
- Notify the appropriate Utica Community Schools staff member immediately of a webpage that contains questionable content.
- Use networks and technology in support of education, consistent with the goals of the district.
- Keep all passwords confidential.
- Obey all copyright laws.
- Report any malfunction of equipment immediately to a UCS staff member.
- Report any misuse of networks and technology to the building administrator or teacher.

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- Use equipment responsibly and respect individual work, files and programs.
- Return any borrowed equipment when requested by an authorized UCS staff member.

Technology Users Will Not:
- Tamper with computer or network components in a way that will make them either temporarily or permanently inoperable.
- Access the district network through unauthorized technology.
- Access or modify other accounts, data, files and/or passwords without authorization.
- Use district technology for commercial or for-profit purposes.
- Use district technology to obtain illegal copies of software, printed materials or other materials of which they do not have ownership.
- Use district networks and/or technology to download and/or store games, videos, music or pictures that are not part of an educational/district project.
- Use district technology to send, receive, print or display messages that are inflammatory, harassing in nature, sexist, racist or otherwise inappropriate. When using district technology, appropriate and polite language and behavior is required.
- Use UCS technology to distribute material that: violates the Family Educational Rights and Privacy Act; jeopardizes the health and safety of students; is pornographic, obscene or libelous; causes disruption of school activities; plagiarizes the work of others; is a commercial advertisement; contains political lobbying or is not approved by the building administrator or web manager.

Non-School Issued Electronic Communications Devices
The personal use of non-school issued cell phones or other electronic communications devices (ECDs) by students is prohibited at any time while in school or in a district vehicle. Students may carry ECDs during the school day, but they cannot be displayed or used without permission from a teacher or administrator for educational purposes.

Personal use of the device shall be limited to the time before and after the school day and only when students are outside the building. ECDs shall not be used during instructional time, lunch, passing time between classes or on any school bus without permission of a school official.

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The use of an ECD's picture-taking or internet connection capability is not permitted without permission of a teacher or administrator. Utica Community Schools will not be responsible for the theft, loss or damage of any ECD.

Appropriate disciplinary action will be taken against students who violate the policy regulating ECDs.

Electronic Device use Protocol for Statewide Testing
Students are required to only use district-provided electronic devices during testing sessions. Students are not permitted to access personal, non-testing electronic devices when in an active testing session or while on break.

Electronic Device Examples
Examples of electronic devices include, but are not limited to:
- Any electronic device that can be used to record, transmit, or receive information, not used for testing computer tablets, iPads, e-readers (for example: Kindle)
- Smart watches (for example: Fitbits; Apple, Garmin, Samsung watches; any watch with access to other applications or the internet) smart phones and cell phones
- Bluetooth headphones, smart earbuds (for example: Beats, iPods), or any headphone with access to other applications or the internet)
- Smart glasses (for example: Google Glass)
- Desktop computers, laptops, not used for testing

Protocols for Students
All personal student devices are to be left at home or will be kept in a secure location as determined by the building administrator for all state assessments.

Students are not permitted to use, wear, or access any personal, non-testing electronic device during testing or while on a break when any active testing session is in progress. These electronic devices include but are not limited to smartphones, cell phones, smartwatches, Bluetooth headphones, headphones that allow access to voice assistant technology, and computers and/or tablets not being actively used for

testing purposes. If any personal electronic device is brought into the testing environment, the staff member will collect, power down the device, label it with the student's name and place it in a secure location.

If an electronic device is medically necessary for a testing student, the device must be left with the test administrator, or the test must be administered to the student in a one test administrator-to-one student setting, and the student must be actively monitored at all times while testing.

Additionally
- Students are not allowed to access the device used for testing for any other purpose than to complete the test during the test session.
- A student may not access any additional websites or applications during testing, or for any other purpose after testing, while in the testing room

- Staff is to ensure that all testing devices are configured properly and that all background applications are disabled before testing begins.

- No pictures or videos may be taken during testing.

Students bringing additional electronic devices into the testing room or accessing these devices during testing will have their test invalidated.

Student Consequences for Violating the Protocols
If a student has access to a non-test electronic device and/or "wearable" technology at any point during a test session even if the student has exited or submitted their test, that student's test has been compromised and will be invalidated due to prohibited behavior, even if the student did not use the electronic device. The student is to be removed from the testing environment and the parent or guardian will be informed of the incident. In addition to violating this policy, students will be subject to school discipline up to and including suspension or expulsion for violating the District Acceptable Use of Technology Policy and the Student Code of Conduct.