

Policy 5306-E

**SCHOOL AND DISTRICT TECHNOLOGY
USAGE**

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA ADHERES TO THE BELIEF THAT TECHNOLOGY SHOULD PLAY A VITAL ROLE IN MEETING THE NEEDS OF THE BROAD RANGE OF ABILITIES, DISABILITIES, CULTURAL BACKGROUNDS AND ETHNIC POPULATIONS REPRESENTED IN DISTRICT SCHOOLS. TO ASSURE THAT TECHNOLOGY SHALL PLAY A PREDOMINANT ROLE, THIS POLICY PROVIDES GUIDANCE FOR APPROPRIATE TECHNOLOGY UTILIZATION AND INTEGRATION INTO THE CURRICULUM, AS WELL AS INFUSION INTO SCHOOL/DISTRICT ADMINISTRATION AND MANAGEMENT.

(The following paragraphs are being added to School Board Policy 5306 due to the School District transitioning to e-learning use due to the immediate danger to public health, safety, or welfare presented by the COVID-19 Pandemic.)

9. Expectation of Privacy

- a. No expectation of privacy is created or intended to be created for any users or participants of the Broward County School Board and/or Microsoft Teams network or other virtual platform used for any purpose, including, but not limited to public, online, virtual classrooms. All users and participants shall recognize and are hereby noticed that any and all content created or stored utilizing the Broward County School Board and/or Microsoft Teams network or platform, or any other network or platform, may be subject to monitoring and recording for compliance with School Board policies and applicable laws.

10. Retention Policy

- a. All data created, including, but not limited to, public online virtual instructional classroom sessions shall be stored, to the extent possible, on the Broward County School Board and/or Microsoft Teams network, or other virtual network or platform. Data created shall only be used for instructional purposes. No user or participant may post any data onto any social media platform. No user or participant may intentionally download any non-public data onto any personal device. All data shall be maintained on the Broward County School Board and/or Microsoft Teams network or other virtual network or platform and shall be in the sole control of the Broward County School Board.

Statutory authority: 1001.41

Laws Implemented: 1001.43 (3) (a), Public Records Act (Florida Statute Section 119), Children's Internet Protection Act (CIPA), the Neighborhood Children's Protection Act (NCIPA), the Protecting Children in the 21st Century Act.

Emergency Policy adopted:

SCHOOL AND DISTRICT TECHNOLOGY USAGE

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA ADHERES TO THE BELIEF THAT TECHNOLOGY SHOULD PLAY A VITAL ROLE IN MEETING THE NEEDS OF THE BROAD RANGE OF ABILITIES, DISABILITIES, CULTURAL BACKGROUNDS AND ETHNIC POPULATIONS REPRESENTED IN DISTRICT SCHOOLS. TO ASSURE THAT TECHNOLOGY SHALL PLAY A PREDOMINANT ROLE, THIS POLICY PROVIDES GUIDANCE FOR APPROPRIATE TECHNOLOGY UTILIZATION AND INTEGRATION INTO THE CURRICULUM, AS WELL AS INFUSION INTO SCHOOL/DISTRICT ADMINISTRATION AND MANAGEMENT.

1. Definition

For the purpose of this policy, technology is defined as, but not limited to, the following:

- a. Instructional and staff workstations (both desktop and portable), tablets, printers, scanners and other peripherals;
- b. Administrative staff workstations (both desktop and portable), tablets, printers, scanners and other peripherals;
- c. Campus and departmental local area networks (both wired and wireless), including wiring, hubs, switches, routers, transmitters/receivers and other devices;
- d. Servers; including instructional lab servers, web servers, video servers, file and print servers, database servers, internet proxy caching servers;
- e. A Wide Area Network linking all School Board of Broward County (SBBC) sites into one countywide Intranet;
- f. Telephone systems; including primary systems, integrated voice response/ management systems, automatic dialing systems;
- g. Learning resource management systems, including library automation systems;
- h. Distance learning systems;
- i. Video capturing, broadcast, receiving, and distribution systems;
- j. Teleconferencing systems;
- k. Application software packages which result in the creation and maintenance of an operational database;
- l. Energy management and security monitoring systems;
- m. Radio systems;
- n. Office copier, Printer, image scanners and document management systems;
- o. Cellular phones, PDAs, Smartphones, and similar mobile items;
- p. Paging systems;
- q. Intercom; and
- r. Facsimile systems.

2. Purpose

- a. To foster and support innovation and experimentation in the transformation from a traditional approach to teaching, learning, and education management to a technology-based model meeting the needs of the broad range of abilities, disabilities, cultural backgrounds, and ethnic populations represented in Broward County Public Schools.
- b. To establish and maintain guidelines and procedures for appropriate technology utilization and infusion in the classroom, in the schools, in school and district administration and management, and in planning and evaluation to more effectively prepare students for the transition from school to work for success in the workplace, and to improve the operations of the

school system.

3. Technology Guidelines

- a. The primary priority of the technology system is to improve student learning, teaching, and business efficiency.
- b. Designs will be based on vendor-independent open system standards.
- c. The network will integrate voice, data, and video communications systems.
- d. The data architecture will be based on an enterprise-wide network using client- server technology.
- e. Database management software will be relational and able to run on a variety of operating systems and hardware platforms.
- f. A common data dictionary will be established that defines data elements at all levels from the classroom to the federal government.
- g. Information management will be bi-directional, allowing data query, reporting, analysis and entry by authorized users.
- h. Information will be recorded once and validated at the source.
- i. Multi-platforms will be supported where possible.
- j. All mainframe, servers, personal computers and peripherals will be inter- connected through network hardware and software.
- k. Uniform technology support services will be made available at all locations.
- l. All technology resources will be coordinated and integrated with appropriate curriculum and business initiatives.
- m. The system will be accessible to staff, students, parents, and the community for appropriate uses and protected with security measures which prevent and detect/monitor unauthorized and inappropriate use.
- n. Provisions must be made for keeping the technology current, within available resources, including policies on replacement or upgrade based on a life-cycle process.
- o. Appropriate training and professional development must be provided to teachers, staff, and administrators to ensure timely implementation and effective use.
- p. The technology must improve decision making and staff productivity.
- q. A process will be established to monitor the effectiveness of technology project implementations.
- r. Student safety, security, and compliance with all applicable laws governing public records (Florida Statute Section 1002.22 and 1002.221) are of primary concern and must be considered in the implementation of all technologies.
- s. Establishing and maintaining procedures for disabling or otherwise modifying any technology protection measures shall be the sole responsibility of the Superintendent or designee.
- t. All users of the Broward County Public Schools network must adhere to the Information Security Guidelines. The latest version of the Information Security Guidelines will be posted on <http://web.broward.k12.fl.us/techstandards>.
- u. Broward Schools' network and telecommunication services shall be properly monitored and, to the extent technically possible, users of school-sponsored telecommunication services and networks shall be protected from harassment or unsafe, unwanted, or unsolicited contact and from content deemed inappropriate.
- v. To the extent practical, and as specifically required by the Children's Internet Protection Act (CIPA), blocking shall be applied to visual and/or auditory depictions of material deemed obscene, violent, pornographic (child and otherwise), or any other digital material deemed harmful to minors.
- w. Steps shall be taken to promote the safety and security of the School Board of Broward

County's computer and telecommunications network(s) when using electronic mail, instant messaging, blogs (macro/micro), social networks, chat services, and other forms of direct electronic communications.

- x. Staff will be responsible for educating, supervising, and monitoring the appropriate usage of the school district's online computer and telecommunications network(s) and access to the Internet in accordance with this policy, the Children's Internet Protection Act (CIPA), the Neighborhood Children's Internet Protection Act (NCIPA), and the Protecting Children in the 21st Century Act.
- y. Upon receipt of specific parent/guardian written permission (electronically or otherwise), students will be eligible to receive electronic communications from District employees in connection with activities outside of classroom/instruction activities. However, communications with students utilizing electronic devices, or otherwise, for fraternization purposes are strictly prohibited, except communications between parent and child. Inappropriate communications, as defined below in section 8.h., shall be prohibited. All contact and communications with students, shall be consistent with School Board policies and the Florida Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida, State Board of Education Rules 6B-1.001 and 6B-1006, F.A.C., which require, among other things, that the primary concern always be for the well-being of the student and to "exercise the best professional judgment and integrity."
- z. All use of cellular equipment and services provided by SBBC must be in accordance with the provisions of the Public Records Act (Florida Statute Section 119) and Standard Practice Bulletin, A-469, "Cellular Telephone Access and Usage".
- aa. Suitable training shall be provided to students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- ab. Access to District Networks, applications, and systems shall be discontinued upon termination of employment except in situations where continued access is required by board-approved agreements, School Board policies, state statutes, or federal laws.

4. Desired Outcomes

- a. Technology will be appropriately and equitably integrated into instruction and management processes and used by all students and staff as an integral component of school improvement and student success. Improving student performance and achievement, increasing staff productivity, and ensuring efficiency of the day-to-day operations of the school system are the essential reasons for the use of technology in Broward County Public School System.
- b. Technology will be procured and deployed as needed to meet state and federal legislative mandates.
- c. All school classrooms, media centers, and offices and all district departments and offices will be electronically networked (wired and/or wireless) and equipped, providing all staff, students, and administration equitable and easy access to information technologies for teaching, learning, management, and day-to-day operations.

- d. All high school graduates will be prepared to use multiple technologies upon entrance into the work force and/or higher education.
- e. New and emerging technologies will be evaluated, and if appropriate, incorporated into school curriculum and will be integral elements of school improvement and accountability.
- f. Organizational productivity and efficiency will increase as technology is infused into the workplace.
- g. Student, teacher, staff, and administrative effectiveness will improve concurrently with the infusion of technology into their respective workplaces.
- h. The Broward County community will recognize district schools and departments as resources; and the number and quality of partnerships and cooperative endeavors will increase.
- i. The decision-making process will be improved as technology facilitates the flow of information and the communication process, within the district, the state, and the world.
- j. Improved communication between schools and institutions of higher education will increase the sharing of best practices as well as enhance pre-service and in- service training and emphasize technology integration into the curriculum.
- k. Inter- and intra-departmental collaboration, from planning through evaluation, will be a goal of the District.
- l. All units responsible for technology planning will work collaboratively with county, state, and government groups to investigate current, advanced, and emerging commercial technologies and to identify or develop, if necessary, efficient and cost-effective applications.
- m. The broadest possible access to the School Board of Broward County's web- based educational resources will be promoted, while providing safeguards to ensure the safety of students and that security is maintained. Towards this desired outcome, The School Board of Broward County, Florida, will support programs designed to bridge the Digital Divide.
- n. Technology will be used to build and maintain communications links between SBBC and its parental and community stakeholders. (e.g. Instant Messaging, Social Media, blogs and micro blogs, mobile applications, telephone contact systems, etc.). The use of these media, however, must be in compliance with the Florida Retention Schedules (<http://dlis.dos.state.fl.us/barm/genschedules/GS1-SL.pdf>).

5. Implementation

A comprehensive and continuous short and long-range Board technology implementation process will direct, review, evaluate, and improve the effective utilization of all aspects of technology.

- a. The Superintendent will direct staff to:
 1. Consult and collaborate on a continuing basis with education, business, community, and government groups locally, regionally, and nationally.
 2. Identify student competencies in using technologies to access, analyze, apply, and communicate information and incorporate them into the Standards of Service.
 3. Identify staff competencies in integrating and applying information technologies in instruction and management and incorporate these competencies as part of the evaluation process.
 4. Identify educational management tools to be acquired and implemented.
 5. Establish and continually update an ongoing staff development program to support technology usage and integration.
 6. Establish baseline standards to ensure that all schools and offices have adequate, appropriate and up to date hardware, software, and communications capabilities as rapidly as resources permit.
 7. Review and/or establish guidelines as needed on copyright, acceptable use, and

other ethical use policies.

8. Identify, document, and evaluate core processes that need improvement or re-engineering to maximize the productivity and educational benefits from technology investments.
9. Prepare a viable timeline for task implementation and completion, which will assist in evaluating the progress and effectiveness of the district's technology plan.

6. **Acceptable use of Computer Network and Online Telecommunications**

Individuals who use District-owned or leased technology, applications, networks, or telecommunications infrastructure and systems agree to abide by the terms and tenets of this policy. The School Board of Broward County does not warrant network or telecommunications functionality or accuracy of information, nor does it warrant the effectiveness of Internet filtering. No expectation of privacy is created or intended to be created by this Policy. Users of systems, networks, and telecommunications systems must recognize that all content created or stored utilizing District technology may be subject to monitoring for compliance with School Board policies and applicable laws.

a. Goals for Technology use and Internet Safety

1. Prevent user access over its computer and telecommunications network(s) to, or transmission of, inappropriate material via Internet, electronic mail, instant messaging systems, social networks, or other forms of direct electronic communications;
2. Prevent unauthorized access or other unlawful online activity including, but not limited to, the "hacking" of systems within and outside of the District's enterprise;
3. Prevent unauthorized online disclosure, use, alteration, or dissemination of personally identifiable information of students or confidential information of staff;
4. Comply with the Children's Internet Protection Act (CIPA); the Neighborhood Children's Internet Protection Act (NCIPA); the Protecting Children in the 21st Century Act, the Public Records Act (Florida Statute Section 119), and all applicable laws;
5. Prevent the use of its computer and telecommunications network(s) for the purpose of harassment, unlawful discrimination, cyberbullying, cyberstalking and other unlawful activities; and
6. Protect students and staff from inappropriate (as defined in 8h), unlawful or unauthorized communications from individuals, including School Board employees.

b. Rules

1. All use of telecommunication services and networks provided by the District or used in any of its schools or departments shall be consistent with Federal laws, Florida laws, the Florida Department of Education "Code of Ethics of the Education Profession in Florida" (Rule 6B-1), and the "Code of Ethics for Computer, Network and On-line Telecommunications Users" (see next section).
2. Successful participation in a network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, safe, ethical, and legal manner while using the network and all accessible applications and digital resources.
3. Staff and students who are exchanging communication with others inside and outside the District are representing The School Board of Broward County, Florida, and should conduct themselves appropriately.
4. Technology owned or leased by the School Board shall not be used for advertising

or otherwise communicating or promoting the interests of any commercial, religious, political or other non-district agency or organization except as permitted through board approved agreements, School Board policies, state statutes, or federal laws.

5. Anyone using personally owned technology devices and/or telecommunications services on property owned by the School Board of Broward County must do so in accordance with the terms and tenets of this policy and the published “Personally Owned Device Guidelines”. The latest version of the “Personally Owned Guidelines” will be posted on <http://web.broward.k12.fl.us/techstandards>.
 6. To implement the Acceptable Use Provision of this policy, it is necessary that all users read and acknowledge in writing that they understand their obligations and willingness to comply with the "Code of Ethics for Computer Network and Online Telecommunications Users" (see below).
 7. Student use of technology shall be consistent with the provisions and tenets of this policy and the “Student Code of Conduct”.
 8. Use of technology shall be consistent with the tenets and provisions of the District’s “Social Media Use Guidelines” and the “Web-Publishing Guidelines”.
- c. Code of Ethics for Computer Network and Online Telecommunications Users
1. All users are expected to read and understand the following privileges, rights, and responsibilities when using the network(s) or telecommunications equipment or systems of Broward County public schools.
 - a. Use of computer network and/or online telecommunications is a privilege and must support teaching, learning, and research.
 - b. Students, parents, faculty, and staff in Broward County Public Schools will have access to web-based educational resources in compliance with local, state and federal laws.
 - c. Authorized users shall be ultimately responsible for all activity under their account and password. Accounts shall be used only by the authorized user and only for the purposes specified.
 - d. Use of an identity or password other than the user's own is prohibited.
 - e. All network users shall adhere to the rules of copyright regarding software, information, and the attribution of authorship. Posting or re-posting any content or material protected by copyright or other intellectual property laws without the author's permission and/or without proper attribution is prohibited.
 - f. Any use of telecommunication services or networks for illegal, inappropriate, obscene, or pornographic purposes shall be prohibited.
 - g. The use of the District Technology is provided to assist employees in the efficient delivery of public services to the community. Accordingly, the District Technology must be used for purposes consistent with the District's mission and policies.
 - h. Use of School Board technology for or engaging in offensive or inflammatory speech, profanity, or obscene language shall be prohibited.
 - i. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors shall be prohibited.
 - j. Users shall not intentionally spread computer viruses, vandalize the data, infiltrate systems, damage hardware or software, or in any way degrade, interfere or disrupt the use of the network, applications or telecommunications systems, or those belonging to external entities.
 - k. Attempts to interfere, degrade or disrupt system performance will be subject

to disciplinary action and/or may be viewed as criminal activity in accordance with applicable state and federal law and, if so, will be reported to law enforcement agencies.

- l. Files, documents, materials, and records generated by District employees using School Board of Broward County property, equipment, facilities, and/or systems are the property of the School Board of Broward County and may be accessed at any time by appropriate authorized system personnel.
- m. Records, as defined in Florida Statute Section 119.011(12), generated by District employees using School Board of Broward County property and made or received in connection with the transaction of official business of the School Board (including emails and text messages) must be retained and maintained as public records in compliance with State Law and Board Policy. All business-related email correspondence must utilize the District's email system. Text messaging is permitted solely for the purpose of exchanging transitory messages.
- n. All e-mails created by District employees using School Board of Broward County property must be in compliance with the District's E-Mail Guidelines, which can be found at www.web.broward.k12.fl.us/techstandards.
- o. Equipment, networks or systems owned and/or operated by the School Board of Broward County may not be used for the purpose, intended or otherwise, of harassment, "cyberbullying", "cyberstalking" or Dating Violence or Abuse.

7. Compliance

- a. Students, employees, and community members/visitors using School Board equipment, networks, or telecommunications infrastructure or systems, on-site or off-site, must conform to the requirements of this policy.
- b. Failure to adhere to, and conform online activities with, any provisions of this policy may subject users to some or all of the following: warnings, usage restrictions, disciplinary actions, or legal proceedings.

8. Definition of Terms

- a. Illegal activities shall be defined as a violation of local, state, and/or federal laws.
- b. Inappropriate use shall be defined as a violation of the intended use of the District's mission, goals, policies, or procedures.
- c. Obscenity and/or pornography shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.
- d. Harmful to minors means any picture, image, graphic image file, or other visual depiction that-- (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- e. Sexual Act; Sexual Contact have the meanings given such terms in section 2246 of title 18, United States Code.
- f. Dating Violence or Abuse is defined in School Board Policy 5010.
- g. Harassment, cyberbullying and cyberstalking are defined in School Board Policy 5.9.
- h. "Inappropriate communication" is defined as:
 - (i) a communication which is harmful to minors,

- (ii) a communication that is inconsistent with the School Board Policies, federal or state laws, or the Code of Ethics for the Education Profession in Florida (which requires the exercise of the best professional judgment and integrity and the highest degree of ethical conduct), or
 - (iii) a communication with a minor student, through the use of District Technology or the use of personally-owned technology devices and/or telecommunication services, that is not related to school connected activities/assignments and that is made without parental permission to do so.
- i. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. “Transitory” refers to short-term value based upon the content and purpose of the message, not the format or technology used to transmit it. Examples of transitory messages include, but are not limited to, reminders to employees about scheduled meetings or appointments; most telephone messages and announcements of events.

Statutory authority: 1001.41

Laws Implemented: 1001.43 (3) (a), Public Records Act (Florida Statute Section 119), Children’s Internet Protection Act (CIPA), the Neighborhood Children’s Protection Act (NCIPA), the Protecting Children in the 21st Century Act.

Policy adopted: 8/6/96

Policy Amended: 2/17/98, 12/15/98, 5/1/01, 3/4/03, 4/29/03, 1/18/05, 8/3/10, 5/30/12, _____