

## 5160 POLICY – Information and Communication Technology

The Board of Education, consistent with the core values of the Utica Community Schools, encourages the administration to provide and encourages staff and students to use digital information and communication technology. The Board of Education is also aware that the privilege of using digital information and communication technology supplied, supported or permitted by the District may be misused. Accordingly, the District's Superintendent, or his/her designee, shall establish administrative procedures governing the use of digital information and communication technology for educational uses and uses that do or may affect the District's educational community, including Board members, staff, parents, guardians and students. These administrative procedures shall address the following subjects, among others: digital access; digital etiquette; digital citizenship; digital responsibility; digital law; responsible use of District-provided equipment and networks; and, responsible use of private equipment and networks.

Policy

Adopted: 5/24/04

Re-Adopted: 6/11/07

Revised: 2/9/2015

Board of Education Utica Community Schools

## 5160 RULES AND REGULATIONS – Information and Communication Technology

### Introduction

Board of Education Policy 5160 – Information and Communication Technology – requires the District to provide and encourages staff and students to use digital information and communication technology<sup>1</sup> for educational purposes. Separately, the District understands digital information and communication technology may be used for other purposes that do or may affect the District’s educational community, including Board members, staff, parents, guardians and students. These administrative procedures establish the parameters within which digital information and communication technology may be used for District educational purposes and other purposes that may affect the District’s educational community.

### Digital Etiquette and Citizenship

The etiquette for digital communications is very similar to the etiquette appropriate for face-to-face communications at school. For example, digital communications should always be honest and polite. Similarly, and by way of example only, digital communications should not include statements, information or other material that is, or reasonably may be considered, as illegal, obscene, profane, lewd, rude or disrespectful.

### Digital Law

There are laws intended to apply directly to digital information and communication technology and laws that apply indirectly to digital information and communication technology, regardless of whether they were specifically intended to do so. Those who choose to use private or District provided or supplied equipment and networks are individually responsible for compliance with all applicable legal requirements. The laws District users will most commonly encounter include the following but are not limited to those cited below.

### *Fourth Amendment*

The Fourth Amendment to the federal constitution, and its counterpart in the Michigan constitution, prohibit unreasonable searches and seizures. Digital information and communication technology provided, owned or supported by the District is routinely monitored by the District and no user of such technology has a reasonable expectation of privacy in the digital information and communications transmitted or stored. Therefore, the District may, without notice, search, seize, copy, modify or destroy digital information transmitted by or stored in digital information and communication technology provided, owned or supported by the District. The District may also search privately owned digital information and communication technology on District premises, in District vehicles and/or at District-related events if the District has reasonable suspicion that evidence of a violation

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<sup>1</sup> The phrase “digital information and communication technology” is intended to be broadly construed. By way of example, and not limitation, “digital information” means any communication generated, transmitted or received by a network or device capable of generating, transmitting or receiving digital information. Similarly, “information technology” means any network or device capable of generating, transmitting or receiving digital information.

of the law or a violation of District policies or administrative procedures may be found on such privately owned technology. The scope of the search should be consistent with the scope of the District's reasonable suspicion. Consistent with Michigan law, District staff may not search the private social media and private email accounts of students without the permission of the Superintendent or their designee.

#### *Family Educational Rights and Privacy Act (FERPA)*

FERPA is a statute that, among other things, protects the privacy rights of students and families with respect to education records. The District's FERPA policy may be reviewed at [www.Uticak12.org](http://www.Uticak12.org). The District and District staff must comply with the District's FERPA policy. Compliance with the District's FERPA policy includes not disclosing information protected by FERPA through digital communications.

#### *Copyright Laws*

Federal and state copyright laws protect the intellectual property of companies, artists, musicians and writers, among others. District users may not use digital information and communication technology to violate copyright laws. Additionally, in the absence of a written agreement to the contrary, the District owns all works that are created on District time or using District resources, including digital information and communication technology provided, owned or supported by the District.

#### *Freedom of Information Act (FOIA)*

FOIA is a Michigan statute that, according to its terms, may require the District to provide the public with information, including digital information, the District uses or maintains for educational purposes. There are several exceptions to FOIA, including information protected by FERPA, discussed above. At the same time, District staff, parents, guardians and students should be aware that District-related digital communications regarding students that are not covered by FERPA may be subject to disclosure under FOIA.

#### *Campaign Finance Act (CFA)*

Michigan's CFA, subject to several exceptions, prohibits the use of District resources, including digital communication and information technology, to support or oppose political candidates and ballot issues.

#### *District Policy and Administrative Procedures*

Digital communication and information technology must be used consistent with all District policies and administrative procedures, including the District's Student Code of Conduct.

#### Student Responsible Use

It is necessary that we provide students' opportunities to digitally research, collaborate, gather information, publish and communicate in diverse media formats. Recognizing that technology is reshaping the lives of our students as well as application of daily operations, it is important that all students develop digital citizenship skills as described in the following agreement.

The following additional rules should be observed also when using privately owned digital information and communication technology on or off District premises accessing digital

information and communication technology and resources owned or supported by the District, some of which are implicit in these administrative procedures:

I am responsible for:

- Privately owned devices used at school and understand that I may not use privately owned digital information and communication technology at school without the permission of a school or District staff member.
- Appropriate conduct on the District network and understand that I may not connect or network privately owned digital information and communication technology to digital information and communication technology provided, owned or supported by the District without the permission of a District staff member.
- Following Board of Education policy, Administrative Rules and Regulations, and school procedures when using UCS technology and networks and when publishing school work online. I understand that it is unsafe to post any personal information about myself and others, including but not limited to my address, phone number or school. I will not post photos or videos of students with either their first or last names on any online site without the permission of the parent/guardian or the student if age 18 and older.
- Respecting the intellectual property rights of others. I will obey copyright laws. I will not plagiarize or use another's work without proper permission and citation.

The following additional facts and rules should be considered or observed when using digital information and communication technology provided, owned or supported by the District.

- From time-to-time digital information and communication technology does not work properly or "crashes." The District is not responsible for digital information that is damaged, destroyed or delayed retrieval when digital information and communication technology does not work properly or crashes.
- Assigned users may not download software or other applications without the permission of District staff.
- No person may access or attempt to access systems, information or data to which they are not entitled.
- Individual users are responsible for all digital information and communications sent from or found or stored on their assigned accounts. Therefore, individual users should not divulge their passwords to others or permit others to use their assigned accounts at their own risk. Individual users should also "log-off" after using their accounts. Individual users who believe their digital information and communication technology or accounts have been used by others or "hacked" must immediately report that fact to a school or District staff member

- Digital information and communication technology, including software provided, owned or supported by the District may not be modified.
- Digital information and communication technology provided, owned or supported by the District may only be used for educational purposes and may not be used for personal purposes.
- Those who use digital information and communication technology provided, owned or supported by the District are financially responsible if the digital information and communication technology is damaged or destroyed and for all actual attorneys' fees and costs incurred if the District is required to file an administrative complaint or civil action to enforce financial responsibility.
- The District reserves its full right to prohibit or limit the use of digital information and communication technology provided, owned or supported by the District, when warranted by the facts and circumstances.
- Digital information and communication technology, public or private, may not be used to access or transmit information and material that is otherwise not appropriate in the educational environment; such as, but not limited to, information and material that is, or may reasonably be perceived to be, illegal, obscene, profane, lewd, pornographic, rude or disrespectful.

Rules and Regulations

Adopted: 5/24/04

Re-Adopted: 6/11/2007

Revised: 2/9/2015

Revised: 12/6/2023

Superintendent of Schools

5160 FORM 1 – Student Responsible Use Consent Form

We have read and agree to abide by the Utica Community Schools Student Responsible Use Policy. We understand it is our responsibility as parent/guardian and student, to review and become familiar with the contents of this policy. Our signatures below signal our agreement to accept the terms of the Utica Community Schools Technology Acceptable Use, and Privacy Policy and understand that UCS Administration has the right to make the final decision on appropriate and responsible use.

I, \_\_\_\_\_, accept and agree to exhibit proper digital citizenship and follow the guidelines and rules regarding the use of technology as a Utica Community Schools' student. I grant permission for UCS to collect, use, and disclose personally identifiable information about my child, in accordance with the District's Privacy Policy, as a result of access to and use of the Network, Internet, UCS email account (when applicable), and other School accounts. I understand my child will face disciplinary action if any of the above policy is violated whether that misuse occurs on school-issued devices or technology that is privately owned.

Parent initial indicates:

<b>Initial</b>	<b>PERMISSION FOR PUBLICATION OF STUDENT WORK AND IMAGES</b>
	I give my permission for my student's WORK (computer projects, artwork, video and/or voice recordings) to be used in an educational manner for UCS publications. (newsletters, UCS cable channel, classroom websites, school websites, social media)
	I give my permission for my student's WORK (computer projects, artwork, and/or voice recordings) to be used in an educational manner for out of district publications. (local newspapers, TV news)
	I permit my student to be photographed or video recorded for use in UCS publications (newsletters, UCS cable channel, classroom websites, school websites, social media)
	I permit my student to be photographed or video recorded by local media for the coverage of UCS events.

**ELECTRONIC COMMUNICATION**

	I agree to receive school related correspondence electronically.
	I agree that my child's school-related progress be sent via electronic messaging.
	I do not have internet or email and need PAPER copies of all correspondence.

It is the responsibility of the parent/guardian to inform the school, in writing, of any changes in their authorization.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date