

Instruction

USE OF TECHNOLOGY IN INSTRUCTION

District Technology Planning

While developing technology plans, schools and offices shall examine the following:

Applications/Philosophy/Implementation

- Equity issues that impact learning opportunities for all children.
- Electronic media that can be used to enhance the curriculum, motivate and improve student research, generate 21st century thinking skills, and promote learning, including language acquisition.
- Technology-enhanced school library media centers to improve instructional programs and promote cost-effective sharing of informational resources.
- Feasibility of providing system access to students and staff who have computers at home.
- Feasibility of providing system access to students who participate in after-school youth development centers and community centers.
- Integration of technological resources into school and District administration to facilitate routine operations, staff meetings, collaboration, and communication with parents/guardians and community agencies.

Evaluation

- Process for evaluating and updating technology plans and project implementation.
- Process to evaluate the impact of technology on student learning and office productivity.

Staff Development

- Use of technology to serve professional development needs, help staff improve their practices, and enable them to exchange ideas with peers.
- Staff development - how to make technology an integral part of core instruction.
- Training needs of staff who will provide ongoing technical support.

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Hardware/Netware/Software Selection

- Existing equipment and its capability for working with new technologies.
- Software that supports identified core curriculum areas.
- Copyright restrictions/guidelines.

Network Protocol/Design/Support

- Facilities and the extent of retrofitting required for various electronic/technological applications.
- District options for connecting to information networks, staff training to evaluate various network service providers, and a process that allows all carriers to compete for service.
- Access to communications network specialists to determine facility requirements, systems designs, hardware specifications, and network security needs.
- Sources of ongoing funding and assistance, including support from parents/guardians and the business community.

Internet Guidelines and Safeguards

The Internet is a global network made up of many smaller networks which contribute to the open exchange of information among students, schools, and a vast array of information resources from all over the world. The Internet does, however, include some materials not suited for students. It is the intent of the Chula Vista Elementary School District to use Internet connections only for purposes consistent with District curriculum. Anyone who uses the Internet or other related networks illegally or improperly may lose District access privileges.

At the beginning of each school year, every user of the Internet shall receive and read District Internet guidelines which contain information related to the proper use of the Internet. A Consent and Waiver Form shall be signed by each student, parent/guardian, and District employee who intends to obtain an account number and email address allowing access to the Internet. The Consent and Waiver Form shall cover the following areas:

- Personal responsibility.
- Acceptable use of the Internet.
- Network etiquette and privacy.
- Security.

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Each Internet user will be required to abide by the provisions and conditions of the Consent and Waiver Form in accordance with Governing Board policy and the user obligations and responsibilities specified below. Any violations of the Consent and Waiver Form may result in disciplinary action, revocation of the user account, and/or possible legal action.

1. The individual in whose name an online services account is issued is responsible for its proper use at all times. Each person shall keep account information, home address, telephone numbers, and other personally identifiable information private, except when requested by District administration and/or staff. He/She shall use the system only under the account number to which he/she has been assigned.
2. Individuals shall use the system responsibly and for work-related purposes.

(cf. 6162.7 - Use of Technology in Instruction)

3. Individuals shall not access, post, submit, publish, display, or in any way transmit harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment, bullying, or disparagement of others based on their race/ethnicity, nationality, sex, gender, gender identity, gender expression, sexual orientation, age, disability, religion, or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person applying contemporary statewide standards appeals to the prurient interest and is matter that depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors.

(cf. 4030 - Nondiscrimination in Employment)

4. Individuals shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, administrative regulations, or this agreement.
5. Copyrighted material shall not be placed on the system without the author's permission. Individuals may download copyrighted material only in accordance with applicable copyright laws.
6. Individuals shall not intentionally upload, download, use, or create malicious software or attempt to harm or destroy District equipment or materials or the

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data of any other user. This prohibition includes, but is not limited to, software or programs that erase or conceal Internet use history and/or electronic file removal, creation of computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulate the data of any other user, including so called "hacking."

(cf. 6162.6 - Use of Copyrighted Materials)

7. Individuals shall not attempt to interfere with another user's ability to send or receive email, nor shall they attempt to read, delete, copy, modify, impersonate, or forge another user's email. Damage; improper access to files; alteration of files, passwords, or computer systems; or improper use of information obtained by unauthorized means may be grounds for discipline and/or referral to law enforcement.
8. Users shall report any security problem or misuse of the services to the site principal, appropriate administrator, or the Superintendent/designee.

Rented Movies/Home Recorded Cable/Broadcast Programming Guidelines

The use of rented movies or home recorded cable and broadcast programming necessitates monitoring by the site administrator. The use of non-approved videos in the classroom may create many avenues for parental complaints or possible lawsuits.

Since the use of recorded television programming or rental movies, DVDs, Internet videos, web-based applications, social media, or streaming content could result in embarrassment of pupils, complaints of parents, or possible lawsuits, the following guidelines are to be used:

1. Instructional materials not presently owned by the District must be approved by the school site administrator. Every effort should be made to protect students from inappropriate instructional materials.
2. The utmost care should be taken in the use of instructional materials. Consideration should be given to whether the materials enhance the curriculum and whether the employee is knowledgeable about the materials and their potential effect on students.

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3. Students must not be exposed to PG13 or PG DVDs, Internet videos, web-based applications, social media, or streaming content video recordings without written permission from parents/guardians. All DVDs, Internet videos, web-based applications, social media, or streaming content use is subject to prior approval by the site administrator.
4. Fair use guidelines allow teachers to record broadcast television programs that are relevant to teaching objectives. The program may be used once within ten consecutive school days of the recording date and then erased.
5. Rented videos are not recommended for recreation or entertainment. Rented videos should be used in conjunction with the core curriculum.
6. Staff cannot use recorded programs that have aired on subscription/pay channels (e.g., HBO, Showtime, Disney, etc.) unless authorization has been received in writing from the subscribing agency.
7. Staff must conform to the United States copyright laws and guidelines and District policies regarding the use of copyrighted materials.
8. Staff must conform to current policies, education code, and government regulations when utilizing Adolescent Growth Education materials.
9. Teachers may use purchased or rented DVDs, and/or stream video content from the Internet (e.g., feature films) as part of the core curriculum. Only lawfully made DVDs may be used. Teachers cannot use rented or purchased DVDs where a written contract specifically prohibits such use in a classroom.

(cf. 4131 - Staff Development)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6163.1 - Library/Media Centers)

Regulation

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CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California