

Lower Merion School District

Policy No.:

Section:

Title:

Date Adopted:

141XXX

PROGRAMS

K-12 TECHNOLOGY USE

PROPOSED NEW, 6/15/26 FIRST READING

141XXX K-12 TECHNOLOGY USE**I. Purpose**

The Lower Merion School District is committed to the highest quality teaching and learning that is human-centered, inquiry-driven, and grounded in the belief that children learn best through active engagement, meaningful relationships, and the construction of understanding over time. Our Mission reflects this commitment:

The Lower Merion School District cultivates social and academic excellence and fosters well-being in all students by encouraging creativity, critical thinking, and kindness, preparing students to be contributing citizens and life-long learners in a rapidly changing world.

At the heart of our schools are skilled, caring educators, who build relationships and belonging, design rich learning experiences, ask questions that deepen understanding, and guide students toward genuine curiosity and deeper understanding. This is the work no technology can replicate, and it must always remain the center of our educational practice.

Technology, at its best, can extend what human practice makes possible. It can connect students to primary and secondary sources they could never otherwise be accessible, make complex systems visible and interactive, enable authentic collaboration across distance, provide extension and differentiated learning as well as give learners tools to create, analyze, and express ideas in ways that go beyond what the mind or hand can do alone. In addition, technology can support teaching by providing timely insights into student learning through assessments, check-ins, and feedback that help educators identify gaps in understanding, monitor progress, and make informed instructional adjustments to better meet student needs. When technology serves these purposes, when it genuinely amplifies human curiosity, deepens understanding, and strengthens teaching and learning, it belongs in our classrooms and in our students' hands.

Accordingly, District staff and students shall use technology resources only when doing so serves a clear educational purpose and enhances teaching and learning in support of the District's mission, curriculum, instructional goals, or student access to learning. Technology shall support and extend, but never replace, the essential human relationships and experiences at the core of education and learning: direct instruction, face-to-face dialogue, physical books, hands-on inquiry, and student-to-student collaboration.

The District recognizes that families have different perspectives on student access to technology. The District believes it is imperative to maintain age-appropriate expectations, safeguards, supervision, and boundaries that support student well-being while maximizing the educational

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value of technology resources.

Finally, nothing in this Policy limits a student's access to technology required to support their individual learning needs. Assistive technologies including, but not limited to, audiobooks, speech-to-text tools, adaptive programs, and communication supports, shall remain fully available to any student whose IEP, Section 504 Plan, or other documented need requires them.

II. Use of Technology, Generally

Technology resources shall be used only for educational purposes. Such use must directly support curriculum, teaching and learning, or other school-related responsibilities. In applying this standard:

- All use of technology resources shall be ~~developmentally~~ appropriate and in accordance with the Guiding Principles for Student Use (K-12 Progression) set forth below.
- Technology shall be used only when it ~~serves a clear educational purpose and~~ enhances teaching and learning. Therefore, teachers should consider using a technology resource when it supports the learning goal(s) such as by strengthening instruction, expanding access to learning, supporting differentiation, facilitating communication and collaboration, enabling creation, inquiry, and analysis, or providing timely feedback that improves student learning and informs instructional decision-making. Technology may also be used to support specialized educational plans, accommodations, modifications, and other services that promote inclusion and equitable access for all students.
- Technology shall be used intentionally and alongside non-digital methods so that it enhances, rather than replaces, essential learning experiences such as reading physical books, writing on paper, face-to-face discussion, hands-on activities, and interpersonal interaction.

As technology resources continue to evolve rapidly, the Superintendent and/or designee and the Board's Curriculum Committee shall review their use and implementation under this Policy at least annually and shall recommend any necessary revisions. Professional development for staff shall be substantive, ongoing, and required, and shall prepare staff to use technology effectively, developmentally appropriately, purposefully, and in accordance with District expectations.

All technology programs, platforms, devices, and applications shall be subject to rigorous review before approval and to periodic evaluation as a condition of continued use. The Superintendent and/or designee, curriculum team and teachers shall apply a clear and consistent standard to determine whether each instructional technology resource supports an educational purpose, ~~is developmentally appropriate, and protects student data privacy and security~~. Technology resources that do not satisfy these standards shall not be approved or shall be discontinued.

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III. Guiding Principles for Student Use (K-12 Progression)

The District prioritizes human interaction, effective teaching, and balanced learning experiences. Student use of Technology resources shall reflect a deliberate developmental progression that provides increasing access and responsibility as students mature advance by grade. At every level, technology use shall serve a clear educational purpose, remain ~~developmentally~~ appropriate, aligned with curriculum and instructional goals, and be subject to appropriate supervision, safeguards, and expectations for responsible use.

Consistent with these principles:

- **Early Elementary (K-Grade 2):** Students in Kindergarten through Grade 2 shall not be issued individual devices. Technology shall not be used for routine classroom instruction in these grades. Any use shall be minimal, highly structured, and limited to specific educational purposes such as diagnostic testing ~~or for teacher-directed~~, whole-class demonstration, visual display, or, if applicable, state testing preparation. This type of use must be infrequent and tied to specific learning objectives and standards.
- **Upper Elementary (Grades 3-4):** Students shall have supervised, teacher-directed access to technology resources. Devices shall remain in the classroom or another designated location and shall be used only as directed by the teacher. Teachers shall use technology only for limited, developmentally appropriate activities tied to standards, approved curricular resources and state testing preparation and mandates. Devices shall remain at school.
- **Lower Middle School (Grades 5-6):** Students shall have supervised, teacher-directed access to technology resources. Students will be assigned individual devices; however, students shall not be required to use a computer at home. Parents/guardians may choose to allow their child to bring individual devices home for educational purposes, but are not required to do so. Devices shall not be used in school buildings in the morning before classes begin, between classes, at lunch, or during Intervention & Enrichment except for a specific instructional purpose under teacher supervision. Teachers shall use technology only for limited, ~~developmentally~~ appropriate activities tied to standards and approved curricular resources.
- **Upper Middle School (Grades 7-8):** Students shall have supervised, purposeful access to technology resources. Students will be assigned individual devices for instructional use during the school day and may take such devices to and from school. Devices shall be used only for approved instructional purposes and school-related work in accordance with teacher direction and District expectations. District-issued devices and technology resources shall support the transition to increased academic responsibility, including regular use for assigned work, organization, collaboration, and guided research. Their use shall help students build

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responsible digital habits and increasing independence while remaining subject to clear limits, supervision, and expectations for appropriate use and digital citizenship aligned with curriculum, standards, and instructional goals.

- **High School (Grades 9-12):** Students shall be assigned individual devices to carry throughout the school day and to and from school. Devices may be used for approved instructional purposes and school-related work in accordance with District expectations, with increasing student responsibility for appropriate, effective, and independent use. District-issued devices and technology resources shall support sustained academic work across courses, including research, writing, analysis, creation, communication, collaboration, organization, and productivity. Their use shall also support preparation for college, career, and civic life by strengthening students' ability to manage complex tasks, use digital tools strategically, and engage responsibly and independently in technology-rich learning environments.

The Superintendent or designee shall establish Administrative Regulations governing the implementation of these expectations, including grade-level guidance regarding instructional use, supervision, device access, digital citizenship, and other requirements necessary to support this Policy.

IV. Safety, Monitoring, and Privacy

~~The District has an affirmative responsibility to protect students from inappropriate, harmful, and unlawful content and from unauthorized or unsafe access through the District's technology resources. In accordance with applicable law, including the Children's Internet Protection Act, and COPPA. The District shall implement and maintain filtering, blocking, and other technical safeguards to prevent such access to the greatest extent reasonably possible. The District shall establish and enforce safety restrictions, supervision practices, and usage controls for student and staff use of technology. The District shall also maintain a rigorous vetting process for approving teacher and staff requests to use additional technology resources, websites, applications, and similar tools for educational purposes. That process shall include review of curriculum alignment, educational necessity, age and developmental appropriateness, student data privacy, security, and legal compliance before any such resource is used with students.~~

~~Any user who compromises, disables, bypasses, or intentionally attempts to circumvent the district's filtering tools, safety restrictions, or security controls shall be subject to disciplinary action and any other appropriate consequences permitted by District policy and/or applicable law.~~

~~When students are issued or use District devices, those devices remain District property and all general technology rules always apply (on or off campus). Students are responsible for care and appropriate use. Devices may be monitored or accessed for technical or safety reasons.~~

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~~District technology resources may be monitored, reviewed, and accessed as necessary to protect student safety, ensure appropriate use, determine the amount of time students use them and assess their educational value, maintain system security, and enforce District policy. Accordingly, users should not expect privacy when using District Technology Resources. Any such monitoring or access shall be conducted in accordance with applicable law and District procedures.~~

~~District Technology Resource security shall be designed and maintained to limit access to designated users, authorized purposes, and approved areas only, and to reduce the risk of students encountering inappropriate content, unsafe communications, or unauthorized access.~~

IV. Acceptable Use & Responsible Digital Behavior

The District will provide age-appropriate ongoing instruction on digital citizenship, online safety, and responsible communication. This instruction shall address the risks and consequences of digital footprint, online activity, including social networking, chat rooms, electronic mail, instant messaging, cyberbullying, and copyright violations. ~~Students shall not use District technology resources for social networking, chat rooms, non-assigned gaming sites, or other non-educational online interaction unless expressly authorized for a specific instructional purpose.~~

Students ~~may~~ must use District technology resources only for educational and other District-approved purposes. All use must be ~~responsible, ethical, and~~ consistent with applicable law and District policies and procedures. Students remain responsible for their conduct when using District Technology Resources.

Students are expected to communicate respectfully and safely online, protect personal information (their own and others'), comply with copyright and academic integrity expectations, and refrain from cyberbullying or other harmful conduct.

V. Prohibited Uses

Users may not use District technology resources to access or share harmful, illegal, or inappropriate content; harass, bully, or threaten others; disrupt school operations or network security; engage in non-educational or recreational use during school hours; or otherwise violate District policies, rules, or guidelines. Violations may result in loss of access, school discipline in accordance with Policy/AR 235 and applicable school rules, and any other appropriate consequences.

VII. Personal Technology

Personal Technology can create unnecessary distractions in the school environment. For the purposes of this Policy, Personal Technology means privately owned devices, such as phones, watches, tablets, and laptops, which are not issued by the District but may be used on District

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property in accordance with this Policy and the District's Administrative Regulations. All Personal Technology must be turned off and remain in a backpack or locker during class periods. Teachers/staff may require students to store phones during class in a designated location in the teacher's classroom for that purpose.

- **Elementary (K-4) and Middle (5-8):** Personal Technology may not be used in school buildings during regular school hours. The District recognizes that students may carry devices for before- or after-school safety and caregiver communication. Accordingly, all Personal Technology must be turned off and kept in a backpack or locker throughout the school day. Use of Personal Technology during regular school hours may result in consequences under Board Policy and Administrative Regulation 235 (Students Rights and Responsibilities).
- **High School (9-12):** ~~Personal Technology~~ Cell phones must be turned off and kept in a teacher-provided alternative during class periods. Violating this shall result in accountability under Board Policy and Administrative Regulation 235 (Students Rights and Responsibilities). The Superintendent and/or designee reserves the right to impose a full ban on cell phone use during the school day including during Lunch and Learn.

Personal Technology may not be used in any manner that violates state and/or federal law, Board policy, or school rules; interferes with or disrupts educational or extracurricular activities; or invades the privacy of others. Devices are not permitted to be used in restrooms, locker rooms, and any other area where individuals have a similar expectation of privacy. Nothing in this Policy prohibits use of Personal Technology to respond to or report an emergency.

VIII. Shared Responsibility

Supporting students in the safe, healthy, and productive use of technology is a shared responsibility of students, staff, families, school administration, the District, and the Board. Students shall use technology responsibly and for learning. Staff shall provide balanced, developmentally appropriate instruction and model appropriate use. Families shall reinforce safe and responsible technology habits at home and report concerns that may affect students or the school community.

The District shall communicate annually with families regarding technology expectations, digital citizenship, personal device rules, filtering practices, and recommended home technology habits. All annual updates are provided on the District's website for parent/guardian review. The District shall also provide guidance and support to staff and families in implementing this Policy, responding to misuse, and reinforcing developmentally appropriate, instructionally purposeful technology use. Families who need assistance establishing or enforcing technology limits at home are encouraged to contact school counselors or other appropriate school staff.

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IX. Delegation of Responsibility for Implementation

The Superintendent shall promulgate Administrative Regulations describing how the Policy will be implemented to provide additional guidance to staff, students, and families.

Cross References:

- Board Policy and Admin. Reg. 114 (Individual Student Supports and Services)
- Board Policy 134.1 (Generative Artificial Intelligence)
- Board Policy and Admin. Reg. 235 (Student Rights and Responsibilities)
- Board Policy and Admin. Reg. 142 (proposed) (K-12 Technology - Safety, Monitoring and Privacy)

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Title:	K-12 TECHNOLOGY: SAFETY, MONITORING AND PRIVACY
Date Adopted:	PROPOSED NEW, 6/15/26 FIRST READING

142 K-12 TECHNOLOGY: SAFETY, MONITORING AND PRIVACY

The District has an affirmative responsibility to protect students from inappropriate, harmful, and unlawful content and from unauthorized or unsafe access through the District's technology resources. In accordance with applicable law, including the Children's Internet Protection Act, and COPPA. The District shall implement and maintain filtering, blocking, and other technical safeguards to prevent such access to the greatest extent reasonably possible. The District shall establish and enforce safety restrictions, supervision practices, and usage controls for student and staff use of technology. The District shall also maintain a rigorous vetting process for approving teacher and staff requests to use additional technology resources, websites, applications, and similar tools for educational purposes. That process shall include review of curriculum alignment, educational necessity, age and developmental appropriateness, student data privacy, security, and legal compliance before any such resource is used with students.

Any user who compromises, disables, bypasses, or intentionally attempts to circumvent the district's filtering tools, safety restrictions, or security controls shall be subject to disciplinary action and any other appropriate consequences permitted by District policy and/or applicable law.

When students are issued or use District devices, those devices remain District property and all general technology rules always apply (on or off campus). Students are responsible for care and appropriate use. Devices may be monitored or accessed for technical or safety reasons.

District technology resources may be monitored, reviewed, and accessed as necessary to protect student safety, ensure appropriate use, determine the amount of time students use them and assess their educational value, maintain system security, and enforce District policy. Accordingly, users should not expect privacy when using District Technology Resources. Any such monitoring or access shall be conducted in accordance with applicable law and District procedures.

District Technology Resource security shall be designed and maintained to limit access to designated users, authorized purposes, and approved areas only, and to reduce the risk of students encountering inappropriate content, unsafe communications, or unauthorized access.

Cross References:

- Board Policy and Admin. Reg. 114 (Individual Student Supports and Services)
- Board Policy and Admin. Reg. 235 (Student Rights and Responsibilities)

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K-12 TECHNOLOGY: SAFETY,
MONITORING AND PRIVACY

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- Board Policy 134.1 (Generative Artificial Intelligence)
- Board Policy and Admin. Reg. 141 (proposed) (K-12 Technology Use)

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R141 K-12 TECHNOLOGY USE**I. Purpose**

These administrative regulations establish expectations and procedures in order to support the implementation of Policy 141 and to ensure that Technology Resources are used safely and responsibly for Educational Purposes, reflecting a appropriate, balanced approach across grades K-12 that prioritizes non-digital learning experiences and engagement of students.

Technology Resources are educational tools to enhance, not replace, effective teaching and human interaction. Staff shall intentionally balance digital and non-digital learning experiences so that reading, writing, discussion, collaboration, hands-on learning, and interpersonal interaction remain central components of instruction.

II. Defined Terms

For purposes of implementing Policy 141 and this related Administrative Regulation, the following terms apply:

- **Technology Resources:** All District-owned or District-approved technology systems, including:
 - All networks, servers and telecommunications systems maintained or operated by the District;
 - All District telephone, cellular phone, voicemail, electronic mail, intercom, and Internet resources;
 - All District-owned or issued hardware devices such as computers, laptops, tablets, telephones, cellular phones, drones, fax machines, printers, copiers, scanners, etc. (inclusive, but not limited to District-Issued Devices);
 - All web-based and cloud-based storage; and,
 - Web and cloud-based applications provided by the District through a third party.
- **LMSD-Net or Network:** Refers to the District's technology network. The District's Network is to be used to provide access to information beyond that which is available in District libraries, to expand the research capabilities of students, and to promote the exchange of educational ideas and information. The District's Network is accessible by students at home and at school. The Network also includes access to shared resources such as printers, folder shares, and backup folders.

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- **District-Issued Devices:** Any device provided by the District for student use for an Educational Purpose, including laptops, tablets, or similar equipment. These devices remain District property at all times.
- **Educational Purpose:** Use that directly supports curriculum, teaching, learning, school-sponsored student activities, school-related communication, or school-related responsibilities. This includes research, content creation, collaboration, and instructional activities aligned to curriculum goals. This also includes use in support of specialized educational plans that provide inclusion and access.
 - **Active Use (of Technology Resources):** Such use engages critical thinking through creation, problem-solving, design, collaboration, and interaction with others.
 - **Passive Use (of Technology Resources):** Such use involves consuming content without reflection, creativity, or participation.
- **Balanced Technology Use:** An instructional approach in which technology is used intentionally and in combination with non-digital methods, ensuring that use of technology supports and does not replace essential learning experiences such as reading, writing, discussion, hands-on activities, and interpersonal interaction.
- **Appropriate Use:** Technology use that aligns with a student's age, grade level, and cognitive development, with more limited and structured use in early grades and increasing independence over time.
- **Digital Citizenship:** The responsible, ethical, and safe use of technology, including respectful communication, protection of personal information, appropriate online behavior, and adherence to academic integrity standards.
- **Acceptable Use:** Use of technology resources in a manner that is safe, responsible, ethical, legal, and aligned with District expectations and educational purposes.
- **Inappropriate Use:** Any use of technology that violates District policy, including but not limited to accessing harmful content, harassment or bullying, misuse of devices, disruption of systems, or non-educational use during instructional time.

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- **Recreational Use:** Use, which is not permitted during the school day, and is for purposes that are not directly aligned with an Educational Purpose, including but not limited to:
 - use for entertainment or personal interest,
 - use intended to distract from instructional activities,
 - use to fill idle or unstructured time without a clear learning objective,
 - use as a behavior management tool unless specifically set forth in an individualized education plan or similar legal document.
- **Monitoring:** The District's ability to review, track, or access activity on its technology systems and devices to ensure safety, security, and compliance with policy. Users should have no expectation of privacy when using District technology resources.
- **Filtering:** Technology protections that limit access to content that is harmful, inappropriate, or not aligned with educational purposes, in compliance with applicable laws.
- **End User Licensing Agreements:** Agreements establishing the District's right to use software which the District in turn provides to students for student use.
- **System/Network Administrator:** An Information Systems Department Professional responsible for the day-to-day maintenance and upkeep of the District's Network and other District Technology Resources.
- **System Integrity:** The maintenance of accurate and consistent information throughout the District's Network and other District Technology Resources.
- **Personal Technology:** Privately owned devices (e.g., phones, tablets, laptops) that are not issued by the District but may be used on District property in accordance with this Policy and the District's administrative regulations.

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III. General Roles and Responsibilities

Students are expected to:	Staff are responsible for:	Administrators will:	The Technology Department will:	Families are encouraged to:
• Use Technology Resources for Educational Purposes. • Follow Acceptable Use and Digital Citizenship expectations. • Protect their account information and Technology Resource device(s). • Report unsafe or inappropriate content or behavior to their teacher or principal	• Designing instructionally purposeful use of Technology Resources aligned with grade-level Guiding Principles for Student Use. • Ensuring appropriate implementation. • Monitoring student use during instruction. • Teaching and reinforcing Acceptable Use and Digital Citizenship. • Using classroom management strategies to limit distraction.	• Ensure implementation of Board Policy 141 and this Administrative Regulation. • Observe, evaluate, and support instructional practices involving Technology Resources. • Monitor for patterns of overuse, misuse, or practices inconsistent with balanced and appropriate use. • Provide training, feedback, and support to staff. • Review concerns raised by students, staff, or families regarding technology use and work with appropriate personnel to address them. • Support ongoing evaluation of the effectiveness and educational value of Technology Resources.	• Maintain secure and filtered systems. • Support device deployment and maintenance. • Provide tools that support instruction, not excess use. • Oversee technology systems that filter, monitor, and protect. • Support ongoing evaluation of the effectiveness, safety, and security of Technology Resources.	• Reinforce responsible use of Technology Resources. • Support balanced screen time at home. • Communicate concerns with child's teacher, counselor, or principal. • Utilize Parent Portal to filter and restrict device use at home in a manner that reinforces individual family preferences.

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IV. Instructional Use Expectations (Operational Guidance for Student Use)

A. Required Instructional Decision-Making: Before using Technology Resources for instruction, staff must consider whether the proposed use is educationally meaningful, balanced, and grade-level appropriate. In support of this objective, staff should apply the following decision-making questions when designing instruction that may include Technology Resources:

1. PURPOSE CHECK: Does the use of technology meaningfully support or improve the learning experience or outcome?	
CONSIDER:	- Does technology allow students to do something they could not otherwise do effectively? - Does it improve access, collaboration, feedback, creativity, organization, or communication? - Is technology supporting active learning rather than passive consumption? - Would a non-digital approach be equally or more effective?
EXAMPLES OF APPROPRIATE USE:	- Students collaboratively edit a shared document. - Interactive simulations supporting scientific understanding. - Students create presentations, videos, or multimedia projects. - Providing accessibility support or differentiated instruction.
EXAMPLES OF INAPPROPRIATE USE:	- Replacing a paper worksheet with a digital worksheet without added instructional value. - Using videos or apps primarily to occupy time. - Assigning screen-based activities without clear learning goals. - Using technology when direct discussion, reading, writing, or hands-on learning would be more effective.

2. BALANCE CHECK: Does the overall instructional plan, unit, or lesson maintain an appropriate balance between digital and non-digital learning experiences?	
CONSIDER:	- Are students also engaging in: - Face-to-face discussion - Hands-on learning - Writing or reading away from Technology Resources - Movement, collaboration, or problem-solving activities? - Is the use of Technology Resources limited to what is instructionally necessary? - Are there intentional opportunities for students to disengage from devices during the lesson or school day?
EXAMPLES OF BALANCED PRACTICE:	- Teacher leads introduction of content together with a hands-on activity. Students in small groups collaborate to record their findings on a shared digital worksheet. - Students research online and then discuss findings in small groups. - Students draft digitally but annotate or brainstorm on paper. - Technology is used for one portion of a lesson, followed by offline application or reflection.
EXAMPLES OF IMBALANCE:	- Extended periods of uninterrupted use of Technology Resources. - Entire class periods conducted exclusively through devices without an instructional need for individualized support. - Frequent use of Technology Resources during transition or downtime solely to occupy students.

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3. DEVELOPMENTAL CHECK: Is the use of Technology Resources appropriate for the students' age/grade level, attention span, and learning needs?	
CONSIDER:	- Does the activity align with grade-level expectations for technology use (see section IV.B., below)? - Is the amount of use of the Technology Resource appropriate for the age group/grade level? - Does the activity promote engagement, interaction, and focus? - Are students capable of using the Technology Resource independently and responsibly at this level?
INSTRUCTIONAL PLANNING BENCHMARKS:	- These ranges are intended to guide instructional design: - K-2: Limited, non-routine use 3-4: 30-45 minutes per school day 5-6: 60-90 minutes per school day 7-8: Less than 90 minutes per school day 9-12: Follow considerations above
EXAMPLES OF APPROPRIATE USE:	- Teacher-led phonics reinforcement activities in primary grades. - Guided online research with curated resources in elementary school. - Collaborative project work in middle and high school.
EXAMPLES OF INAPPROPRIATE USE:	- Long periods of passive screen viewing. - Independent online navigation without supervision for younger students. - Excessive multitasking opportunities that reduce student focus.

B. Grade Band Implementation Requirements

- K-2:** Technology Resources are not to be used in the classroom environment except when needed for specialized instruction or support, specified diagnostics (approximately 3-4 times per year), and special classes, such as STEM (Science, Technology, Engineering, and Mathematics). When used, it must be teacher-directed only; brief and highly structured tied to specific learning objectives. Students will not be assigned individual devices. A limited number of devices will remain on carts in the classroom or storage location when not in use.
- Grades 3-4:** Use of Technology Resources must be limited and purposeful, with clear instructional objectives. Students may begin guided independent use. Typically, students should engage with Technology Resources for 30-45 minutes per school day, recognizing that instructional projects, research activities, assessments, or other educational needs may, at times, appropriately extend beyond this range. Students will be assigned computers that remain in the classroom (or storage location) and is used only when directed by the teacher.
- Grades 5-6:** Students shall have supervised, teacher-directed access to technology resources. Students will be assigned individual devices; however, students shall not be required to use a computer at home. Parents/guardians may choose to allow their child to bring individual devices home for educational purposes, but are not required to do so. Devices shall not be used in school buildings in the morning before classes begin, between classes, at lunch, or during Intervention & Enrichment except for a specific

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instructional purpose and under teacher supervision. Teachers will support appropriate technology use through limited activities for research, creation, collaboration, and structured independent work, such as practice. Typically, students should engage with Technology Resources for 60-90 minutes per school day, recognizing that instructional projects, research activities, assessments, or other educational needs may, at times, appropriately extend beyond this range. Students may be responsible to take computers home only for pending weather events or other emergency circumstances as determined by the Superintendent.

- **Grades 7-8:** Students will have supervised, purposeful access to technology resources. They will be assigned individual computers to carry from classroom to classroom, but computers may be used only when directed by the teacher. Students are encouraged, but are not required, to take their assigned computers to and from school. District-issued devices and technology resources shall support increasing academic responsibility and regular classroom use for collaboration, research, and organization. Their use shall also promote greater student independence, with clear expectations for appropriate use and digital citizenship aligned with standards, objectives, and curriculum. Teachers must actively monitor for off-task behavior and passive consumption. Typically, students should engage with Technology Resources for less than 90 minutes per school day, recognizing that instructional projects, research activities, assessments, or other educational needs may, at times, appropriately extend beyond this range.

Grades 9-12: Students will be assigned individual computers to carry from classroom to classroom. Devices may be used only when directed by the teacher, and students will be expected to take them to and from school. District-issued devices and technology resources shall support growing academic responsibility and regular classroom use for collaboration, research, and organization. Their use shall also promote greater independence and more frequent use for academic research, creation, college and career readiness, school-related activities, communication, and productivity, with clear expectations for appropriate use. The District recognizes that technology use is more variable due to the size and complexity of the high school program, including diverse course selections, instructional requirements, and technology-intensive courses. As a result, the recommended daily range is intended to guide practice while allowing reasonable flexibility based on educational purpose.

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C. Classroom Management Expectations

Direct instruction shall ordinarily be delivered by the teacher rather than through student-facing technology resources. Technology Resources may supplement, reinforce, or extend instruction but shall not serve as the primary delivery method for core instruction except where required for accessibility, approved virtual learning, specialized programming, or other District-approved purposes.

Staff must implement clear routines for use of Technology Resources, including:

- Teacher-directed times when Technology Resources are permitted to be used for Educational Purposes. When not in use, Technology Resources must be closed or put away.
- Active supervision of screens through classroom walkthroughs and other available tools, including technology applications.
- Refraining from using Technology Resources as a default engagement tool or to replace classroom management practices (such as managing idle time).
- Technology Resources are **not** to be used for Recreational Purposes.

V. Technology Resource Review and Approval

The District shall maintain a process for reviewing Technology Resources before they are introduced for student use and throughout their continued implementation. Consistent with Board Policy 141, Technology Resources shall be approved only when they support teaching and learning, aligned with the District's mission, curriculum, instructional goals, and developmental expectations for students.

In reviewing the educational value of proposed Technology Resources, the District shall consider whether the resource enhances instruction; supports student engagement; facilitates creation, inquiry, collaboration, communication, feedback, differentiation, or accessibility; promotes active learning; and/or otherwise contributes positively to the instructional experience beyond what could be achieved through non-digital means alone. The review process shall also consider developmental appropriateness, student data privacy and security, accessibility, and compliance with applicable legal requirements.

Requests for the adoption or use of new Technology Resources shall be reviewed through procedures established by the Superintendent or designee. Staff shall use only District-approved Technology Resources with students unless otherwise authorized in writing by the Superintendent or designee.

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The District shall periodically evaluate approved resources to determine whether they continue to support instructional goals, provide educational value, remain appropriate, and satisfy applicable privacy, security, accessibility, and legal requirements. Resources that no longer meet these expectations may be modified, restricted, or discontinued.

The Superintendent or designee shall maintain procedures for the review, approval, implementation, and ongoing evaluation of Technology Resources and shall periodically report on technology implementation and effectiveness as part of the District's annual review of technology use.

VI. Acceptable Use & Digital Citizenship

A. Acceptable Use Standards and Prohibited Activities

District Technology Resources shall be used for Educational Purposes only. The following actions while using Technology Resources shall constitute a violation of the District's Acceptable Use standards:

1. Using Technology Resources to engage in, facilitate or promote illegal activity;
2. Communicating threats to the welfare of the school community, school property, or any individual;
3. Using Technology Resources for fundraising purposes, unless otherwise permitted by District Policy or authorized in advance by the Superintendent or designee;
4. Using Technology Resources for commercial or for-profit purposes;
5. Using Technology Resources to promote or participate in gambling, gaming, or betting activities;
6. Using obscene, inappropriate or profane language;
7. Accessing, sending, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal or inappropriate materials, images or photographs;
8. Using Technology Resources to transmit hate mail/speech, communication deemed to constitute defamation or discrimination under Board Policy or applicable law, or threatening, racially offensive, or sexually explicit material;
9. Engaging in conduct that constitutes unlawful harassment, bullying, cyberbullying, or hazing under District Policy or applicable law;
10. Sharing account passwords and electronic access with others;
11. Using, or allowing another to use, a user name, account or password not their own;
12. Destruction, unauthorized modification or repair, vandalism, or abuse of Technology Resources;

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13. Unauthorized access (i.e. hacking) or exceeding the scope of one's authorized access, including trespassing in another's user account, folders, work or files;
14. Attaching or connecting unauthorized external devices to Technology Resources;
15. Attempting to circumvent system security, guess passwords, bypass firewall, web filtering or anti-virus systems, or in any way gain unauthorized access to Technology Resources;
16. Unauthorized scanning of Technology Resources for system vulnerabilities;
17. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials;
18. Intentionally wasting limited resources such as network bandwidth or storage, paper, toner, and other supplies;
19. Using Technology Resources to disrupt the work of others or normal school operations;
20. Impersonation of another user or quoting personal communications in a public forum without the original author's prior consent;
21. Using Technology Resources to intentionally obtain or modify files, passwords, or other data belonging to another;
22. Uploading or downloading games, programs, files, or other electronic media absent permission from the Superintendent or designee(s). Teachers who receive requests from students to upload or download games, programs, files, or other electronic media shall direct such requests to the building principal;
23. Making deliberate attempts to disrupt the performance of Technology Resources or destroy data by spreading computer viruses, worms, or other malware;
24. Unauthorized establishment of websites linked to District websites or themselves purporting to be District affiliated websites and social media groups; and,
25. Engaging in any conduct that violates school rules, Board Policy or any accompanying Administrative Regulation, directives or regulations of the Superintendent or designee(s) regarding appropriate use of Technology Resources, any applicable code of conduct, student handbook, or any local, state or federal law.
26. Using Artificial Intelligence (AI) websites, "bots," or resources in a manner that is not in accordance with Board policy, District guidelines (Policy 134.1), or and local, state, or federal law.

Student Users of Technology Resources shall promptly report violations of this Administrative Regulation or the accompanying Board Policy to their teacher or building principal.

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Student Users of Technology Resources shall immediately notify their teacher, building principal or Director of Information Technology and Cybersecurity if they have identified a possible security threat or breach.

If a Student User of District Technology Resources inadvertently accesses any inappropriate material, as described above, they shall immediately disclose the inadvertent access to their teacher or building principal.

These Acceptable Use standards will be incorporated into Student/Family Handbooks/Guides.

B. Digital Citizenship Instruction

Schools will embed instruction on online safety, respectful communication, information literacy, and academic integrity. Instruction must be ongoing and integrated into classroom practice.

VII. Addressing Student Misuse of Technology Resources

Misuse of District Technology Resources may lead to disciplinary action in accordance with school rules, District Policy, and applicable Administrative Regulations. Such action may include, but is not limited to, usage restrictions, suspension, expulsion, termination, restitution, referral to law enforcement, and/or any applicable consequence outlined in a student handbook/code of conduct, or Board Policy/Administrative Regulation, as appropriate under the circumstances.

VIII. District-Issued Technology Resources – Devices

A. General Expectations

Devices remain District property. All policies apply on campus and off campus. Devices are for Educational Purposes only.

B. Student Responsibilities

Students must care for devices appropriately, bring devices to school as required (if applicable), and avoid damage, misuse, or unauthorized access.

C. Loss, Damage, and Misuse

Incidents must be reported promptly. Consequences may include repair/replacement responsibility (as determined by the District) and disciplinary consequences.

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Beginning with the 2026-27 school year, families will no longer be charged an annual insurance fee for District-issued student devices. As with other District-owned property entrusted to students (such as textbooks, library materials, musical instruments, athletic uniforms, or laboratory equipment) students and families are expected to exercise reasonable care while a device is in the student's possession, custody, or control.

If a District-issued device is damaged while in a student's possession, custody, or control, the repair will be covered under the District's **extended-** care plan through the manufacturer; however, in the event of the loss or **theft** of a device while in a student's possession, custody, or control, the District's **insurance program** may not cover the claim. In both of these instances, families remain **responsible** for the applicable deductible associated with the claim.

Since District-issued devices remain District **property**, if a device is **lost**, stolen, or damaged while under a student's care, the District reserves the **right** to assess **repair** or replacement costs in accordance with the **above**.

IX. Equity and Access

The District will ensure **that** all students **have equitable** access to learning. Nothing in this Administrative Regulation shall limit student **access** to **approved** assistive technologies, including audiobooks, **speech-to-text**, **adaptive** programs, communication tools, or other supports required by a student's IEP, Section 504 Plan, or other documented need.

X. Professional Learning and Support

The District will provide **staff** with **training** and support regarding using Technology Resources for Educational Purposes (including **balanced**, age-appropriate use), classroom management of devices, digital citizenship integration, and ongoing support for effective instructional practices.

XI. Review and Continuous Improvement

The District recognizes that Technology Resources, instructional practices, and student needs continue to evolve. To ensure that technology use remains aligned with the District's mission, curriculum, instructional goals, and the developmental needs of students, the Superintendent or designee shall conduct a periodic review of the implementation of this Policy and Administrative Regulation.

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The review may include consideration of instructional practices, technology usage patterns, student and staff experiences, professional learning needs, digital citizenship implementation, approved technology resources, student well-being considerations, and emerging issues related to privacy, security, accessibility, or instructional effectiveness.

The Superintendent or designee shall use the results of this review to identify areas for improvement, recommend modifications to practices, procedures, or approved technology resources, and support continuous improvement in the District's use of technology.

XII. Family Communication and Partnership

The District recognizes that supporting students in the safe, healthy, and productive use of technology is a shared responsibility among schools, families, and students. To promote consistent expectations and understanding, the District shall provide families with information regarding student technology use, digital citizenship, online safety, District filtering and monitoring practices, personal technology expectations, and other topics related to the implementation of Board Policy 141 and this Administrative Regulation.

Communications may include guidance regarding age-appropriate technology use, responsible online behavior, academic integrity, student well-being, and strategies for supporting healthy technology habits outside of school. The District may also provide information regarding approved technology resources, significant changes to technology practices, and emerging issues affecting student technology use.

The Superintendent or designee shall ensure that information regarding technology expectations and resources is made available to families annually and updated as needed to support effective implementation of Board Policy 141 and this Administrative Regulation.

XIII. Limitation of Liability

The District does not warrant that the use of specific District technology resources will meet any specific requirements, or that they will be error free or uninterrupted. The District shall not be liable for any direct, incidental, or consequential damages sustained or incurred in conjunction with the use, operation or inability to access or use District technology resources, including the loss of data, information or anything else of value.

The District shall not be liable for any damage incurred due to harmful programs or materials (including computer viruses), which may be accessible or propagated through District

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technology resources. The District shall not be responsible for any financial obligations arising out of the unauthorized use of District technology resources.

Cross References:

- Board Policy and Admin. Reg. 114 (Individual Student Supports and Services)
- Board Policy and Admin. Reg. 235 (Student Rights and Responsibilities)
- Board Policy and Admin. Reg. 142 (proposed) (K-12 Technology Safety , Monitoring and Privacy)

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RXXX K-12 TECHNOLOGY: SAFETY, MONITORING AND PRIVACY**I. Purpose**

These administrative regulations establish expectations and procedures in order to support the implementation of Policy 142 and to ensure that Technology Resources are used safely and responsibly for Educational Purposes, reflecting a developmentally appropriate, balanced approach across grades K-12 that prioritizes non-digital learning experiences, engagement, and well-being of students in accordance with Policy and Administrative Regulation 141 (K-12 Technology Use).

II. Defined Terms

For purposes of implementing Policy 142 and this related Administrative Regulation, the following terms apply:

- **District Technology Resources (sometimes just referred to as Technology Resources):** All District-owned or District-approved technology systems, including:
 - All networks, servers and telecommunications systems maintained or operated by the District;
 - All District telephone, cellular phone, voicemail, electronic mail, intercom, and Internet resources;
 - All District-owned or issued hardware devices such as computers, laptops, tablets, telephones, cellular phones, drones, fax machines, printers, copiers, scanners, etc. (inclusive, but not limited to District-Issued Devices);
 - All web-based and cloud-based storage; and,
 - Web and cloud-based applications provided by the District through a third party.
- **District-Issued Devices:** Any device provided by the District for student use for an Educational Purpose, including laptops, tablets, or similar equipment. These devices remain District property at all times.
- **Educational Purpose:** Use that directly supports curriculum, teaching, learning, school-sponsored student activities, school-related communication, or school-related responsibilities. This includes research, content creation, collaboration, and instructional activities aligned to curriculum goals. This also includes use in support of specialized educational plans that provide inclusion and access.

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- **Active Use (of Technology Resources):** Such use engages critical thinking through creation, problem-solving, design, collaboration, and interaction with others.
- **Passive Use (of Technology Resources):** Such use involves consuming content without reflection, creativity, or participation.
- **Digital Citizenship:** The responsible, ethical, and safe use of technology, including respectful communication, protection of personal information, appropriate online behavior, and adherence to academic integrity standards.
- **Monitoring:** The District's ability to review, track, or access activity on its technology systems and devices to ensure safety, security, and compliance with policy. Users should have no expectation of privacy when using District technology resources.
- **Filtering:** Technology protections that limit access to content that is harmful, inappropriate, or not aligned with educational purposes, in compliance with applicable laws.

III. Safety, Monitoring, and Privacy

The following procedures establish the District's operational practices for implementing Board Policy 142 and applicable federal and state law regarding student technology safety, monitoring, privacy, and responsible technology use.

A. Internet Filtering

The District is committed to protecting students while using District Technology Resources and internet access. To support this commitment, the District utilizes internet filtering and monitoring technologies designed to block or restrict access to obscene material, pornography (including child pornography), and other visual depictions that are harmful to minors, as defined by the Children's Internet Protection Act (CIPA).

The District also complies with the Children's Online Privacy Protection Act (COPPA) by taking steps to protect the privacy of students under the age of 13 when using online educational services and applications. The District evaluates digital resources to ensure that student data is collected, used, and shared only for legitimate educational purposes and in accordance with applicable laws.

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In addition, the District complies with the Family Educational Rights and Privacy Act (FERPA) by safeguarding student education records and personally identifiable information. Vendors and service providers handling student information are required to maintain appropriate privacy and security protections consistent with applicable federal and state law.

These filtering and privacy protections represent the District's minimum requirements. The District will make reasonable efforts to restrict access to content that is not educationally relevant, curriculum-based, or appropriate for the school environment. The District continually reviews and updates its filtering and monitoring systems to enhance student safety and maintain compliance with applicable laws.

Staff, students, and parents/guardians are advised, however, that no filtering software is completely secure or effective. Merely because a technology protection measure does not prevent access to a particular site or to particular materials does not indicate that the site or the materials are appropriate. Together with District-provided Digital Citizenship instruction, the District encourages parents/guardians to specify to their child(ren) what material is and is not acceptable to access through District Technology Resources, within the parameters of this Administrative Regulation and the accompanying Board Policy.

The District is limited in its ability to filter material when a student accesses the internet from a source other than the District's Network and disclaims any responsibility for material accessed in that manner. However, the District reserves the right to discipline any student for intentionally accessing or possessing inappropriate, illegal, or otherwise prohibited or unauthorized material from whatever source obtained (including, but not limited to, circumventing the District's technology protection measures) on school property or for posting or distributing material to the District's Network or other District Technology Resource.

The Superintendent or designee may disable the technology protection measure if needed for bona fide research or another lawful purpose.

- **Student Request for Access to Blocked Materials**

Any student who claims that they have been denied access to Internet material needed for bona fide research that is not obscene material, child pornography or other visual depictions deemed harmful to minors shall be afforded expedited review and resolution of

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this claim by making a written request to the teacher. The teacher shall forward the request via the helpdesk ticket system to the appropriate curriculum supervisor who shall respond to the request within a reasonable time under the circumstances not to exceed five (5) days. Only the Superintendent or Director of Information Technology and Cybersecurity may authorize the disabling of the technology protection measure to permit access.

B. Digital Application Review and Approval

To protect student privacy, ensure data security, and maintain compliance with applicable law, all digital applications, websites, and online services used with students shall undergo a District review and approval process before implementation.

The review process includes, but is not limited to:

- review of vendor privacy policies, terms of service, and data collection practices;
- evaluation of data minimization practices to ensure only information necessary for educational purposes is collected;
- assessment of information security controls, including encryption, access controls, incident response, and breach notification procedures;
- confirmation of compliance with FERPA, COPPA, CIPA, and other applicable laws;
- execution of a District-approved Data Privacy Agreement or equivalent contractual protections where required;
- evaluation of generative artificial intelligence (AI) applications for privacy, transparency, appropriate educational use, data retention, and compliance with District policies governing student information; and,
- periodic review of approved applications (including review following significant vendor changes, security incidents, or material revisions to privacy practices) to ensure continued compliance with evolving legal and security requirements.

Final approval of digital applications shall be made by the Director of Information Technology and Cybersecurity, or designee, in consultation with appropriate curriculum and instructional leaders.

C. Other Monitoring of District Technology Resources

1. **General Monitoring:** The District reserves the right to conduct periodic general searches of files and communications shared, stored, or otherwise located on Technology Resources to determine whether inappropriate material, including copyrighted,

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threatening or harassing material or material that threatens the operation or security of Technology Resources. Such general searches may be conducted by an Information Technology and Cybersecurity Department Professional as authorized by the Director of Information Technology and Cybersecurity. The District may remove or quarantine any files that it deems to be in violation of applicable law or District policy or that the District deems is a threat to the operation and security of the District Provided Technology Resources. If a student believes that a file has been removed in error, then the student may submit a written complaint to the Director of Information Technology and Cybersecurity, who shall review the complaint with appropriate District staff and make a determination as to whether the material should be returned to District Technology Resources, returned to the student, or be permanently deleted.

Employees shall promptly report suspected cybersecurity incidents, phishing attempts, unauthorized disclosure of District information Technology and Cybersecurity, or suspected compromise of District Technology Resources in accordance with District incident response procedures.

All student network shares or backup folders stored on technology resources located within the District's local network will be purged following the last day of classes for the school year.

2. **Reasonable Suspicion:** If the District has a reasonable suspicion that a student is violating District rules or policies, authorized District administrators shall search a student's Technology Resources including, but not limited to electronic mail accounts, District-hosted or web-based or cloud-based storage and other web-based and cloud-based applications. "Reasonable suspicion" means that reasonable grounds exist that the search will uncover evidence that the student violated the law, school rules or District policies. The scope of the search must be reasonably related to the suspected violation which justified the search. Typically, the District will request that the student provide access to the account and perform or assist the District in performing the search. If reasonable suspicion exists and either (a) the student refuses to provide the District with access to their account to perform the search or (b) the circumstances are such that the search must be performed before the student is consulted, then the District may use its administrative access to force a change of the password to facilitate the access. The District may disable access to an account to prevent relevant information from being deleted from the account while a particular matter is being reviewed.

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Searches shall occur only under the direction of the Supervisor of Technology Operations or the Director of Information Technology and Cybersecurity in consultation with the student's principal and with the Superintendent's designee and/or legal counsel. The Information Technology and Cybersecurity Department will maintain a written record of District searches of individual student accounts, including, at a minimum, the following:

- the date and time the account was accessed,
- the name of the student whose account was accessed,
- the individual requesting the access,
- the reason that access was requested,
- the signature of the student in the event that consent was given for the access,
- the scope of the search,
- the results of the search,
- the person conducting the search.

In addition to periodically reviewing the written record of District searches of student accounts, and to the extent technologically practical, the Director of Information Technology and Cybersecurity will audit searches, no less than annually, to include the accounts that have been searched, the persons conducting the searches, and the date/time of the searches. The Director of Information Technology and Cybersecurity will report any significant findings to the Superintendent.

CAVEAT to District-Conducted Searches: Where the suspected violation of the school disciplinary code may in any way involve sexually explicit visual depictions of students or other minors (under 21), no search shall be performed by District personnel, and the matter will be referred to law enforcement for appropriate action.

D. Classroom Management and Supervision

Technology safeguards, including internet filtering, monitoring systems, and security controls, are important components of the District's student safety program. However, no technological solution can prevent all instances of misuse.

In accordance with Policy and Administrative Regulation 141 (K-12 Technology Use) as well as this Policy and Administrative Regulation, Employees are expected to exercise reasonable supervision of student technology use and to:

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- monitor student use of District Technology Resources during instructional activities;
- promote responsible Digital Citizenship and appropriate online behavior;
- provide age-appropriate guidance regarding the safe, ethical, and educational use of technology;
- ensure technology use supports instructional objectives;
- encourage students to engage in non-digital learning experiences when technology is not necessary to accomplish instructional objectives;
- address inappropriate technology use promptly and report concerns as appropriate; and
- take reasonable steps to ensure students access **approved** educational resources during instructional activities.

E. Parent Portal

The District may provide parents and guardians with **access** to a **Parent Portal** or similar technology designed to promote student safety, **responsible technology use**, and family engagement.

The Parent Portal will enable parents and guardians to:

- review their student's **District-issued device activity**;
- monitor internet usage **outside of school hours**;
- temporarily **pause or restrict access to District-issued devices** outside the instructional day; and
- access resources **supporting digital citizenship** and online safety.

The **Parent Portal** supplements, but **does not** replace, District filtering, monitoring, supervision, and other **safety measures**. Access to student information through the portal shall be **governed by FERPA** and other applicable privacy laws. Parents and guardians are responsible for maintaining the confidentiality of their portal credentials.

F. No Expectation of Privacy

Students and other users of District Technology Resources should not expect that files or other information stored on the District's Network or other Technology Resources will be private as to the District. Privacy rights in connection with service providers will be determined by the End User Licensing Agreement with that service provider. Some online educational service providers may log user information, such as IP Address. The District also has the ability to collect, track and store IP addresses to identify devices using and

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communicating over the District's network and other technology resources such as online services. The District reserves the right to utilize IP address information it obtains for troubleshooting and investigative purposes. Monitoring shall be conducted only for legitimate educational, operational, safety, security, or legal purposes and in accordance with District policy and applicable law.

Cross References:

- Board Policy and Admin. Reg. 114 (Individual Student Supports and Services)
- Board Policy and Admin. Reg. 235 (Student Rights and Responsibilities)
- Board Policy and Admin. Reg. 141 (proposed) (K-12 Technology Use)

