



**EOLA of OHIO**  
COUNTY TEMPLATES

**GOVERNING BOARD**

**EDUCATIONAL SERVICE CENTER**

PROPERTY

7540/page 1 of 6

**REVISED POLICY - TECHNOLOGY UPDATE**

**COMPUTER TECHNOLOGY AND NETWORKS**

The Governing Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of **Educational Service Center** operations within the school system.

*Add* [ ] However, the ~~Students'~~ use of the Center's network and ~~t~~ Technology ~~Resources~~ (see definitions in Bylaw 0100) by students is a privilege, not a right. As a prerequisite, ~~s~~Students and their parents must sign and submit a *Student Network and Internet Technology Acceptable Use and Safety* form ( ) annually. (See also, Policy 7540.03)

The Superintendent shall develop *(N)* ~~recommend~~ for approval by the Board, [NOTE: END OF OPTION] and **implement**

( ) — implement

( ) — recommend for approval by the Board

*Add* a written Center Technology Plan (DTP). **One (1) of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective Center operations. *(N)* The Board will financially support, as the budget permits, the DTP, including recommendations to provide new and developing technology for students and staff. [NOTE: END OF OPTION]** Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of the Center's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.



**EOLA of OHIO**  
COUNTY TEMPLATES

**GOVERNING BOARD**

**EDUCATIONAL SERVICE CENTER**

PROPERTY

7540/page 2 of 6

No  
The Superintendent shall create a Technology Governance Committee (see AG 7540B) to oversee and guide the development of the DTP. The Superintendent shall appoint individuals to the Technology Governance Committee that include representatives of all educational, administrative and business/operational areas in the Center.

Add  
The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of Center Technology Resources, as well as inform both staff and students about disciplinary actions that will be taken if its Technology Resources are abused in any way or used in an inappropriate, illegal, or unethical manner. See Policy 7540.03 and AG 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 - Staff Technology Acceptable Use and Safety.

The Superintendent ( ), in conjunction with the Tech Director,  
[NOTE: END OF OPTION] shall review the DTP and

No  
( ) report

Add  
( ) recommend the approval of

any changes, amendments, or revisions to the Board ( ) annually.

Add  
This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using Center technology resources (including, but not limited to, privacy in the content of their personal files, e-mails and records of their online activity when using the Center's computer network and/or Internet connection).





**EOLA of OHIO**  
COUNTY TEMPLATES

**GOVERNING BOARD**

**EDUCATIONAL SERVICE CENTER**

PROPERTY

7540/page 3 of 6

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of CenterBoard policy, and learning appropriate responses if they are victims of ~~experience~~ cyberbullying.

*Done* For purposes of this policy, social media is defined as Internet-based applications that facilitate communication (e.g., interactive/two-way conversation/dialogue) and networking between individuals or groups. Social media is "essentially a category of online media where people are talking, participating, sharing, networking, and bookmarking online. Most social media services encourage discussion, feedback, voting, comments, and sharing of information from all interested parties." [Quote from Ron Jones of Search Engine Watch] Social media provides a way for people to stay "connected or linked to other sites, resources, and people." Examples include Facebook, Twitter, Instagram, webmail, text messaging, chat, blogs, and instant messaging (IM). Social media does not include sending or receiving e-mail through the use of Center-issued e-mail accounts.



**EOLA of OHIO**  
COUNTY TEMPLATES

**GOVERNING BOARD**

**EDUCATIONAL SERVICE CENTER**

**PROPERTY**

7540/page 4 of 6

**[CHOOSE ONE OF THE TWO-THREE OPTIONS, IF DESIRED]**



**[OPTION 1]**

~~Social media shall be defined as internet based applications (such as Facebook, MySpace, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the Center's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal.~~

**Staff may use social media for business-related purposes. Authorized staff may use Center Technology Resources to access and use social media to increase awareness of Center programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of social media for business-related purposes is subject to Ohio's public records laws and staff members are responsible for archiving their social media and complying with the Center's record retention schedule. See Policy 8310 - Public Records, AG 8310A - Public Records, and AG 8310E - Records Retention and Disposal.**

**Instructional staff and their students may use Center Technology Resources to access and use social media for educational purposes, provided the Principal approves, in advance, such access and use.**

~~However, personal~~ **Students must comply with Policy 7540.03 and Policy 5136 when using Center Technology Resources to access and/or use of social media, blogs, or chat rooms from the Center's network. is expressly prohibited and shall subject students Similarly, staff must comply with Policy 7540.04 and Policy 7530.02 when using Center Technology Resources to access and/or use social media.**

~~(+) and staff members~~

~~to discipline in accordance with Board policy.~~

**[END OF OPTION #1]**





**EOLA of OHIO**  
COUNTY TEMPLATES

**GOVERNING BOARD**

**EDUCATIONAL SERVICE CENTER**

PROPERTY  
7540/page 5 of 6

OR

**[1]**

**[OPTION #2]**

~~Social media shall be defined as internet based applications (such as Facebook, MySpace, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board prohibits **students and staff members from using Center Technology Resources to access and/or use** any access and use of social media by students.~~

~~(+) and staff members~~

~~from the Center's network.~~

**[END OF OPTION #2]**

OR

**[1]**

**[OPTION 3]**

~~The Board prohibits students from using Center Technology Resources to access and/or use social media.~~

~~Staff may use social media for business-related purposes. Authorized staff may use Center Technology Resources to access and use social media to increase awareness of Center programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of social media for business-related purposes is subject to Ohio's public records laws and staff members are responsible for archiving their social media and complying with the Center's record retention schedule. See Policy 8310 - Public Records, AG 8310A - Public Records, and AG 8310E - Records Retention and Disposal.~~

~~Staff must comply with Policy 7540.04 and Policy 7530.02 when using Center Technology Resources to access and/or use social media.~~

**[END OF OPTION #3]**

**[END OF OPTIONS]**



**NEOLA of OHIO**  
COUNTY TEMPLATES

**GOVERNING BOARD**

**EDUCATIONAL SERVICE CENTER**

PROPERTY  
7540/page 6 of 6

~~{ } — The Board authorizes the access and use of social media from the Center's network to increase awareness of Center programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the Superintendent.~~

~~The Superintendent shall review the DTP and~~

~~( ) — report~~

~~( ) — recommend the approval of~~

~~any changes, amendments, or revisions to the Board annually.~~



**NEOLA of OHIO**  
COUNTY TEMPLATES

**GOVERNING BOARD**

**EDUCATIONAL SERVICE CENTER**

PROPERTY

7540.01/page 1 of 3

**REVISED POLICY - TECHNOLOGY UPDATE**

**TECHNOLOGY PRIVACY**

The Governing Board recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All **Educational Service Center Technology Resources** (as defined in **Bylaw 0100**) ~~computers, telephone systems, electronic mail systems, and voice mail systems~~ are the Board's property and are intended to be used for business purposes. The Board retains the right to access and review all **Information Resources** (as defined in **Bylaw 0100**), **including but not limited to** electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system/**network**, telephone system, electronic mail system, and voice mail system. Staff members shall be notified that they have no expectation that any **personal information/data maintained, stored, or transmitted** ~~contained on or through~~ such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. ( ) All passwords or security codes must be registered with the Board. **[END OF OPTION]** A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

**Center Technology Resources** ~~Computers, electronic mail, and voice mail~~ are to be used only for business and educational purposes.



**EOLA of OHIO**  
COUNTY TEMPLATES

**GOVERNING BOARD**

**EDUCATIONAL SERVICE CENTER**

PROPERTY

7540.01/page 2 of 3

**[CHOOSE OPTION #1 or OPTION #2]**

☐ **[OPTION #1]**

No personal messages should be exchanged via Board-owned technology. Because **Center Technology Resources** the Board's computer and voice mail systems are to be used solely for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

Staff members are encouraged to keep their personal records and personal business at home.

**[END OF OPTION #1]**

☒ **[OPTION #2]**

Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because **Center Technology Resources** the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

**[END OF OPTION #2]**

**[END OF OPTIONS]**

**Center Technology Resources must be used** The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the files/e-mail/voice mail constitute a public record or if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.





**NEOLA of OHIO**  
COUNTY TEMPLATES

**GOVERNING BOARD**

**EDUCATIONAL SERVICE CENTER**

PROPERTY

7540.01/page 3 of 3

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All **Center Technology Resources** and **Center Information Resources** ~~computers and any information or software contained therein~~ are the property of the Board. Staff members shall not copy, delete, or remove any information/~~or~~ data contained on **Center Technology Resources** ~~the Board's computers/servers~~ without the express permission of the Superintendent ~~or designee~~, or communicate any such information to unauthorized individuals. In addition, staff members may not copy software onto any **Center Technology Resources** ~~Board computer~~ and may not bring software from outside sources for use on **Center Technology Resources** ~~Board equipment~~ without the prior approval of the Director of TEL. Such pre-approval ~~shall~~ will include a review of any copyright infringements or virus problems associated with such outside software.

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**EOLA of OHIO**  
COUNTY TEMPLATES

**GOVERNING BOARD**

**EDUCATIONAL SERVICE CENTER**

PROPERTY

7540.02/page 1 of 5

**REVISED POLICY - TECHNOLOGY UPDATE**

**EDUCATIONAL SERVICE CENTER WEB CONTENT, PAGE SERVICES AND APPS**

**Creating Web Pages/Sites/Services and Apps**

The Governing Board authorizes staff members ~~( )~~ and students to create web pages/sites that will be hosted on the Board's servers and published on the Internet. The web pages/sites must reflect the professional image of the Educational Service Center, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and staff created web pages/sites are subject to prior review and approval of the Superintendent or designee. ~~( )~~ Student created web pages/sites are subject to Policy 5722 ("School Sponsored Student Publications and Productions"). ~~( )~~ The creation of web pages/sites by students must be done under the supervision of a professional staff member.

**The Governing Board authorizes staff members**

**( ) ~~and students~~**

to create web content, apps and web services (see Bylaw 0100 Definitions) that will be hosted by the Board on its servers or Center-affiliated servers and published on the Internet.

The web content, services and apps must comply with State and Federal law (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the Educational Service Center, its employees, and students. Web content, services and apps must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.





**EOLA of OHIO**  
COUNTY TEMPLATES

**GOVERNING BOARD**

**EDUCATIONAL SERVICE CENTER**

PROPERTY

7540.02/page 2 of 5

[NOTE: CHOOSE EITHER OR BOTH OF THE FOLLOWING OPTIONS.]

☒ Student-created web content, services and apps are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

☒ The creation of web content, services and apps by students must be done under the supervision of a professional staff member.

[END OF OPTIONS]

The purpose of web ~~content, pages/sites~~ **services and apps** hosted ~~by~~ on the Board's ~~on its~~ servers ~~or Center-affiliated servers~~ is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web ~~content, pages/sites~~ **services and apps**:

A. **Educate**

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

B. **Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. **Communicate**

Content may communicate information about the plans, policies and operations of the Center to members of the public and other persons who may be affected by Center matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.





# EOLA of OHIO

## COUNTY TEMPLATES

**GOVERNING BOARD**

**EDUCATIONAL SERVICE CENTER**

PROPERTY

7540.02/page 3 of 5

*Major*  
All links included on **the Board's website(s) or web pages-services and apps** must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, ~~Children's Internet Protection Act~~ **CIPA, Section 504**, ADA, and ~~Children's Online Privacy Protection Act (COPPA)~~). Nothing in this paragraph shall prevent the Center from linking the Board's website(s) to 1) recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites) or 2) to websites, **services and/or apps** that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances is a **Center-created web content, site-services or apps**, to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no web **content** pages contained on the Center's website may: 1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; 2) link to a website of another organization if the other website includes such a message; or 3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

[ ] Under no circumstances is a ~~staff member-created web content, page/site, services or apps~~, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. **Employees are required to use the** The Board-~~specified~~ maintains its own website, **service or app** (e.g., ~~Progressbook~~) that ~~employees are required to use for the purpose of~~ conveying information to students and/or parents.

[ ] Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, **Instagram, Pinterest** or MySpace pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.



**EOLA of OHIO**  
COUNTY TEMPLATES

**GOVERNING BOARD**

**EDUCATIONAL SERVICE CENTER**

PROPERTY

7540.02/page 4 of 5

[ ] If a staff member creates a web **content**, ~~page/site~~ **services or apps**, related to his/her class, it must be hosted on the Board's server **or a Center-affiliated server**.

*Remove if have*

Unless the web **content**, ~~page/site~~ **service or app** contains student personally-identifiable information, Board websites, **services or apps** that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the **Board's website(s), services and apps** ~~created pursuant to this policy.~~

**Web content**, ~~Pages~~ **services and apps** should reflect an understanding that both internal and external audiences will be viewing the information.

School website(s), **services and apps** must be located on **Board-owned or Center-affiliated servers**.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web **content, services and apps** ~~pages/sites~~ by staff ( ) and students.

The Board retains all proprietary rights related to the design of web **content**, ~~sites~~ **services and apps** ~~and/or pages~~ that are hosted on the ~~Board-owned's servers~~, **or Center-affiliated servers**, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.

**Instructional Use of Web Services and Apps**

*Ad* The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.





**NEOLA of OHIO**  
COUNTY TEMPLATES

**GOVERNING BOARD**

**EDUCATIONAL SERVICE CENTER**

PROPERTY

7540.02/page 5 of 5

[SELECT OPTION #1 or #2]

☒ [OPTION #1]

The Board requires the ( ) Superintendent ( ) \_\_\_\_\_ pre-approve each web service and/or app that a teacher intends to use to supplement and enhance student learning. To be approved, the web service or app must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) ( ) and Section 504 and the ADA.

[END OF OPTION #1]

☒ [OPTION #2]

*Add*  
A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying/certifying to the ( ) Superintendent ( ) Bldg Principal that the web service or app has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) ( ) and Section 504 and the ADA.

[END OF OPTION #2]

The Board further requires

☒ the use of a Board-issued e-mail address in the login process.

☒ prior written parental permission to use a student's personal e-mail address in the login process.

R.C. 9.03

O.A.G. Opinion No. 2002-01

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