REGULATION REGULATION

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

(Safety and use of Electronic Information Services)

Use of the electronic information services (EIS) and District technology resources requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. Consistent with Board Policy IJNDB, technology shall supplement, not replace, effective teacher led instruction. Technology use shall be purposeful, developmentally appropriate, actively supervised, and limited to the time reasonably necessary to accomplish a defined instructional objective. In elementary grades, the District shall implement an off screen first instructional model and the individual student device limits established in IJNDB. Instructional use controls shall also be established in accordance with IJNDB. Filtering, monitoring, and access controls shall be established to:

- Limit access by minors to inappropriate content on the Internet and World Wide Web.
- Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- Restrict access by minors to materials harmful to minors.

Content Filtering

A content filtering program or similar technology shall be used on the networked electronic information system (EIS) as well as on individual computers capable of District authorized access to the Internet. The technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal materials. Should a District adult employee have a legitimate need to obtain information from an access-limited site, the Superintendent may authorize, on a limited basis, access for the necessary purpose specified by the employee's request to be granted access. For elementary student accounts, filtering and access controls shall also restrict student directed access to YouTube, open video streaming services, social media, entertainment platforms, and nonapproved gaming platforms to the extent technically feasible.

Monitoring

As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the District electronic information systems (EIS) or standalone connection shall be monitored periodically or randomly through in-use monitoring or review of usage logs. Monitoring may include review of device usage and digital platform reports to support implementation of IJNDB and this regulation.

Access Control

Individual access to the EIS shall be by authorization only. Designated personnel may provide authorization to students and staff who have completed and returned an electronic information services user agreement. The Superintendent may give authorization to other persons to use the EIS. District issued elementary student devices shall remain at school by default and shall not routinely be sent home each day. A device may be provided for home use when necessary to meet an individual educational or accessibility need, an extended absence, an emergency school closure,

or another extraordinary educational circumstance approved by the principal or designee and consistent with IJNDB.

Elementary Instructional Use

The individual student device limits established in IJNDB are cumulative across classes and subjects and are maximums, not instructional targets. Principals shall establish a reasonable school level method for coordinating device use so cumulative student use remains within the applicable daily and weekly limits. Teachers shall not be required to maintain minute by minute screen time logs.

Individual device time includes time during which a student independently views, operates, reads from, writes on, watches content on, or otherwise interacts with a laptop, tablet, computer, Chromebook, iPad, or similar electronic screen for instructional purposes. Teacher use of a projector, interactive board, document camera, or similar classroom display does not count toward individual student device limits when students are not independently operating devices. Teacher controlled classroom display technology remains subject to the requirements that technology use be purposeful, limited, developmentally appropriate, and not substitute for active teacher instruction.

Within the applicable limits, student device use shall be curriculum aligned, developmentally appropriate, actively supervised by the teacher, and tied to a defined instructional objective. Technology should ordinarily require students to create, solve, analyze, research, practice a defined skill, collaborate, receive meaningful feedback, or otherwise actively engage with instructional content.

Technology shall not be used primarily to occupy instructional time, manage student behavior, provide free time, reward students, replace lesson preparation, or substitute for active teacher instruction. Passive consumption is disfavored.

Time necessary to administer assessments, screenings, or other testing specifically required by New Mexico or federal law does not count toward the elementary device limits. Students may also receive limited device use to become familiar with the technology mechanics necessary to complete a state required computer based assessment, including navigation, typing responses, selecting answers, scrolling, accessibility tools, and the testing interface. Exempt technology familiarization shall not exceed sixty (60) minutes total per student during the thirty (30) instructional days preceding the applicable state summative testing window. Academic content review, commercial test preparation programs, practice questions, and routine digital instruction do not qualify for this exception.

The numerical limitations do not apply when technology use is necessary to implement an individualized education program, Section 504 plan, legally required accommodation, assistive technology requirement, or other legally protected accessibility need.

Technology based remediation or intervention is not automatically exempt from the elementary device limits. Additional device time may be approved when an individualized intervention has been identified through the District student support or Multi Layered System of Supports (MLSS) process, evidence supports the intervention for the student's identified need, and the principal or designated instructional administrator approves the additional use. The exception shall be time limited, documented, and reviewed at least once each grading period.

Teacher selected video content shall be curriculum aligned, developmentally appropriate, directly connected to the current instructional objective, and accompanied or followed by meaningful teacher led instruction, discussion, analysis, demonstration, or student work. Passive video viewing shall not ordinarily exceed fifteen (15) total minutes during an elementary instructional block. Longer viewing requires advance approval from the principal or designee based upon a specific curricular purpose. Full length films or programs require advance approval from the principal or designee. Video shall not be used as classroom free time, entertainment, a behavioral reward, or primarily to occupy instructional time.

Elementary homework should ordinarily be designed so that a District device or home Internet connection is not required. When a digital assignment is necessary, the school shall provide reasonable access or an equivalent nondigital alternative when needed. Principals shall notify the Superintendent or designee of shortages of printed textbooks, workbooks, novels, manipulatives, or other physical instructional materials that prevent teachers from complying with IJNDB. Lack of physical materials shall not be treated as justification for routine reliance on student devices.

Acceptable Use

Each user of the EIS shall:

- Receive instruction about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Use District issued student devices only as directed by school personnel and for an approved instructional purpose consistent with IJNDB and this regulation.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.
- Plan and supervise instructional technology use in accordance with IJNDB and this regulation, including applicable elementary daily and weekly device limits.
- Select digital and video content for a defined instructional purpose and not use technology as a substitute for active instruction, lesson preparation, or student supervision.
- Cooperate with reasonable school level methods for coordinating device use and reviewing available District usage information to support compliance with IJNDB.

Each user will be required to sign an EIS user agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary

action. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Details of the user agreement shall be discussed with each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources through school equipment.