

Urban Pathways K-5 College Charter School

Board of Trustees Policy

REMOTE ACCESS AND MONITORING OF SCHOOL-ISSUED TECHNOLOGY

The Board of Trustees (“Board”) of the Urban Pathways K-5 College Charter School (“Charter School”) recognizes the need to establish regulations for school-issued Technology Resources consistent with the educational mission of the Charter School.

Definitions

Technology Resources means technologies, devices and resources used to access, store or communicate information, as issued by the Charter School to Charter School students for use in connection with the Charter School academic program. This definition includes, but is not limited to: computers, laptops, iPads, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, digital cameras, e-readers, i.e. Kindles and Nooks, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software, including the Moodle software (abbreviation for “Modular Object-Oriented Dynamic Learning Environment”).

Remote Access of Technology Resources means a situation where a Charter School employee or agent, using client management software, accesses a Technology Resource in the student’s possession. Software maintenance, which will download software and configuration changes automatically when a student connects to the Charter School Network with the Technology Resource, does not constitute remote access of the Technology Resource. Remote access of Technology Resources does not include voluntary participation by the student or other User in web conferences, chat rooms or other web-based activities not required as part of the Charter School’s academic program.

Software maintenance means any software or configuration changes sent out to all Technology Resources even if it only affects certain Technology Resources that are necessary for the maintenance and security of the Charter School’s Technology Resources and to ensure that only authorized software is installed on the Technology Resources.

Repair and Maintenance of Technology Resources

Technology Resources are the property of the Charter School. Students are responsible for the appropriate use of Technology Resources whether in the Charter School facility or if used in the student's home in accordance with Charter School policies. If Technology Resources are in need of repair, service or other maintenance, students are to report to the operations department. Students should not attempt to repair or service any Technology Resources. Vandalism to any Technology Resource or any of their accessories is strictly prohibited by the Charter School Student Code of Conduct.

Remote Access

Certain Technology Resources may be equipped with the ability to be accessed remotely in the following two scenarios:

1. Technical Problems. In some instances it may be necessary for Charter School to access the Technology Resource remotely to resolve a technical problem. If this is needed, the student will be asked for permission. If permission for remote access is given, a permanent record of the approval will be logged along with the time, date and duration of the access. Charter School will only implement remote access software that automatically creates a record of its activation. If the student does not wish to have the technical problem resolved remotely the student may decline the request for remote access and contact the operations department. However, a student does not need to be asked for permission prior to remote software maintenance as defined above. Software maintenance may involve the correction of altered code or programming and in some cases may remove files from the Technology Resource if the files are deemed to be a threat to the operation or security of the Network or are stored in unauthorized software.
2. A Technology Resource Reported Missing or Stolen. If the student or parent/guardian believes the Technology Resource is missing or stolen, a written report of the incident must be filled out by the student and parent/guardian and filed with enrollment coordinator. Once the report is filed, the Charter School may initiate the following procedures for reporting Technology Resources missing or stolen which provide as follows:
 - i. Activate Internet Protocol tracking may be used with parent/guardian and student consent for the sole purpose of retrieving the equipment.
 - ii. At no time will the Technology Resource's camera be activated remotely nor will screen shots, audio, video or on-screen text be remotely monitored.

NOTE: The Board of Trustees may from time to time approve other tracking technologies; however, no tracking technology will be used unless its function and capabilities have first been explained to the parent/guardian and student.

Review of Student Records

The Charter School's Student Information System permits only authorized Charter School users to remotely access student records and various remote levels of access are permitted depending on the reason for review and level of authority of authorized user, in accordance with applicable state and federal law.

Review of Student Files

At no time will any Charter School employee, other than as stated above, review a student's files stored on the Technology Resource, except as follows:

- After the Student Technology Resource has been returned for reason of end of school year, disenrollment or for a replacement Technology Resource because of a defective Technology Resource.
- If the Charter School has a reasonable suspicion that a student is violating applicable state or federal laws, Charter School Code of Conduct and/or Charter School rules or policies, authorized Charter School administrators may remotely access and/or take custody of the Technology Resource and review student files. "Reasonable suspicion" means reasonable grounds exist that the search will uncover evidence that the student has violated state or federal law, Charter School Code of Conduct, or Charter School rules or policies. The scope of the search must be reasonably related to the violation that justified the search.
- Where a Technology Resource is reported missing or suspected stolen, pursuant to a written and signed consent form that clearly and conspicuously sets forth the ability of the Charter School to access or review student files. Parents/guardians and student must be informed in writing that the failure to sign the consent form or to otherwise cooperate with the Charter School or an investigating law enforcement agency in connection with the retrieval of the Technology Resource may subject the parents/guardians and/or student to the cost of the full replacement value of the Technology Resource.

- Teachers and other Charter School personnel may provide assistance to students in locating student files in the presence of and at the request of the student.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.