

DIGITAL LEARNING

FILE: IHAR

TITLE: Digital Learning

POLICY:

(1) Generally.

The School Board of Orange County, Florida (“Board”) provides all students a high-quality, digital learning environment. This policy shall serve as a guide for students and employees utilizing digital learning and includes, but is not limited to, the following:

- (a) Access to digital learning;
- (b) Access to high-quality content in a digital format and online courses;
- (c) Education that is customized to the needs of the student using content in a digital format;
- (d) A means for the student to demonstrate competency in completed coursework;
- (e) High-quality content and instructional materials in a digital format, and online and blended learning courses;
- (f) High-quality digital instruction and teachers;
- (g) Content and instruction that are evaluated on the metric of student learning;
- (h) The use of funding as an incentive for performance, options, and innovation;
- (i) Infrastructure that supports digital learning;
- (j) Online administration of state assessments; and
- (k) Digital Materials.

(2) Definitions. For the purposes of this policy, the following definitions shall apply:

- (a) “Blended learning” combines online learning with other modes of instructional delivery for including on-site instruction for the purpose of improving learning.
- (b) “Digital format” means text-based or image-based content in a form that provides the student with various interactive functions; that can be searched, tagged, distributed, and used for individualized and group learning; that includes multimedia content such as video clips, animations, and virtual reality; and that has the ability to be accessed

at anytime and anywhere. The term does not include electronic or computer hardware even if such hardware is bundled with software or other electronic media, nor does it include equipment or supplies.

- (c) “Digital learning” means any type of learning that is facilitated by technology.
- (d) “Electronic format” means text-based or image-based content in a form that is produced on, published by, and readable on computers or other digital devices and is an electronic version of a printed book, whether or not any printed equivalent exists. The term does not include electronic or computer hardware even if such hardware is bundled with software or other electronic media, nor does it include equipment or supplies.
- (e) “Fines” shall encompass financial costs charged against a student for offenses related to instructional materials
- (f) “Identity theft” shall mean the wrongful use of another person’s information or credentials.
- (g) “Instructional materials” are items having intellectual content which, by design, serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software.
- (h) “Intentional act” means purposefully causing harm/damage or destruction, acting without regard.
- (i) “Lost/Missing” means that the item cannot be found within a reasonable time period.
- (j) “Mysterious disappearance” means an unexplained disappearance without knowledge of the last place, time, or manner of a lost item.
- (k) “Non-warranty breakage” means any damage, breakage, or system failure not covered by a standard warranty, whether said warranty is active, expired, or void.
- (l) “Online learning” is instruction via an online delivery system that includes software to provide a structured learning environment.
- (m) “Property manager” means school-based personnel responsible for the inventory of, tracking of, and audit of Board property.
- (n) “Social media” are online applications, services, and practices that allow users to connect to each other and to create, share, and collaborate on content.

- (o) "Theft/Stolen" means taken or not returned without Board consent.
- (p) "Wear and tear" means the gradual deterioration or minor scratches and dents that commonly occur from typical use of an item.

(3) Digital Materials.

- (a) Elementary and Middle Grades. In accordance with Section 1003.4203, Florida Statutes, all elementary and middle school students shall have access to a standard set of CAPE Digital Tool Certificates, which allow the student to demonstrate proficiency in targeted digital skills that are necessary to the student's academic work and skills the student may need in future employment. The skills must include, but are not limited to, the following: word processing; spreadsheets; presentations, including sound, motion, and color presentations; digital arts; cybersecurity; and coding consistent with CAPE industry certifications that are listed on the CAPE Industry Certification Funding List, pursuant to Sections 1003.492 and 1008.44, Florida Statutes. Information about available tool certificates and delivery formats will be made available at the beginning of each academic year on the district website and/or available on student or parent web portals.
- (b) High School Grades. In accordance with Section 1003.42036, Florida Statutes, all high school students shall have access to school-specific CAPE Industry Certifications. Information about available CAPE Industry Certifications and delivery formats will be made available at the beginning of each academic year on the district website and/or available on student or web portals.

(4) Computer Science Access.

All K-12 students shall have access to learning computer science content either through a stand-alone course or embedded in existing courses. This content includes, but is not limited to, computer coding and computer programming. Information about available computer science resources will be made publicly available through the district website and/or available on student or parent web portals.

(5) Digital Literacy.

- (a) The district continually educates students on appropriate online behavior through a set of annual lessons provided to all students at the elementary and secondary levels.
 - (i) Elementary topics include, but are not limited to, the following: proper online etiquette, password protection, virus protection, protecting personal information, social media, and online anonymity.
 - (ii) Secondary topics include, but are not limited to, the following: password protection, plagiarism, cheating, sexting, posting

information, online anonymity, sharing too much information, and email etiquette.

- (b) Students must complete annual lessons and demonstrate proficiency on formative assessments to maintain the right to access the Internet, digital resources, and applicable social media. Curriculum is available for review on the district website.

(6) Keyboarding Skills.

The Board is committed to preparing students with the skills necessary to be successful in the classroom and beyond. Sufficient keyboarding skills are needed to meet state standards in the K-12 classroom. All students shall have on-demand access to web-based keyboarding skills and practice application(s) as district resources are available. Students are strongly encouraged to utilize the keyboarding skills and application(s) to strengthen their keyboarding skills so that they are better able to demonstrate a sufficient command of keyboarding skills. The district will monitor student progress at regular intervals and notify parents/legal guardians of progress, as needed.

(7) Use of Network Resources.

- (a) The information systems and Internet access provided by the Board to all Orange County Public School students and employees (collectively "OCPS Information Systems") are available to support learning, enhance instruction, and support school system business practices. OCPS Information Systems are operated for the mutual benefit of all users.
- (b) The use of the OCPS Information Systems network is privilege, not a right.
- (c) Users should not do, or attempt to do, anything that might disrupt the operation of a network of equipment and/or interfere with the learning of other students or work of other employees.
- (d) The OCPS Information Systems network is connected to the Internet, a network of networks, which enables people to interact with millions of networks and computers.
 - (i) Employee access to the OCPS Information Systems network shall be preapproved by the district and provided upon hire.
 - (ii) All student access to the Internet must be preapproved by the parent or legal guardian and the student's supervising teacher.
 - (iii) The district may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems.

- (iv) A student's parent or legal guardian may exercise the right to refuse OCPS Information Systems network access for their student, acknowledging that this will limit the student's ability to access certain resources only available in a digital format. Where feasible, and permitted by law or district policy, alternative formats will be made available.
- (8) Children's Internet Protection Act Compliance.
 - (a) To maintain compliance with the Children's Internet Protection Act ("CIPA"), all OCPS Internet access is filtered to protect students from accessing content that is obscene, pornographic, and/or harmful to others. The district will filter other content based on grade level needs and appropriateness.
 - (b) Parents/legal guardians, students, and employees have the right to request to block or unblock additional Internet content. All requests will be reviewed and responded to through a standard process posted on the district website.
- (9) Home Internet Filtering.
 - (a) Any student who uses a district-owned device outside of the school day may be subject to Internet filtering by the district. Whether or not home internet filtering is utilized, in order to protect students, access to websites will be filtered just as if the device was filtered while on the OCPS Information Systems network. This public service is provided at no cost to students.
 - (b) All filtering solutions are fallible. The district does not directly monitor activity on student utilized district-owned devices outside of the school day. Parent or legal guardian supervision of Internet and device use at home is strongly recommended. OCPS is not responsible for inappropriate Internet content accessed or student activity on a district-owned device outside of the school day.
- (10) Cheating and Plagiarism.
 - (a) "Cheating" and "plagiarism" are defined in the OCPS Code of Student Conduct and carry over into the digital classroom. They include, but are not limited to, "cutting and pasting" another person's work from a digital file and/or copying another person's digital files and submitting them as a student's own.
 - (b) Any student who deliberately cheats or plagiarizes on an assignment or test will receive consequences as described and outlined in the OCPS Code of Student Conduct. By signing the Internet Acceptable Use Policy form and the OCPS Code of Student Conduct, students acknowledge that they understand the seriousness and consequences of these offenses.

(11) Copyright.

- (a) All students and employees shall abide by all provisions of the applicable copyright laws.
- (b) Commercial materials, whether printed, digital, or electronic, may not be duplicated without prior permission from the owner. The Board does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials (e.g. using images obtained via a Google search in presentations).
- (c) To assist with avoiding copyright concerns, a music and image database shall be provided by the Division of Teaching and Learning to all students and employees. Procedures and guidelines for the legal duplication of materials for educational purposes may be obtained from the Division of Teaching and Learning and on the district website.
- (d) Students or employees who willfully infringe upon current copyright laws may be subject to disciplinary action as outlined in OCPS Code of Student Conduct and OCPS Management Directives, in addition to any other sanctions as provided by law.

(12) Identity Theft.

- (a) Students shall only log into their own accounts on educational sites including, but not limited to, the following: Edmodo, Google Drive, and Gmail.
- (b) Students may not access, alter, or delete files that do not belong to them.
- (c) Students are not to access student records that are private.
- (d) To better protect oneself against Identity Theft, students are not to give their login and password information to any other person unless requested by their teacher or administrator.
- (e) Students should always log off from a device once they are finished with their work.
- (f) The district will provide a student identity management solution to each student.
- (g) By signing the OCPS Student Technology Acceptable and Responsible Use Agreement, students acknowledge that they understand that these types of action are unacceptable, and that violations will result in appropriate consequences outlined in the OCPS Code of Student Conduct.

(13) Asset Management.

- (a) Instructional Materials and electronic devices are the property of the Board. The district shall establish procedures to be used internally for the purchasing, tracking, securing, repairing, and replacing of these assets within its inventory. This shall include the use of an electronic asset management system.
- (b) Coordination between departments, schools, students, and parents shall endeavor to follow procedures established by the district to hold parties accountable for the use and misuse of Instructional Materials and electronic devices.
- (c) Parents or legal guardians are required to sign a Digital Learning Agreement annually before a student is provided access to a one-to-one electronic device. Agreement forms are available on the school and district websites.
- (d) Like other Instructional Materials, each student and employee will be responsible for the proper use and treatment of the assigned electronic device and will be held accountable for any damages as well as for lost or stolen devices.
- (e) This policy, the OCPS Student Technology Acceptable and Responsible Use Agreement, the OCPS Code of Student Conduct, the Digital Learning Agreement, and any related district procedures shall establish the governing protocols for asset management, including, but not limited to, financial responsibility.

(14) Social Media.

- (a) The Board understands and appreciates the importance of open exchange and learning between the district and its many constituents. In doing so, the Board recognizes the two-way communication available through social media (through blogging, social websites, networking, etc.) as an important arena for interaction and collaboration, to learn from and connect with others using these communications tools.
- (b) Where appropriate, the Board supports and encourages the use of approved social media sites by employees in pursuit of district business and instructional and educational goals. The district may use social media to connect with students, parents, employees, alumni, colleagues, other educators, and the community.
- (c) In the best interests of the district and the community, employees who administer or use official social media sites on behalf of the district must adhere to all existing policies. All employees must also adhere to The Code of Ethics and The Principles of Professional Conduct for the Education Profession in Florida.

- (d) All students and employees wishing to use social media in the pursuit of district business and instructional and educational goals must establish a separate OCPS social media account using only their district-provided email account to register.
 - (e) Employees using district-approved social media sites must adhere to the corresponding OCPS Management Directives and the OCPS Employee Social Media Guidelines.
 - (f) Students using district-approved social media platforms to enhance the learning process must adhere to the OCPS Code of Student Conduct, the OCPS Student Technology Acceptable and Responsible Use Agreement, and the OCPS Student Social Media Guidelines.
 - (g) Please refer to the OCPS Social Media Toolkit, which includes a comprehensive list of approved social media sites and training materials, for guidance on using social media effectively, safely, and within district policy.
- (15) Appropriate Use of District-Assigned Email Addresses.
- (a) OCPS Student Email Accounts.
 - (i) Students will be assigned an OCPS email account.
 - (ii) Students who receive an OCPS email account shall use the email account for educational purposes only.
 - (iii) Students shall use OCPS email accounts with the permission of the student's parent or legal guardian. A student's parent or legal guardian may exercise the right to refuse an OCPS email address for their student, acknowledging that it may limit access to some digital or electronic resources and educational activities. Where feasible, and permitted by law or district policy, alternative formats will be made available.
 - (iv) Students may sign up for websites or web services that contribute to the advancement of their education and/or for educational purposes only. Students may not use an OCPS email account to sign up for websites, including, but not limited to, social media sites not approved by the district.
 - (v) By signing the OCPS Code of Student Conduct and the OCPS Student Technology and Acceptable Responsible Use Agreement, students acknowledge an understanding of acceptable uses of email accounts provided by the district. Failure to comply will result in consequences outlined in the OCPS Code of Student Conduct.

- (b) OCPS Employee Email Accounts.
 - (i) Employees will be provided with an OCPS email account to utilize educational apps with their students for the creation, collection, and collaboration of content.
 - (ii) Employees are expected to adhere to relevant management directives.

(16) Content Stored On District- Owned Devices.

- (a) Students may be issued a district-owned device to access digital content and curriculum. Students using district-owned devices will use assigned devices for educational purposes only. Students will be prohibited from storing any content on a district-owned device that may be considered obscene, pornographic, and/or harmful to others.
- (b) By signing the OCPS Code of Student Conduct and the OCPS Student Technology and Acceptable Responsible Use Agreement, students acknowledge an understanding of acceptable uses of content storage on devices provided by the district. Failure to comply will result in consequences outlined in the OCPS Code of Student Conduct.
- (c) Local storage is fallible. Students are highly discouraged from storing student-created or other content directly onto a district-owned device. It is recommended that students store content in cloud-based storage.
- (d) The district is not responsible for lost or damaged files.

(17) Cloud-Based Storage.

- (a) Students may be issued a district-owned cloud-based content storage space. Students using district-owned cloud-based storage will use storage space for educational purposes only. Students will be prohibited from storing any content on a district-owned cloud-based storage account that may be considered obscene, pornographic, and/or harmful to others.
- (b) By signing the OCPS Code of Student Conduct and the OCPS Student Technology and Acceptable Responsible Use Agreement, students acknowledge an understanding of acceptable uses of cloud-based content storage on accounts provided by the district. Failure to comply will result in consequences outlined in the OCPS Code of Student Conduct.
- (c) The district is not responsible for lost or damaged files.

- (18) Searching District-Owned Devices and Files.
- (a) Parents and legal guardians have the right to request to see the contents of their student's digital files under the district's control.
 - (b) The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted on district-owned devices and/or on the OCPS Information Systems network.
 - (c) An individual search shall be conducted if there is reasonable suspicion that a student has violated this policy, the OCPS Code of Student Conduct, or the law. The investigation will be reasonable and related to the suspected violation.
- (19) Support for Instructional Use of Technology.
- (a) With the increase in digital curriculum and content, the role of the district is constantly evolving. Technology is meant to enhance the curriculum and instruction students receive, not intended to replace instructional employees.
 - (b) All employees are expected to adhere to all Management Directives and the OCPS Employee Social Media Guidelines.
 - (c) Teachers at schools utilizing digital curriculum will be issued a laptop. When applicable, teachers will be provided with a digital copy of the teacher's edition for their course instructional materials. Part of the training teachers will receive will be on how to access and utilize electronic and digital content in the instructional materials for their course.
 - (d) Professional Development. Pursuant to Section 1012.98, Florida Statutes, instructional employees and school administration will be provided continuing professional development on topics supporting the teaching of Florida Standards such as: using digital devices for content delivery; blending digital instruction into subject matter curriculum; competency based instruction; project-based instruction; CAPE Digital Tool Certificates; CAPE industry certifications; classroom management; student behavior and interaction; extended learning opportunities for students; and instructional leadership through synchronous and asynchronous distance learning.
 - (e) Training. Instructional employees and school administration will also have access to digital tool specific training based on current procurement cycles such as: learning management systems; productivity and creation applications; interactive surfaces and software; video conferencing; digital curriculum presenters; and learning object repositories.
 - (f) For professional development and training and that takes place outside of the contractual teacher's work day, teachers will be compensated based on contractual requirements.

- (g) When reasonable, training opportunities on specific digital tools will also be coordinated for parents.

SPECIFIC AUTHORITY: Sections 1002.321; 1003.4203; 1003.4282; 1003.492; 1006.29; 1006.40; 1008.44; 1011.62; 1012.98; Florida Statutes

TITLE: **Bring Your Own Device**

POLICY:

- (1) BYOD is a program that allows students at selected and approved schools to bring a personally-owned device to school to use to enhance their learning process and experience.
- (2) A current list of selected and approved schools participating in the BYOD Program can be found at www.byod.ocps.net.
- (3) Parents and legal guardians wishing for their student to participate in the BYOD Program at participating schools will be required to fill out an online permission form.
- (4) The district will not be responsible for the loss, theft, or destruction of a personally-owned device brought to school.
- (5) Personally-owned devices that students are permitted to bring to a BYOD school must meet district guidelines and required specifications.
- (6) The district may require that parents or legal guardians install curricular, assessment, and/or management software, at no cost to the parent or legal guardian, on personally-owned devices they provide to their students for the BYOD Program.
- (7) Students will access the Internet over Wi-Fi by connecting to the OCPS Service Set Identifier (“SSID”) and will be required to enter their student number and birthdate to authenticate their connection the first time they access the network after they have registered their device. All internet access is filtered through the OCPS Information Systems network in compliance with CIPA, not through the personally-owned device. OCPS is not responsible for personally—owned device technology support; this will be the responsibility of the parent or legal guardian of the student participating in the BYOD Program.
- (8) Students participating in the BYOD program will use their personally-owned device to access adopted instructional digital material, websites approved by the district, a district-approved email account, and district-approved social media and online collaboration platforms. They will also complete formative

assessments on their personally-owned device. Students will not complete state assessments on a personally-owned device.

- (9) The district realizes that not every student may have a personally-owned device to bring to school. In these cases, the schools must make provisions to provide students with devices for educational purposes. Schools participating in the BYOD Program shall use established digital learning procedures, with the provision that elementary school students will not be permitted to take district-owned devices home.
- (10) Any purchase or donation of technology, including electronic or digital devices, must adhere to currently posted technology specifications and purchasing guidelines.

SPECIFIC AUTHORITY:

Section 1001.41, Florida Statutes

ADOPTED: 9/29/15