



**Arkansas Department of Human Services  
Division of Youth Services**

POLICY NUMBER: 7002.03.14

PAGES: 2

SUBJECT: Use of Technology Media

APPROVED BY:

DATE:

6/22/12

RELATED STANDARD: 4-JTS-5D-01

AR RELATED CODE: §6-21-107; 6-21-111  
20 USC 6801 et. Sq. (CIPA)

RESOURCE:

- I. **POLICY:** The Division of Youth Services (DYS) and its Contract Providers (Provider) will follow state and federal regulations as applicable to students in DYS residential facilities. As a system of education, DYS shall follow all applicable rules and regulations set forth by the Arkansas Department of Education (ADE).
- II. **APPLICATION:** All DYS facilities, providers, and students. No student at any Division of Youth Services residential facilities shall be permitted to use any technology media within the learning centers without first receiving instruction in the proper use of those media and Internet resources.
- III. **DEFINITIONS:** See DYS Policy Glossary for definitions.
- IV. **PROCEDURES:**
  - A. Before any student at any DYS residential facility is permitted to use the technology media in that facility's classrooms or education building, the school principal or designee shall ensure that he or she is instructed in the proper use of media in the learning centers, including behaviors to avoid damage to the machines, software, and materials; as well as restrictions on the use of Internet.
    1. The Student Access Form must be completed and sent to the DYS Information Systems group at the Central Office in Little Rock.
    2. The form must be completed each time the student arrives at a different residential facility.
    3. The Student cannot have access to any computer until this form has been completed and returned to DYS central office so proper access can be set up for the student.
    4. If there are any questions, please see the contact information on page 2 of the Student Access Form.
  - B. Students shall be supervised at all times while using technology media center. Any use that may involve or permit access to the Internet shall be closely monitored.

- C. Improper use of any media will result in immediate suspension of that student's access to the technology research medium. The staff member detecting the misuse shall make a written report to the school principal, in addition to any other incident reports which may be required. In determining the length of temporary loss of technology media privileges, the school principal shall consider the nature and severity of the violation, any previous violations, and any other factors deemed relevant.
- D. All technology media activity and Internet use is subject to monitoring by DYS, the residential facility, or school personnel.
- E. Users should have no expectation of privacy in using any electronic research device while in a DYS or provider's facility.
- F. Teachers or staff who fail to properly supervise or monitor students' technology media use and Internet activity may face disciplinary action if damage results to any equipment or inappropriate websites are accessed.
- G. No student is to be left alone at a computer or other media device connected to the Internet.

**Forms:**            Student Access Form (2 pages)  
                      Student Computer Use and Internet Safety Form  
                      Provider's Staff Computer Use and Internet Safety Form