



**VILLA of HOPE**  
YOUTH & FAMILY SERVICES

**School District Issued Electronic Devices**

Version	Version Date	Policy Owner	Authorizing Executive	Review Date Due
1	8/19/2020	Director of Information Technology	CCO	12/31/2020

**Cross Referenced**

**I. Purpose:**

To clearly delineate the responsibilities of Villa of Hope vs those of school districts when school districts issue out technological devices for educational purposes.

**II. Policy Statement:**

Technological devices issued out by school districts to Villa of Hope clients for educational purposes are not connected to the secure Villa of Hope internal network and thus do not have the same security and filtration standards applied to these devices as Villa of Hope issued devices. It is the responsibility of the school district issuing the device to set up appropriate security and filtration policies running on the device.

**III. Procedure**

Network Access for School District Issued Devices:

**a) School-district managed devices under the full control of the issuing school district:**

Devices managed by the issuing school district on which we cannot install our endpoint protection antivirus client nor join to our domain cannot be placed on the secure Villa of Hope network and thus do not have the same security and filtration standards applied to these devices as Villa of Hope issued devices. Therefore, it is

our **expectation the issuing school district will place and manage the appropriate security and filtration policies directly on the device.**

This includes devices such as Chromebooks, iPads, Android tablets, Macbooks, and school district domain-joined Windows laptops.

As a result, despite supervision of clients (see Supervision of Clients using School District Issued Devices section) there is potential for clients to access inappropriate internet content.

Expectations are communicated to students and parents through the Consent for Internet Usage document (see Appendix A) which is signed by the appropriate individuals and scanned into the client's record contained within the Electronic Health Record (EHR). Expectations for school districts are communicated to relevant school districts and will be included in the intake packet sent to the school.

For an alternative to this option, see option b included below.

**b) Unmanaged devices under the full control of Villa of Hope:**

Windows-based devices provided by the school district, which are under the full control of Villa of Hope and contain our security software and policies, will have Villa of Hope's full security suite and filtration policies installed, as well as be placed on Villa of Hope's secure network.

These devices will receive all appropriate security and filtration software and policies applicable to the clients' level of access.

**Cybersecurity for School District Issued Devices:**

The Villa of Hope uses 3<sup>rd</sup> party partners to maintain and update security and filtration policies with new cybersecurity threats and web filtration content, in addition to what

Villa of Hope manually updates. However, while all reasonable efforts are made to block all inappropriate content, it is not possible to identify and provide protection against all cybersecurity threats and block all inappropriate internet content. Therefore, it is possible there will always be a small chance that clients may experience cybersecurity incidences and/or access inappropriate internet content.

Villa of Hope will make every effort to mitigate and address these concerns as soon as they are identified.

Villa of Hope Response to Cybersecurity Incident and/or Access of Inappropriate Internet Content for:

*School District Managed Device:*

- Should a client experience a cybersecurity event, as determined by Villa of Hope Information Technology department, the appropriate school district will be notified of the cybersecurity incident by Villa of Hope Information Technology department.
- Should the school district identify an incident has taken place, Villa of Hope's IT Department and relevant program manager should be immediately notified so it can be addressed.
- Should a client access inappropriate internet content and/or violate the Consent for Internet Usage, the Villa of Hope program and/or Villa of Hope School will consider a temporary and/or permanent revocation of technology use and/or internet access.

*Villa of Hope Managed Device:*

- Should a client experience a cybersecurity event, as determined by the Villa of Hope Information Technology department, and/or access inappropriate internet content, the Villa of Hope Information Technology department will partner with the relevant Villa of Hope Program(s) to take the appropriate action necessary to address the cybersecurity event and will block the relevant internet content.

- Should a client access inappropriate internet content and/or violate the Consent for Internet Usage, the Villa of Hope program and/or Villa of Hope School will consider a temporary and/or permanent revocation of technology use and/or internet access.

#### Community/Residential Setting - Supervision of Clients using Devices with Internet

##### Access:

In the residential settings, supervision of youth while using school district issued devices will be in line with the Supervision of Youth Policy (609) and specific regulatory requirements for staff to youth ratio. In the residential settings, access will be monitored as per the program rules and expectations. However, clients are expected to follow safety measures and self-regulate their online activities to maintain appropriate and safe behavior.

Internet access will be used for the purpose of interacting with family and peers, completing educational responsibilities and employment needs, telehealth appointments, and to assist with maintaining normalcy in the day-to-day routines, of youth, and aid them in attaining various life goals.

#### Educational Setting - Supervision of Clients using Devices with Internet Access:

In the educational settings, supervision of youth while using school district issued devices will be in line with the Supervision of Youth Policy (609) and specific regulatory requirements for staff to youth ratio. In the educational settings, access will be monitored as per the program rules and expectations. However, clients are expected to follow safety measures and self-regulate their online activities to maintain appropriate and safe behavior.

Internet access will be used for the purpose of completing educational responsibilities and employment needs, telehealth appointments and aid them in attaining various life goals.

##### Appendix:

- Consent for Internet Usage

**Appendix A**  
**CONSENT FOR INTERNET USAGE**

The Villa of Hope Programs are able to provide Internet access for clients and staff

**School Program Setting:**

In the educational setting, connecting to the Internet will benefit classroom teaching by making many resources available for research and learning. This access is provided to your child for educational purposes and will be supervised by staff members.

A relatively small portion of information available on the Internet may contain offensive, inappropriate, controversial or inaccurate material. We do not condone the use of such materials. Although it is not possible for Villa of Hope Campus School to restrict access to all controversial materials, every effort will be made to ensure the strict supervision and monitoring of all student use.

**Community Residential Setting:**

In community residential settings, connecting to the Internet will benefit clients by providing the ability to interact with families and peers, complete educational responsibilities and employment needs, maintain normalcy in their day-to-day routines, and attain various life goals.

A relatively small portion of information available on the Internet may contain offensive, inappropriate, controversial or inaccurate material. We do not condone the use of such materials. In the community residential setting, access will be monitored to some degree as per the program rules and expectations. However, clients are expected to follow safety measures and self-regulate to ensure their online activities are appropriate and safe.

It is understood that any device managed by an outside school district that will be used to access the internet, will be under the full control of the issuing school district, and as such will have filters, restrictions and protections put in place by the issuing school district, and not under the control of the Villa of Hope.

**I hereby give my permission for Internet services to be used by the youth named below, as per Villa of Hope guidelines.**

**Youth Requesting Internet Access** \_\_\_\_\_

**Client's Signature** \_\_\_\_\_ **Date**

**Parent's Signature** \_\_\_\_\_ **Date**

**Staff/Witness Signature** \_\_\_\_\_ **Date**