

SUBJECT: STUDENT USE OF TECHNOLOGY

ORIGINATING OFFICE: ASSISTANT SUPERINTENDENT, CURRICULUM AND INSTRUCTION

EFFECTIVE: MARCH 17, 2009

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and appropriate use.

Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and in the district's Student Technology Acceptable Use Agreement.

1. The student in whose name a computer/network user account is issued is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses, and all telephone numbers private. They shall only use the account to which they have been assigned.
2. Students shall use the district's system safely, responsibly, and primarily for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others ("cyber bullying") based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)
4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication.

Students are also cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.

5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or staff rules.

6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.
11. Students shall report any security problem or misuse of the services to the teacher or principal.

The district reserves the right to monitor the system for improper use.

The principal or designee may cancel a student's user privileges whenever the student is found to have violated Board policy, staff rule, or the Student Technology Acceptable Use Agreement. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.



RJUHSD Student Technology Acceptable Use Agreement

The Roseville Joint Union High School District (RJUHSD) recognizes that technology, including network and Internet services offers a wide variety of opportunities to further educational goals and objectives and therefore provides technology services and network access to its staff and students. Access to these vast resources and information is an educational opportunity requiring responsible use by each individual. As such, every RJUHSD user should act in an ethical and legal manner consistent with district goals and objectives and should conform to educationally appropriate use. Please reference Board Policy 6163.4 for complete information.

Users of RJUHSD technology and network services should remember that the level of confidentiality on district-owned computers may not be the same as that expected when using their own equipment or Internet services. Electronic communications*, files and Internet records may be examined for educational and administrative purposes and to verify that acceptable-use guidelines are being followed. (*For purposes of this document, electronic communications include but are not limited to e-mail, chat, blogs, discussion forums, and instant messaging.)

RJUHSD has taken reasonable steps to ensure that technology services and network use is primarily for activities that support district goals and objectives. While the District has deployed Internet content filtering technology in the interest of keeping harmful and inappropriate content from being accessed, Internet content filtering is not a perfect science and it may be possible for users of the Internet to access information that is intended for adults. Likewise, computer security cannot be made perfect and it is possible that a determined user can make use of computer resources for inappropriate purposes. RJUHSD believes that the benefits of Internet access in the form of information resources and opportunities for collaboration far exceed any disadvantages. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. Use of the District technology, network services, and the Internet is a privilege that may be revoked at any time for inappropriate conduct. The use of the Internet, network, and technology services are strictly limited to educational purposes.

RESPONSIBILITY

As a user of the RJUHSD technology services, network and Internet connections, I agree to:

- A. Use my network access in an acceptable manner, follow all district rules and regulations regarding network use, including being polite, using appropriate language, and respecting privacy of others.
- B. Use on-line time and other technology/network resources efficiently and for educational purposes only.
- C. Report any known misuse of technology or network services to the appropriate teacher, administrator, or the District Office.
- D. If I have been issued an individual network account, I will be the sole user of it. I will protect my account by not giving out my password and I will report any suspected misuse to the appropriate teacher or administrator. I will be responsible for all use by this account.
- E. Follow all applicable copyright laws. I understand that inappropriately copying or misusing other people's work may be considered plagiarism. Likewise, any work that I create through the use of the RJUHSD technology services/network is my own property, yet it is subject to all of the guidelines in this policy.
- F. Assist in keeping the RJUHSD network free from virus or other malicious attacks by refraining from opening attachments from unknown sources, downloading and/or installing unauthorized software, and being alert to warnings.

INAPPROPRIATE TECHNOLOGY/NETWORK/ON-LINE CONDUCT includes, but is not limited to:

- A. Using technology or network services for illegal activities, including unauthorized installation, use, storage, or distribution of copyrighted software or materials in violation of copyright laws.
- B. Unauthorized installation or use of any software or hardware not belonging to, or properly licensed by the District (e.g., games, applications, operating systems, “shareware”, computer components, and peripherals).
- C. Accessing, posting, submitting, publishing or displaying harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others (“cyber bullying”) based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. California Penal Code Section 313(a).
- D. Using technology or network services for private business, commercial enterprise, or for political activities.
- E. Use of another individual’s name, user account, or password.
- F. Allowing another user access to your account, sharing electronic account passwords, leaving passwords available in obvious locations, or leaving “signed on” or “logged on” computers unattended.
- G. Disclosure, use, or dissemination of personal identification or “contact information” about oneself or others when using electronic communication. Students are cautioned not to disclose personal information by any means to individuals located through the Internet without the permission of staff members and are urged to discuss on-line privacy issues with their parents or guardian. Personal information includes the student’s name, address, telephone number, Social Security number, or other individually identifiable information.
- H. Reading or accessing other users’ electronic mail or files. (Collaborative efforts will have appropriate and identified locations and/or resources for sharing files and information.)
- I. Attempting to interfere with other users’ ability to: use technology resources, send or receive electronic mail, deleting, copying, modifying or forging other users’ mail or files.
- J. Sending or exchanging messages that are inconsistent with school or district policies.
- K. Using encryption, encoding, or passwords to deliberately conceal or hide email or files.
- L. Distributing electronic media or files in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system (e.g., downloading extremely large files; sending/distributing mass electronic messages or chain letters; downloading of video and audio files not directly related to district goals; excessive chat or instant message use for non-educational purposes).
- M. Intentionally uploading, downloading, or creating computer viruses.
- N. Attempting to vandalize, harm, tamper with, intercept, or destroy district equipment, data, or materials including use and/or possession of “hacking” tools.
- O. Attempting to bypass, circumvent, or disable: network security, virus protection, or Internet content filtering; not limited to but including use of Internet anonymizers to disguise user/computer origin or content.
- P. Manipulating the data of any other user, school, or district resource.
- Q. Unauthorized access to servers, computer systems, or network equipment.
- R. Use or connection of any personal (non-district) equipment to the RJUHSD network.

Students who violate the *RJUHSD Student Technology Acceptable Agreement*, Board policy, misuse technology or network services, or violate state or federal laws may be subject to disciplinary action, loss of access privileges and/or legal action in accordance with law. The District Technology Services Department and site administration reserve the right to delete files or remove access to resources

found to display or propagate inappropriate on-line conduct. We support the parent's or guardian's right to authorize or decline network/Internet access for their student.

The Roseville Joint Union High School District supports and respects each family's right to decide to allow for or request the denial of Network/Internet access.

STUDENT INTERNET/NETWORK USERS

By logging on to or using any computer or technology resource on the RJUHSD network or on district premises you understand and agree to abide by the provisions and conditions of this policy as well as with any and all district rules and regulations which may relate to usage of district technology and equipment, including use of the Internet. You also understand that your use of the Internet and electronic communications through district computers and equipment is strictly limited to educational purposes, that you are not guaranteed any rights to privacy with respect to electronic communications or Internet records, and that from time to time district administration may review such electronic communications or Internet records for general security purposes and in order to ensure compliance with this policy.

Student Name (please print)
Date

Student Signature

PARENT/GUARDIAN OF STUDENT USER

The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District Internet connection will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Users or parents of users will indemnify and hold the District harmless from any losses sustained as the result of misuse of the system by user.

By allowing your child(children) access to and use of any computer or technology resource on the RJUHSD network or on district premises you hereby give your child(children) permission to use the Roseville Joint Union High School District local area networks and Internet gateway, and you agree on your own behalf and on behalf of your child(children) to all terms and conditions set forth in this document.

Parent/Guardian Name (please print)
Date

Parent/Guardian Signature

Note: If you wish to deny your child's use and access to technology and Internet resources please contact your school's Assistant Principal or site administration.