

# Appendix A: Acceptable Use Policy

## Technology Acceptable Use Policy - Students 2012-13

### Introduction

Tulare City School District (“TCSD” or “District”) recognizes that access to Technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. To that end, we provide access to technologies for student use.

The TCSD's Code of Conduct and all District Board Policies apply to student’s use of Technology because access to Technology is provided by TCSD and is used as part of educational activities. Therefore, the Technology **Acceptable Use Policy** is an extension of the TCSD's behavior code. This Technology **Acceptable Use Policy** outlines the guidelines and behaviors that students are expected to follow when using school technologies. Parent/guardian must mark “YES” on #7 of the *Parents’ Right Signature Card* in reference to the *Internet Safety/Acceptable Use Agreement* in order for their child to have access to Technology.

- The use of District Technology may not be used for any purpose which conflicts with the goals or the policies of the District or for illegal or unethical purposes.
- The use of Tulare City School District Technology is a privilege, not a right, and such use is intended for educational purposes.
- All activity over the network or using District Technology may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Employees supervising students' use of the Internet/on-line resources are expected to enforce the Tulare City School District regulations governing such use.
- Students using the District network or other technologies are expected to alert their teacher immediately of any concerns for safety or security.

**The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on collaboration platforms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.**

The Superintendent or designee, with input from students and appropriate staff, shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district’s technological resources and to help ensure that the district adapts to changing technologies and circumstances.

### Technologies Covered

Technology includes, but is not limited to, the use of multimedia computers, software, audio-visual equipment, Internet access, on-line resources, web based media and collaboration platforms. Tulare City School District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, Tulare City School District will provide safe, educationally purposeful access in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).

The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

## **No Expectation of Privacy**

Students have no expectation of privacy in their use of the District's Technology. Computer files, web browsing, email system, and communications using the District's Technology, are not private and students do not have a right to privacy in such information. The Superintendent or designee may monitor or audit use of the District's technological resources, including but not limited to network transmissions, system files, and e-mail, at any time for any reason without advance notice or consent. Web activity records may be maintained indefinitely.

## **Usage Policies, User Obligations and Responsibilities**

### **1. Web Access**

Tulare City School District provides students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent the web filter when browsing the Web. If a site is blocked and a student believes it shouldn't be, the student should follow District protocol to alert a TCSD staff member for appropriate action. Upon graduation from TCSD or exiting TCSD, the student's access to the District's network will cease and all files shall remain the property of the Tulare City School District.

### **2. Email**

Tulare City School District may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If students are provided with email accounts, they should be used with care. The student in whose name a network, electronic mail, and/or student account is issued is responsible for its proper use at all times. A student shall use the system only under his/her own assigned account(s). Students shall not send personal information; shall not attempt to open files or follow links from unknown or untrusted origin; shall use appropriate language; and shall only communicate with other people as allowed by the District policy. Students shall not attempt to interfere with other students' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students shall not share their passwords with other students.

### **3. Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Tulare City School District may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among students. Posts, chats, sharing, and messaging will be monitored and archived. Students shall not share personally-identifying information online.

### **4. Mobile Devices Policy**

Tulare City School District may provide students with mobile computers or other devices to promote learning outside of the classroom. Students shall abide by the same acceptable use policies when using school devices off the school network as on the school network. Use of school-issued mobile devices off the school network may be monitored. Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to their care. Students should report any loss, damage, or malfunction to their teacher immediately. Students and their parents will be financially accountable for any damage resulting from negligence or misuse. The Governing Board desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. To discourage such acts, the District shall seek reimbursement of damages, within the limitations specified in law, from any individual, or from the parent/guardian of any minor, who has committed theft or has willfully damaged district or employee property. (BP 3515.4)

### **5. Security**

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." If you believe a computer or mobile device you are using might be infected with a virus,

please alert your teacher. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **6. Downloads**

Students should not download or attempt to download or run programs over the school network or onto school resources without express permission from their teacher. Students may be able to download other teacher approved, educationally appropriate file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## **7. Netiquette**

The District will provide education for students about appropriate online behavior, including interacting with other individuals on social networking websites, chat rooms, and cyber bullying awareness. Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet. Students should also remember not to post anything online that they wouldn't want the general public to see. Once something is online, it is open to the public and can sometimes be shared and spread in ways you never intended.

Students shall not use Technology resources to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations. Students shall not use the system to engage in commercial or other for-profit activities.

## **8. Harmful Matter/Bullying**

Students shall not use District Technology to access, post, submit, publish harmful or inappropriate content. Harmful and inappropriate content includes, but is not limited to:

- Content that is obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language;
- Information that, if acted upon, could cause damage or a danger of disruption;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment of another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, the student must stop;
- Knowingly or recklessly posting false or defamatory information about a person or organization;
- Harmful matter. *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; 20 U.S.C. 6777)
- Also see Board Policy 5131.2 – Bullying (Go to [www.tcsdk8.org](http://www.tcsdk8.org) → Board of Trustees → Board Policies)

## **9. Plagiarism and Use of Copyrighted Material**

Tulare City School District recognizes the importance of ensuring that the district complies with federal law regarding copyrights. Students are expected to maintain the highest ethical standards in using copyrighted materials. Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **10. Personal Safety**

Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. If the student sees a message, comment, image, or anything else online that makes him/her concerned for their personal safety

or the safety of others, bring it to the attention of school personnel immediately. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using any District Technology, including but not limited to email, collaboration platforms, or other forms of direct electronic communication. Students also shall be 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 personally identifiable information.

### **Limitation of Liability**

The Superintendent or designee shall ensure that all District computers with internet access have a technology protection measure that blocks or filters Internet access to harmful matter that can be accessed by minors through the Internet (Education Code 51870.5; 20 U.S.C. 6777) The Tulare City School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Tulare City School District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Tulare City School District specifically disclaims any responsibility for the accuracy of information obtained through its services. I agree to indemnify and hold harmless Tulare City School District, its agents, officers, employees from and against any liability, claims, actions, costs, damages or losses of any kind arising from or in connection with my child's use or misuse of the District's Technology.

### **Violations of this Acceptable Use Policy**

**The use of Technology is a privilege, not a right. Whenever a student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement, the principals or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.**

**PLEASE MARK ITEM #7 ON THE PARENTS' RIGHTS SIGNATURE CARD STATING THAT YOU HAVE READ THIS DOCUMENT.**