

# STUDENT USE OF TECHNOLOGY/ACCEPTABLE USE POLICY

## Policy of the Board of Education

The Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

## **Online Services**

To discourage access to adult content on online electronic services and preclude other misuses of the system, the Superintendent or designee shall establish age/grade-level qualifications and shall ensure that students receive training in user obligations and responsibilities.

Before using online services, the student and parent/guardian shall sign the district's user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities. Staff shall closely supervise students while using online services.

The Superintendent or designee shall establish administrative regulations governing use of the district's online services, and shall ensure that users have no expectation of privacy and understand that district staff may monitor or examine all system activities to ensure proper use of the system. These regulations shall prohibit access to harmful matter on the internet which may be obscene or pornographic and preclude other misuses of the system. Students and/or staff who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

## **Legal Reference:**

### EDUCATION CODE

48980	Required notification at beginning of term
51006	Computer education and resources
51007	Programs to strengthen technological skills
51870-51884	Education Technology Act
51870.5	Student internet access
60044	Prohibited instructional materials

### PENAL CODE

313	Harmful matter
632	Eavesdropping on or recording confidential communications

### UNITED STATES CODE, TITLE 20

Technology for Education Act of 1994

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## **Policy of the Board of Education**

### **Other References:**

K-12 Network Technology Planning Guide: Building the Future, 1994  
CDE Program Advisories: 1223.94

# STUDENT USE OF TECHNOLOGY/ACCEPTABLE USE POLICY

## Administrative Regulations

At the beginning of each school year, parents/guardians shall receive a copy of the district's policy regarding access by students to the internet and on-line sites (Education Code 48980).

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 use as well as copies of related district policies and regulations.

## **Online Services: User Obligations and Responsibilities**

Students are authorized to use the district's online services in accordance with user obligations and responsibilities specified below.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. The system shall be used only for purposes related to education. Commercial, political and/or personal use of the district's system is strictly prohibited. The district reserves the right to monitor any online communications for improper use.
3. Users 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 or district policy.
4. Users shall not transmit, access, post, submit, publish, or display harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, sexual orientation, or political beliefs.
5. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted materials for their own use only.
6. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
7. Users shall not read other users' mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
8. Users are expected to keep messages brief and use appropriate language.
9. Users shall report any security problem or misuse of the network to the teacher or principal.

# STUDENT USE OF TECHNOLOGY/ACCEPTABLE USE POLICY

## Administrative Regulations

### BAKERSFIELD CITY SCHOOL DISTRICT

### SCHOOL/STUDENT-USER CONTRACT

#### **Ethical Use Agreement for Technology Equipment and Resources**

Agreement: In exchange for the use of the Bakersfield City School District computer networks or systems, either at school or away from school, I understand and agree to the following:

Students, please read this document carefully. When signed by you, it becomes a legally binding contract. We must have your signature and that of your parent/guardian before we can provide you with an access account.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action.

#### **Terms and Conditions of This Contract**

##### **1. Personal Responsibility**

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the principal. Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues.

##### **2. Acceptable Use**

The use of my assigned account must be in support of education and research and with the educational goals and objectives of the Bakersfield City School District. I am personally responsible for this provision at all times when using the electronic information services.

- a. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
- c. Use of commercial activities by for-profit institutions is generally not acceptable.
- d. Use of product advertisement or political lobbying is also prohibited.

# STUDENT USE OF TECHNOLOGY/ACCEPTABLE USE POLICY

## Administrative Regulations

- e. Access to online services that provide information considered to be pornographic or immoral is also prohibited.

### 3. Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives an account will participate in a discussion with a Bakersfield City School District faculty member as to proper behavior and use of the network. The principal will decide what is appropriate use and his/her decision is final. The principal may close and account at any time if necessary. The administration, staff, or faculty of Bakersfield City School District may request the District deny, revoke, or suspend specific user account.

### 4. Netiquette (Network Etiquette)

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- a. **BE POLITE.** Never send, or encourage others to send, abusive messages.
- b. **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of our school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. **PRIVACY.** Do not reveal home addresses or personal phone numbers.
- d. **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Everyone on the system has access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities.
- e. **DISRUPTIONS.** Do not use the network in any way that would disrupt use the network by others.

### 5. Areas of Use

The use of Bakersfield City School District computers should be for the purpose of (in order of priority):

1. academic support
2. communication
3. general information

# STUDENT USE OF TECHNOLOGY/ACCEPTABLE USE POLICY

## Administrative Regulations

Games, whether online, on CD-ROM, or on diskettes, are not acceptable uses of the system unless specifically designated by a teacher or staff member as academic support.

### **6. Services**

The Bakersfield City School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Bakersfield City School District will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, 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. The Bakersfield City School District specifically denies any responsibility for the accuracy of information obtained through its services.

### **7. Security**

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the teacher at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person.

### **8. Ethical Use**

Plagiarism of ideas or information will be grounds for disciplinary action. Theft or piracy of software and/or vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

# STUDENT USE OF TECHNOLOGY/ACCEPTABLE USE POLICY

## Administrative Regulations

### Required Signatures

#### **STUDENT**

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the appropriate Bakersfield City School District administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. All the rules of conduct described in the District publication entitled "Guide for Parents and Students" apply when you are on the network.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **PARENT OR GUARDIAN**

As the parent/guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for the Bakersfield City School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I also agree to report any misuse of the information system to the appropriate Bakersfield City School District administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name (please print): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# STUDENT USE OF TECHNOLOGY/ACCEPTABLE USE POLICY

## Administrative Regulations

### **SPONSORING TEACHER**

I have read this contract and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I agree to instruct the student on acceptable use of the network and proper network etiquette. I also agree to report any misuse of the information system to the appropriate Bakersfield City School District administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

Teacher's Name (please print): \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Legal Reference:**

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