



# Ceres Unified School District

## STUDENT TECHNOLOGY USE POLICY

Grades K-12

2018-19

The Ceres Unified School District ("District" or "CUSD") is pleased to offer students access to District computers, communication systems, the Internet, and an array of technology resources to promote educational excellence and innovation (collectively, "Technology"). Please read this policy below carefully to be instructed in proper behavior and use of Technology at CUSD.

Access to District technology resources is subject to District Board Policies and Administrative Regulations and subject to all applicable local, state and federal laws, as amended, including but not limited to Children's Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA), and Child Internet Protection Act (CIPA).

The Internet does include some material that is not appropriate for students. Efforts are taken to protect students from inappropriate materials, but it is impossible to completely protect students from material that is not consistent with CUSD goals. Students should have no expectation of privacy regarding their use of District property, network, files and/or Internet access, including email.

Students will use Technology within an educational activity, such as completing class assignments, performing research, developing projects, and disseminating information. CUSD provides all students K-12 with the Technology necessary to access the curriculum for their learning and does not support a BYOD (Bring Your Own Device) program. Exceptions can be made on a case-by-case basis. The use of Technology is a privilege and should be used responsibly. If not used responsibly, access may be modified or partially revoked. Students will agree to the following:

1. **Personal Responsibility.** Students will accept personal responsibility for reporting any misuse of Technology to a teacher or administrator. Misuse may come in many forms, but it is commonly viewed as any transmission(s) sent or received that indicate or suggest inappropriate content, unethical or illegal solicitation, racism, sexism or inappropriate language and other issues described below.
2. **Acceptable Use.** The use of Technology must be in support of education and research and must be consistent with the educational goals and objectives of CUSD. Each student is personally responsible for his or her Technology use.
  - 2.1 **Limited personal use** – Students may use Technology for limited personal projects as permitted by a teacher, but may not use CUSD Technology for:
    - 2.1.1 Unlawful activities
    - 2.1.2 Commercial purposes or personal financial gain (running a web site to sell things)
    - 2.1.3 Inappropriate sexual or other offensive content
    - 2.1.4 Threatening another person (Seth's Law)
    - 2.1.5 Misrepresentation of California public schools, staff or students. Apps, sites, email, and groups are not public forums; they are extensions of classroom spaces where student free speech rights may be limited.
3. **Safety.** Students agree not to meet in person, with someone they have met online without their parent's approval and participation. Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission.

4. **Security.** Security on any computer system is a high priority. A student shall immediately notify a teacher or administrator of any security problem. Never demonstrate the problem to other users. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Students should not attempt to open files or follow links from unknown or untrusted origin and should only communicate with other people as allowed by district policy or a teacher.
5. **Internet Applications.** Websites as well as Internet applications, often referred to as “apps,” collect different amounts of information. When a user agrees to the terms of service of a website or app, they are entering into an agreement with that company as a representative of the district. To protect staff and student information, students may neither use Technology to download any apps nor create accounts with any application that connects to the Internet without District approval. School districts are authorized to provide consent on behalf of parents and may approve a student’s use of an educational program, unless prohibited for use by students under age 13. Local Education Agency (LEA) may only consent on the parent’s behalf if the personal information collected is used strictly for educational purposes and not for any commercial purpose. The student data privacy webpage contains a list all of the websites, apps, and web tools for which our District has provided consent on a student’s behalf. Go to [bit.ly/privacy4parents](http://bit.ly/privacy4parents) to access the web page, which includes detailed information about the District's educational program approval process.
6. **Vandalism.** Students are prohibited from committing any act of Vandalism also known as “hacking” using CUSD Technology. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or that of agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the network to make unauthorized entry to any other machine accessible via the network. Any violation may result in the loss of a student's network privileges, disciplinary action, and/or legal referral.
7. **Enforcement.** Access to CUSD Technology is considered a privilege provided at the discretion of the District. The District maintains the right to immediately withdraw the access and use of any of the Technology when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal or designee for further investigation, suspension, or termination of use of Technology. Misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for students, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.
8. **Student art work/writing/photo/video.** Student work may be considered for publication. This may include publication on the Internet as part of the District’s web page or other media during this school year. No student’s full name, home address, telephone number, or email will be published on District web pages. Group student photos can be published showing students working on projects and other activities or at school events, but students will not be identified by name. (cf. 5125.1 - Release of Directory Information)

**Student devices.** Students shall be provided technology devices for education use (each a "Device" or collectively, "Devices"). By signing below, each student shall acknowledge that this Device and all of its component parts are the property of the Ceres Unified School District. Each student will take particular care of the Device provided to him or her while it is in the student's possession, contacting the school of residence for any warranty, damage, or theft. The Devices are only loaned to students currently enrolled in the District. *The Devices are for educational use **only** by the CUSD student to whom the unit is issued,* and must be immediately returned to the school of residence upon disenrollment from the school, or at the request of the school. Devices may not be transferred from one student or sibling to the other. No alterations may be made to the Devices or the operating system for any reason; i.e., student may not delete any programs and/or software currently installed or make any cosmetic changes. Acceptable use of the Device must follow the regulations listed in the student Technology Use Policy. The Device shall have an approximate value as listed in the Device Technical Description on the signature page. **Any damaged, lost, or stolen Devices or components of Devices must be paid for by the family, up to the approximate value.** An optional subsidized insurance plan is available at a low cost (contact school for more information on the insurance plan).

## REQUIRED SIGNATURES

### STUDENT

I have received and read the rules and consequences of this Technology Use Policy. If I feel uncomfortable with any information I see, I will immediately tell the teacher or the adult who is in charge. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action.

Student Name (please print): \_\_\_\_\_

Student ID number \_\_\_\_\_

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

(Parents: if your child is in K-4, you may read this policy to your child and sign your name)

### PARENT OR GUARDIAN

Students under the age of 18 must also have the signature of a parent or guardian who has read this policy. As the parent or guardian of this student, I have received and read this Technology Use Policy with my child.

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

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

(This information is also available in the Student Conduct Code Handbook.)

[http://www.ceres.k12.ca.us/UserFiles/Servers/Server\\_5439645/File/child%20welfare/Conduct%20Code%20English.pdf](http://www.ceres.k12.ca.us/UserFiles/Servers/Server_5439645/File/child%20welfare/Conduct%20Code%20English.pdf)

### PHOTO/VIDEO OPT OUT INFORMATION

The Ceres Unified School District ("District") is proud of the many accomplishments of our students and staff. Frequently there are activities and accomplishments that we believe are positive, newsworthy, and of interest to the community. District representatives or program partners will, from time to time, use still photography and videography to highlight student achievements or chronicle classroom/school activities. Those images may be used in informational newsletters, school or program brochures, posters or other printed material published by the District. The images may also be used on District/school Websites and social media. **When used for the above purposes, student names are omitted.**

If you wish to exclude photos and video footage of your minor student (or yourself, if over 18) from District-produced materials, please sign and return to your student's school an opt-out form for the current school year, available at:

- Any CUSD school office
- On the CUSD website at [www.ceres.k12.ca.us](http://www.ceres.k12.ca.us)
- [http://gg.gg/CUSD\\_Photo\\_Opt\\_Out](http://gg.gg/CUSD_Photo_Opt_Out)

### DEVICE TECHNICAL DESCRIPTION

Students in grades K-12 will each receive the following:

- Chromebook (11.6" Display, Battery life 7 to 9 hours (depending on usage), 3.2 lbs)
- Power supply
- Carrying Case
- Ear buds

Estimated value: \$300 \*Includes cost of the device, accessories, software licenses, and setup services