

**2020-2021 STUDENT RESPONSIBLE USE POLICY (RUP)
CUDDEBACK UNION SCHOOL DISTRICT**

The document you are reading is very important. If you have any questions concerning the information, or desire clarification of responsibilities and penalties, please contact the Superintendent/Principal.

THIS SIGNATURE PAGE MUST BE RETURNED TO SCHOOL

CUSD will make every effort to protect students and employees from any misuses or abuses as a result of their experiences with the technology resources. However, with the privilege of access is the responsibility of students, teachers, staff, and the public to exercise appropriate personal responsibility in their use of these resources.

REQUIRED SIGNATURE STUDENT/USER:

I understand and will follow the rules and responsibilities of this contract. I understand that any violations of these rules and responsibilities may result in the loss of access to technology resources as well as disciplinary action and/or appropriate legal action. I also agree to report any misuse of the information system to a supervising teacher, support staff, or administrator. Misuse can come in many forms but may 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.

Student/User/Employee Signature _____ **Date** _____

REQUIRED SIGNATURE PARENT OR GUARDIAN/CAREGIVER:

As the parent or guardian of this student, I have read this contract and understand that the district's technology resources are designed for educational purposes. I understand that it is impossible for the Cuddeback Union School District to supervise and 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 a CUSD system administrator. Misuse includes messages sent or received that indicate or suggest pornography, racism, sexism, inappropriate language, and other issues described above. In addition, I accept full responsibility for the use of technology resources by my child in the school setting, as well as in public and at home. I hereby give my permission to allow my child access to the school computer network. I certify that the information contained on this form is correct.

Parent or Guardian Name (please print): _____

Signature: _____ **Date** _____

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LETTER TO PARENTS FROM THE CUDDEBACK UNION SCHOOL DISTRICT

Parent or Legal Guardian: Read this document carefully and work with us in helping your student understand and abide by the rules outlined in this Responsible Use Policy. FIRST PAGE IS A SIGNATURE DOCUMENT AND MUST BE SIGNED AND RETURNED TO SCHOOL.

Cuddeback Union School District strives to provide a powerful educational program for your child. Because technology is such an integral part of today's society, using technology during school is a critical component of your child's learning experiences. We take every precaution possible to comply with the Children's Internet Protection Act (CIPA) and to ensure your child's safety while using these educational tools. Please help us teach your child appropriate use of technology by discussing the information in this document and encouraging them to adhere to the rules at all times. If you or your child have any questions or concerns, please contact his/her teacher.

21st Century Learner

Technology is an integral part of our students' lives and futures and we strive to provide a technology rich learning environment for students. Students need to learn and master the technology skills necessary to succeed in the technological 21st century global society. However, inappropriate use of these resources may result in disciplinary action and/or referral to legal authorities. The school administrator, and/or systems administrator may limit, suspend, or revoke access to technology if deemed necessary at the district's discretion.

Filtering and Monitoring

As required by the Federal Children's Internet Protection Act (CIPA), content filtering technology is used to restrict access to unacceptable materials on all internet access provided by CUSD. The district makes every effort to limit access to objectionable material; however, a possibility exists that some inappropriate content could get through the web filter. With internet access, a risk exists that students may access material that may not be of educational value in the school setting. Students who intentionally access, publish, or attempt to access or publish inappropriate or illegal material or internet sites, may be subject to discipline; which may include the possibility of suspension or expulsion.

If a student identifies a security problem, the student is required to notify a teacher or school superintendent/principal at once and not demonstrate the problem to other student users. Students should also never use another individual's account or attempt to gain unauthorized access to another individual's accounts. All use of the system must be under the student's own account. If a user is identified as a security risk, he or she may be denied access to the information system and face potential disciplinary consequences.

No Expectation of Privacy

The use of CUSD owned information technology is not private. Students must understand that there is no implied right to privacy when using the district network and/or devices. All electronic communication and downloaded material, including files deleted from a user's account, may be reviewed by district officials to ensure proper use of the system. CUSD has the right to monitor, inspect, copy, review, and store any and all usage of CUSD technology resources including transmitted and received information at any time and without prior notice.

Digital Citizenship

Access is an academically important privilege that involves student responsibility. While utilizing CUSD network and educational technology resources, students are expected to exhibit responsible behavior and avoid inappropriate use.

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The use of any of CUSD's electronic information resources should be in support of education and research to further the education of students. Technology provided by CUSD will be used by the student primarily for accessing information about lessons and content teachers assign as part of the regular curriculum. Students are always personally responsible for appropriate digital behavior when using electronic and/or network resources.

When using any CUSD electronic resource, students are expected to comply with all District policies, regulations and any applicable laws. Applicable District Board Policies and Administrative Regulations regarding student use of technology are available on the District's web site at:

<http://www.cuddebackschool.org/BoardPoliciesandRegulations>. Additional information about digital citizenship can be found at: <https://www.common sense.org/education/digital-citizenship>

The following are some of the electronic resources made available to CUSD students.

Email – Students are issued email accounts from the CUSD domain. These accounts should be used for educational purposes only and under the direction of a teacher or administrator. Students will in no way use email to spread rumors, gossip, or engage in activity that is harmful to others. Student accounts exist in a closed network, meaning students cannot send or receive email outside of the CUSD network or unless pre-approved by the district, such as learning programs. Students should not give out their email address unless instructed to do so from a teacher or administrator. To learn more about Google (G Suite) privacy policy for student accounts, visit: https://gsuite.google.com/terms/education_privacy.html

Cloud Computing – Most programs and applications are accessed on the internet or in the cloud. CUSD has adopted G Suite, also known as Google Apps for Education. Students need to understand how to safely use these applications. Students must follow directions and rules outlined by their teacher and/or administrator when accessing these resources. More information about Google's privacy and data policies and be found here: <https://www.google.com/edu/trust/>

Communication and Social Media - Students may use blogs, discussion boards, messaging, and/or social media in a moderated environment established to support educational purposes under the direction of a teacher or administrator. These tools and services are accessible via the internet and may be intended for a global audience. When CUSD establishes a program that involves collection of personal information from student social media accounts, CUSD will abide by procedures specified in applicable law. While using these communication tools and social media, students must adhere to all aspects of this Responsible Use Policy. Students should not use these communication tools and social media sites inappropriately, for personal use, or without direction from a teacher or administrator.

Cyber/Personal Safety - Students are responsible for their individual accounts and should take all precautions to keep them protected, which includes but is not limited to keeping passwords private and logging out of applications when finished using them. Students should never share their username/passwords with other students or log-in under another student's name and/or trespass in other student's files. Students should not share personal information about themselves or others over the internet. Students should not agree to meet with anyone they have met online and should notify a teacher or other school employee if they receive any message that is inappropriate or makes them feel uncomfortable. Additional resources about safety online can be found at: www.onguardonline.gov

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Netiquette- Students should always use the internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that an abundance of the valuable content online is often unverified, incorrect, or inappropriate. Students should use trusted sources when conducting research via the internet. Students should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Verbal or written language that is considered inappropriate in the classroom is also inappropriate online. Once something is online, it can be shared and spread in ways never intended. Additional resources for Netiquette: <https://support.learning.com/parent-resources/online-safety-guide-for-parents-english/>

Unacceptable Use - Violations Students must understand that all rules of conduct described in the School Handbook also apply when using technology resources. Unacceptable use can come in many forms; however, it is commonly considered as the viewing of any website and/or any message(s) sent or received that indicate or suggest pornography, unethical or illegal activity, racism, sexism, inappropriate language, threats, intimidation, sexual harassment, and/or bullying of any individual or groups and other issues further described within this document. Unacceptable use also includes the use of CUSD technology to:

1. Infringe on intellectual property rights
2. Attempt to interfere with other users' ability to send or receive email, or attempt to read, delete, copy, modify, or use another individual's identity
3. Intentionally disrupt or harm district technology or other district operations
4. Install unauthorized software
5. 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
6. Engage in commercial or other for-profit activities

Students should report any misuse of CUSD technology resources (electronic resources) to the school Superintendent/Principal.

Violation of District Policies, Regulations and/or laws, including but not limited to California Education Code 48900 subdivisions related to improper conduct or misuse of District property including hardware or cloud-based content, even if not expressly defined herein, may lead to disciplinary action including loss of computer, network and/or internet and e-mail privileges suspension, expulsion, or prosecution when appropriate.

Web Access/Internet/Network – Students shall not attempt or gain unauthorized access to the network or District blocked sites. Students will not use the network or internet for any type of activity or personal gain.

Copyright/Plagiarism – Students will not violate copyright laws or software licensing agreements. Plagiarism is the act of using someone else's words, images, or ideas as your own. Students will not copy materials without the permission of the author and must properly cite all information acquired through the internet or other information technologies. Plagiarism of internet resources will be treated in the same manner as any other incidences of plagiarism.

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Cyberbullying – Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Students should never send, or encourage others to send, abusive messages. Students who send emails or post comments with the intent of scaring, hurting, or intimidating others will receive severe disciplinary action and loss of privileges. In addition, students should never post pictures, information, or work of other students without their permission. Students should understand that instances of Cyberbullying created when not at school or after school hours can result in disciplinary action at school. Information about digital awareness can be found at: <https://www.stopbullying.gov/cyberbullying/digital-awareness-for-parents/index.html>

Vandalism – Vandalism is defined as any malicious attempt to harm or destroy property, including data of another user or system on the network or the internet. This includes, but is not limited to, uploading or creating computer viruses and any attempt to disrupt network services. Vandalism includes any activity that can be described as hacking, cracking passwords, sending junk or unwanted e-mail (SPAM). Vandalism also includes the intentional damage of computer hardware, peripherals, and software media. Any vandalism will result in the loss of computer services, disciplinary action, legal referral including suspension and/or expulsion, and the immediate loss of access to the system. Parents may be liable for the cost of the damage that students cause to school property.

Software/Hardware/Peripherals – Software is available to students to be used as an educational resource. Students should not load or modify software without the consent of a teacher or administrator/school superintendent/principal. Hardware and peripherals are provided as tools for student educational purposes. Students are not permitted to install or relocate network hardware and/or peripherals (except for portable devices) or to modify settings to equipment without the consent of the District Information Technology Department.

BYOD (Bring Your Own Device) – CUSD may provide access for students to the internet on their own electronic devices. The student is fully responsible, at all times, for the personally owned device brought to school and should follow all the rules outlined in this Responsible Use Policy. Students who utilize their own devices on campus will be deemed an authorized user of the device by the District and may be required to grant the District access to the device in the event there is a reasonable suspicion of wrong doing and/or for the teacher to access student work product in conjunction with curriculum and instruction.

Student Photos/Videographic Release

CUSD may share photos of students in a variety of mediums—including but not limited to the school newspaper, school or District website or social media page—to highlight academic achievements, athletic accomplishments, or otherwise promote the District.

CUSD shall not impose restraints on students' right to speak freely with media representatives at those times which do not disrupt a student's educational program. However, interviews of students may not create substantial disorder or impinge on the rights of others. Therefore, in order to minimize possible disruption, media representatives who wish to interview students at school must make prior arrangements with the superintendent/principal.

Because of the wide accessibility of the Internet and potential risk to students, photographs of individual students shall not be published with their names or other personally identifiable information without the prior written consent of the student's parent/guardian. At their discretion, parents/guardians may instruct their children not to communicate with media representatives.

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Reporters and photographers from print and electronic media may be invited to school campuses to help publicize activities and programs to the community. News media representatives may visit schools in the course of covering a news story. Media representatives generally are permitted on campus unless there is reason to believe their presence would cause a disruption of the education process. Once on the premises, they are permitted to interview and photograph students.

A parent/guardian who does not want their student to be photographed or interviewed should submit a photo/video/web site release form indicating permission is not granted to CUSD. This opt-out does not apply to yearbooks or other school publications or presentations.

Student Responsible Use Pledge

CUSD provides computers, internet access, and other technology resources for educational use. In accepting the responsibility of being issued access CUSD technology resources, students are expected to abide by the following pledge:

As a student, I will practice good digital citizenship when using these technology resources. Good digital citizenship is good citizenship. I understand that I must act appropriately and follow these rules in order to be a good digital citizen and I realize that I can be disciplined if I do not follow these guidelines and use computers and the internet inappropriately.

Respect and Protect Myself

- ✓ I understand that school computer files, email, and internet use are not private and can be monitored by teachers or administrators.
- ✓ I understand that I must not give my password or username to anyone and will not use, or attempt to use, other people's usernames and passwords.
- ✓ It is my responsibility to stay safe on the internet. I will not share personal information about myself or others, such as: Home address, phone numbers, passwords, personal photos, or Social Security numbers.
- ✓ I will not meet with anyone I met on the internet. I will tell parents, teachers, or school superintendent/principal immediately if someone asks to meet me.
- ✓ I will not attempt to access inappropriate, profane, or obscene material. If I do so accidentally, I will not share it with other students and will notify a teacher or school superintendent/principal right away.

Respect and Protect Others

- ✓ I will use the computer and internet only with teacher permission and for the purpose that the teacher requested.
- ✓ I will respect copyright laws, not copy material without permission, and I will make sure to show where I found my information.
- ✓ I will be polite and show respect online. I will never cyberbully others. I will not harass, insult, or attack others.
- ✓ I will not send or display offensive messages or pictures or use obscene language in messages.

Respect and Protect Property

- ✓ I will respect and take good care of devices/equipment and technology resources I use.