
CLOVIS UNIFIED SCHOOL DISTRICT

ACCOUNTABILITY PLANNING & RESEARCH

Records Management

STUDENT USE OF TECHNOLOGY

PURPOSE: This document sets forth the rights and responsibilities for students under the District's Student Use of Technology and Administrative Regulation No. 7205.

The Governing Board intends that technological resources provided by the District be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning.

Students should expect no privacy in the context of personal files, e-mails, or while using the District's technological resources. All student use of District technology may be supervised and monitored. The District's monitoring of technology resources, including Internet usage, can reveal all activities engaged in while using the District's data network.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of District computers and consequences for unauthorized use and/or unlawful activities.

A. On-Line Services/Internet Access

1. 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 visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced.
2. The Board desires to protect students from access to harmful matter on the Internet or other on-line services. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communication.
3. Disclosure, use and dissemination of personal identification information regarding students are prohibited.
4. Employees shall supervise students while they are using on-line services and may ask teacher aides and student aides to assist in this supervision.

B. Development and Maintenance of Regulations

The District administration will develop and maintain regulations

1. to protect against the unauthorized disclosure, use or dissemination of personal or confidential information of students;
2. to limit access to inappropriate materials on the Internet and world wide web;
3. to protect against illegal activities, including computer security violations, actions taken to disrupt the performance of a computer system and the use of the Internet to engage in other criminal acts;
4. to prohibit use of inappropriate language;

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5. to prohibit plagiarism;
6. to protect against actions or use that may disrupt or jeopardize the security or effective performance of the District's computer network or the Internet, and preventing unauthorized access;
7. for employees pertaining to the transmission of student confidential information via direct electronic communications to ensure that such transmissions are in compliance with the federal and state student privacy laws;
8. for employees and students to ensure the protection of student personal information when accounts are established or information is provided by or about students on third party web sites;
9. addressing the disclosure of student information, posting student-created material, and posting pictures of students on the District web site;
10. to promote the effective educational use of the Internet, protect the privacy rights and other rights of students and employees, limit potential liability of the District for the inappropriate placement of material on the District website, and present a District website with an image that will reflect well on the District, schools, employees, and students;
11. that will protect the rights of copyright holders, including students and employees, related to material that is accessed through or placed in the Internet;
12. to specify acceptable and unacceptable uses of the computer network and of external electronic resources; and
13. to specify acceptable and unacceptable uses of electronic mail.
14. to provide age-appropriate instruction regarding safe and appropriate behavior and cyberbullying prevention on social networking sites, chat rooms, and other Internet services. This 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.

C. Contracts with Third Party Providers

The District will review contracts with third party providers of data management services to ensure compliance with federal and state student privacy laws.

D. Annual Notice

Each school will provide an annual written notice to the parents/guardians of students about the District Internet system, the policies governing its use, and the limitation of liability of the District. Parents/guardians and students must sign a users agreement acknowledging they have been provided a copy and have read and understand the policy, regulations and guidelines regarding the use of District's technological resources. This agreement also provides the option to have the parent/guardian designate permission for their student's unsupervised use of the Internet. Upon receipt of the executed agreement, the student will be issued an Internet Use Permit (or some other method of designating permission).

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Parents/guardians have the right at any time to investigate the contents of their child's e-mail files. Parents/guardians have the right to request the termination of their child's Internet access at any time by updating their student's Internet Permission Form and Student Use Agreement.

E. Administrative Responsibilities

The administrative responsibilities of the District administrative employees related to the District Internet system are as follows:

1. The Superintendent, or designee, will serve as the coordinator to oversee the District Internet system. The Superintendent is authorized to develop regulations and agreements for the use of the District Internet system that are in accord with this policy statement, and other District policies.
2. The building administrator, or designee, will serve as the building-level coordinators for the District Internet system, will develop building-level regulations necessary to implement this policy and District regulations, establish procedures to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting this policy and related regulations at the building level.
3. The District Internet and Web Use Committee will be responsible for ongoing evaluation of the issues related to this policy, related regulations, and the strategies implemented by schools under this policy. The Internet and Web Use Committee will solicit input and feedback from employees, students, parents, and the community in this evaluation process.

This Board Policy also represents the District's good faith efforts to comply with Title II of the Americans with Disabilities Act, Child Internet Protection Act (CIPA) and to increase effective use of its web site.

In order to help ensure that the District adapts to changing technologies and circumstances, the Superintendent or designee shall regularly review this Board Policy, the accompanying Administrative Regulation and other procedures. He/she shall also monitor the District's filtering software to help ensure its effectiveness.

*Adopted: 6/26/02
Amended: 1/5/05
Reviewed: 6/22/07
Amended: 7/8/09
Reviewed: 3/2/11
Revised: 5/9/12*

*Education Code 48980, 51006, 51007, 51870-51874, 51870.5, 52270-52272, 60044
Penal Code sections 313, 502 and 632; 20 United States Code sections 6751-6777
47 United States Code section 254, 47 Code of Federal Regulations section 54.520
16 Code of Federal Regulations sections 312.1-312.12*