



Salida Union School District Student Technology Responsible Use Policy (RUP) 2023-24

This policy covers the use of the SUSD network, internet access, and devices such as ChromeBooks or iPads, while on campus or off-campus for Distance Learning.

Please read this document carefully before agreeing to its terms and conditions.

Salida Union School District (SUSD) offers a wide range of technologies to support teaching and learning. The purpose of this agreement is to ensure that the use of Internet resources, network, and technology devices is consistent with Salida Union School District's mission, goals, and objectives and with California Education Codes. These terms and conditions apply:

1. While on school grounds or while using SUSD devices at home/away for Distance Learning.
2. While going to or from school.
3. During, or while going to or coming from school-sponsored activities.

With access to computers and people from around the world also comes the availability of material that may not be suitable for children. Families should be warned that some material obtained via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. SUSD has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials and an industrious user may discover inappropriate information either by accident or deliberately. SUSD believes the benefits from online access to students far outweigh the possibility that users may procure material that is not consistent with SUSD educational goals.

Salida Union School District provides Digital Citizenship curriculum. Students will be taught such topics as Privacy and Security, Digital Footprint and Reputation, Cyberbullying, Information Literacy, Internet Safety, and Copyright. Students are expected to follow rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.

All students must agree to this form and obtain parent/guardian permission before receiving a device or using the SUSD network, gaining access to the Internet, using Google Workspace for Education Fundamentals (GWEF) or other District educational accounts, email, and other District educational technologies on personal or district-owned devices. This document is legally binding and indicates that the parties who agreed have read the terms and conditions carefully and understand their significance. Failure to adhere to this Responsible Use Policy may result in referral to the Administration for appropriate disciplinary action that may include having access to technology resources suspended or revoked or other appropriate consequences.

Terms and Conditions

The following terms and conditions are meant to provide families with examples of conduct but are not intended to serve as a comprehensive list. Students may be disciplined for engaging in other conduct deemed inappropriate at the discretion of district personnel and in accordance with law.

1. The SUSD network is monitored and filtered and is provided for educational purposes. Access to the network is a privilege. Inappropriate use, as determined by district personnel, will result in disciplinary actions.

Inappropriate student use includes but is not limited to the following:

- a. Posting personal contact information about yourself or others such as phone number, address, login credentials or passwords.
- b. Sharing passwords or accounts with anyone other than a teacher or parent.
- c. Searching for and/or visiting inappropriate websites such as websites containing lewd, sexually suggestive, or graphically violent images or demeaning, derogatory, or hateful speech.
- d. Visiting social networking and chat sites that are not directly used for educational purposes including texting, picture messaging, audio and video messaging.
- e. Photographing, recording audio or video of other students or staff without their permission.

- f. Sending or posting messages or information that may be considered physically, sexually, or verbally threatening, including information that may be viewed as inaccurate, obscene, offensive, illegal, or harassing or making others feel left out or uncomfortable.
- g. Possessing lewd, graphically violent, or derogatory/demeaning pictures and/or media files.
- h. Logging in with someone else's account or posing as someone other than yourself or gaining access to other students' accounts, files, or data.
- i. Using technology to threaten, bully, or harass others including using anonymous methods to post, comment or engage in any type of communication.
- j. Illegally installing or transmitting copyrighted materials/tests without proper license or permissions.
- k. Destroying, damaging, defacing, or rendering unusable any property both physical (computer or device) or virtual (webpage or online document) belonging to the District or another person.
- l. Using the network or accounts for commercial purposes, product advertising, political lobbying, personal gain, or political campaigning.
- m. Attempting to gain unauthorized access to the SUSD network or any other computer system connected directly or indirectly to the system or going beyond authorized access. This includes attempting to log in through another person's account or accessing another person's files or harming or destroying data of another user.
- n. Creating a false user or alias in order to impersonate another or send fraudulent communications.
- o. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in disciplinary action.
- p. Bypassing or attempting to bypass the District web filter through a web proxy, anonymizers, hotspot, or other means.
- q. Attempting to access confidential or restricted information on the school's network.
- r. Downloading apps or any media not approved by the District.
- s. Deleting browsing history on school issued devices.
- t. Using/installing software/hardware to harvest other users' login information or data.
- u. Plagiarizing or using the work or idea of someone else and passing it off as one's own.
- v. Disrupting a video conference (Zoom or similar application).

2. Cell Phone Use

- a. Student cell phones are to be off and out-of-sight while on a school campus, a school bus, or at a school-related activity/event. (First offense – warning. Second offense – phone call home. Third offense – confiscate phone from student. Fourth offense – parent has to pick up phone in office.)

3. The use of personal wireless access points or hotspots is prohibited on school campuses.

By signing this Responsible Use Policy, students affirm the following:

- 1. All communication and information accessible via technology shall be regarded as private property. However, SUSD reserves the right to monitor and inspect any material stored in files to which users have access and will edit or remove material which district personnel believes may be objectionable. Messages or information relating to or supporting illegal or harmful activities may be reported to the authorities.
- 2. Student created content may be shared appropriately in class and online under the District guidelines which may be obtained from the SUSD Educational Services Department.
- 3. The District makes no guarantee that the functions or the services provided by or through the District network will be error-free or without defect. The District will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the network. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Parents can be held financially responsible for any harm to the network or devices as a result of intentional misuse.
- 4. Students will participate in Digital Citizenship curriculum.
- 5. Students will log out of GWEF accounts after each session/day prevent unauthorized access.
- 6. Students will notify school staff immediately if account has been compromised.

Parent Section

Monitoring and Filtering for In Person and Distance Learning

Filtering - All student technology devices and accounts are filtered 24/7 through iBoss and GoGuardian so that students do not access inappropriate sites, chat rooms, shopping, etc. ChromeBooks do not connect to the internet between the hours of 10 pm and 6 am.

Monitoring – All student technology devices and accounts are monitored through GoGuardian during school hours. Students have no expectation of privacy while using a district-owned device. Monitoring after school hours and on weekends is the responsibility of the parent/guardian. However, the device is still filtered (see above). The District uses GoGuardian Beacon to monitor for suicide/self-harm expressions or searches.

Student email, documents, and web searches are filtered and monitored for hate speech, bullying, suicide/self-harm, and inappropriate language. Any email that has questionable phrases or words is quarantined until district personnel can review the email. Any document or web search with inappropriate phrases or words is blocked and sent to district personnel for review and possible action or follow-up.

Walled garden – Our student ChromeBooks, Gmail, Google Accounts, Google Classroom, etc. operate within a walled garden. No one can come into the garden from outside of salida.k12.ca.us and no one can venture out of the garden. Students cannot email or send docs outside of salida.k12.ca.us nor receive email or docs from outside of salida.k12.ca.us.

YouTube

The District believes there are many educational advantages to using YouTube content in an educational setting. The District filters YouTube content and uses Safe Restriction Mode, and removes ads and comments. Teachers may use YouTube content to enhance curriculum or engage students. Additionally, students may use YouTube to conduct research but are not able to post content to YouTube. According to YouTube's terms of service in an educational setting, students under 18 must have parental consent to access YouTube content. By agreeing to this RUP, parents/guardians give permission to have their child view educational content on YouTube.

Google TakeOut - 8th Grade Students Only

As students are increasingly using technology and saving their work in a digital portfolio, the District believes 8th grade students should have the ability to take their digital portfolio with them when they leave Salida Middle School. The District uses Google TakeOut for this service. According to Google TakeOut's terms of service in an educational setting, students under 18 must have parental consent to use Google TakeOut. By agreeing to this RUP, parents/guardians of 8th grade students give permission for their child to use Google TakeOut.

Permission

I have read the SUSD Technology Responsible Use Policy and grant permission for my child to have a Google Workspace for Education Fundamentals* (GWEF) account (or other District approved educational accounts/apps/software) and access the internet through the SUSD network. I understand that the District's network and technology resources are designed for educational purposes. I also understand that it is impossible for Salida Union School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations of the Terms and Conditions listed above. Furthermore, I accept full responsibility for supervision if and when my child's use is at home or Distance Learning. **GWEF is a free account including Google Drive, Docs, Mail, Sheets, Slides, etc.*

Student Section

I have read the SUSD Technology Responsible Use Policy. I agree to follow the rules contained in this policy at school and at home or Distance Learning. I understand that if I violate the rules, my network/internet/account privileges can be terminated and I may face other disciplinary measures. I understand that my parent/guardian and I must read, review, and agree to this RUP before being issued a device or granted access to the SUSD network to use a ChromeBook, iPad, or other technology device.