

# Covina-Valley Unified School District

## *Student Internet and Technology Acceptable Use Policy*

### **I. Introduction**

The Covina-Valley Unified School District (“District”) provides students with access to computers, network, the Internet and other technology resources to promote educational goals and objectives and to enhance learning through the use of technology and resource sharing. This Student Internet and Technology Acceptable Use Policy (the “Policy”) outlines the rules for acceptable behavior when using District Technology Resources. For purposes of this Policy, District Technology Resources includes, but is not limited to, computers, the District’s computer network including servers and wireless computer networking technology (“Wi-Fi”), Internet, email, USB drives, wireless access points (“routers”), tablet computers, smartphones and smart devices, cell phones, wearable technology, any wireless communication device including emergency radios, and all other forms of electronic communication or equipment provided by the District regardless of the physical location of the user.

Because use of District Technology Resources and Internet access is used as part of a school activity, the District’s code of conduct applies to all such activities; therefore, the Policy is an extension of the school’s behavior code. This Policy was developed to inform students of the appropriate, ethical, safe, and courteous use of the Internet and District Technology Resources. It is important that students understand their use of District Technology Resources is a privilege, not a right, and such use is for education purposes only. Before students can access District Technology Resources and the Internet from school, students and teachers will discuss appropriate behavior and guidelines for such use. If students do not follow these guidelines, they may lose access privileges and be subject to disciplinary action.

Parents and students are advised the District does not have control over the information on the Internet; however, the District does comply with state and federal guidelines for preventive filtering. Despite all filtering efforts, Internet sites may contain material that is inaccurate, prohibited, or potentially offensive to some people. Teachers will provide instruction on Internet safety and search skills to promote optimal and safe Internet experiences for students.

The District supports and respects each family’s right to decide whether their child(ren) should access the District Technology Resources and the Internet while at school. The parent or guardian who signs the Consent and Waiver Statement at the end of this Policy gives permission for their child to access District Technology Resources and the Internet at school. In addition, by signing, parents and students acknowledge they are aware of the acceptable behaviors for using District Internet access. This signed statement will be kept on file in the school’s office.

### **II. Student Safety Awareness**

Teachers will attempt to ensure student safety when their students use District Technology Resources or access the Internet. Teachers must be familiar with this Policy and will monitor student Internet use to support student safety. Teachers will provide grade-appropriate instruction on digital citizenship. Instruction will include: cyberbullying, cyber-awareness, legal issues, consequences, and response mechanisms. When using the Internet or email to communicate with others, students should be reminded:

# Covina-Valley Unified School District

## *Student Internet and Technology Acceptable Use Policy*

- The identity of individuals who post web pages or communicate over the Internet is unknown.
- Individuals may provide inaccurate or misleading information through Internet communications.
- Information posted on or shared through the Internet is not private. All users must think carefully before communicating online.
- Students may not give out anyone's personal or contact information, including telephone numbers and addresses, through the District's Internet.
- Students must never arrange to meet strangers they communicate with online.

If a student thinks a website or information on the Internet violates this Policy, the student should immediately inform the teacher. The teacher will notify the Technology Support Services (TSS) Department so the filtering mechanism may be amended.

### III. **Personal Use**

District Technology Resources, networks, and Internet connections, including District-authorized websites, are operated by the District for educational purposes, and may be used only for those purposes consistent with this Policy and the mission and goals of the District. By permitting this limited use of its technology, the District does not intend to create a limited public forum or otherwise guarantee an individual right to free speech. District email accounts may be used only for school-related purposes. The Internet and computer networks may not be used for personal or non-school related purposes. Communications through District-owned technology or the District's Internet connection must comply with all District policies and regulations.

### IV. **Personal Technology**

Students may bring authorized personal digital devices to school to support instruction and learning, as part of the Bring Your Own Device ("BYOD") Program. Students are not required to bring a personal device to school but instead may use school equipment. No student will be left out of the instruction process as a result of not having a personally owned device. Not all teachers allow use of personal devices in class, so it is important for students to know their teachers' expectations.

All students participating in the BYOD program must have a complete signed Consent and Waiver Statement on file prior to bringing a personal device on campus. Students must comply with this Policy and District policies and regulations when using personal devices on District property.

Students and parents/guardians are responsible for the maintenance and repair of the student's personal electronic devices, including any software or hardware issues that arise while the device is connected to the District network. The District is not liable for loss, damage, misuse, or theft of any personal electronic device.

# Covina-Valley Unified School District

## *Student Internet and Technology Acceptable Use Policy*

Any student who uses a personal electronic device in violation of law, Board policy, administrative regulation, or this Policy is subject to discipline and may be referred to law enforcement as appropriate.

No warrant or subpoena is required for District officials to obtain or to search a personal device in the possession of a student. Education Code Section 48901.5 permits the District to regulate use and possession of electronic devices on school premises. Students and parents who participate in the BYOD program agree they are considered the “authorized possessors” or owners of personal devices within the meaning of the California Electronic Communications Privacy Act (Pen. Code, § 1546 *et seq.*) to the extent, if any, the Act applies. Accordingly, any student who elects to possess or use a personal device on school premises is deemed to have consented to a search of that device by school authorities if reasonable suspicion of a school violation or federal, state or local law exists, pursuant to all applicable laws and District policies.

### **V. Software and Applications Policy**

In order to maximize the use of instructional technology tools, teachers and students will be provided access to various educational services and online learning platforms. These services allow teachers and students to collaborate on assignments, communicate, and extend learning beyond the school day. District specifically disclaims any responsibility for the accuracy of information obtained through such educational services and applications.

### **VI. Privacy**

Computer files and communications over the District’s systems, including email, are not private and students do not have a right to privacy in such information. In order to ensure proper use of District technology, the Superintendent or designee may monitor or audit use of the District’s Technological Resources, including but not limited to, network transmissions, system files, and email, at any time for any reason without advance notice or consent.

### **VII. Harassment/Discrimination/Cyberbullying/Inappropriate Communication**

Students may not access, post, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that can reasonably be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs. Harmful matter includes matter, taken as a whole, and with respect to minors, that appeals to the prurient interest and depicts or describes, in a patently offensive way, sexual conduct and lacks serious literary, artistic, political, or scientific value for minors. (20 U.S.C. 6777; California Pen. Code, § 313)

Use of District Technology Resources to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others is unacceptable and will not be tolerated. This type of behavior is known as cyberbullying and is subject to disciplinary action.

*Cyberbullying* includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device, camera, computer, or pager. Cyberbullying also includes breaking into another person’s electronic account and

# Covina-Valley Unified School District

## *Student Internet and Technology Acceptable Use Policy*

assuming that person's identity in order to damage that person's reputation. (Ed. Code, § 48900(r))

*Inappropriate communication* includes, but is not limited to: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images captured, typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, the student must cease the activity immediately.

Attempting to disable or override District Internet filters so as to access harmful or prohibited material is prohibited and will result in immediate suspension or revocation of access privileges.

Students are to use District Technology Resources in appropriate locations and at times as permitted by where a teacher or staff member has permitted their use. Students must use District Technology Resources as directed by their teacher. Devices with camera, video, or voice recording functionality shall not be used in any manner which infringes on the privacy rights of any other persons. This includes recording, sending or posting images or sounds of any person, including students and staff, without their permission. No recording of any kind is permitted in a classroom without the express permission of the teacher. Devices are not to be used in bathrooms, locker rooms, nurse's offices, staff offices, or any other locations where there is an expectation of privacy. Students may not turn on, activate or utilize a personal electronic device during testing or assignment unless given permission by a teacher.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a District employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

The District advises students and parents/guardians that device storage capacity be prioritized for pedagogical practices. Personal applications and content should not compromise the educational purpose of the device when used in the BYOD program.

### **VIII. Acceptable and Unacceptable Uses of District Technology Resources**

In order for all students to have equitable access to District Technology Resources, students:

- Must use District Technology Resources and Internet access only for educational purposes;
- May download or print only information needed for assignments as authorized by the teacher;
- May access email and communication programs with the teacher's prior authorization;
- May not access Internet or computer games without the teacher's prior authorization;

# Covina-Valley Unified School District

## *Student Internet and Technology Acceptable Use Policy*

- May not misuse District Technology Resources. Misuse may include, but is not limited to, the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device, camera, computer, or pager;
- May not misuse District Technology Resources by intentionally working around District Internet filters while on school campus and accessing blocked sites such as, but not limited to, Facebook, Snapchat, Instagram, or YouTube;
- May not use District Technology Resources to cheat on school assignments. When using District Technology Resources, a student must be truthful, honest and forthcoming, and not lie about himself/herself, or others;
- Accepts personal responsibility for reporting to the system administrator, site principal, or TSS supervisor any misuse of the network that violates the rules of this Agreement, or as otherwise set forth in District policy or state and federal law;
- May not use District Technology Resources or networks for illegal activity, including violation of institutional or third-party copyright, license agreements, and other contracts;
- May not disrupt information network traffic or crash the network and connected systems;
- May not attempt to degrade or to disrupt equipment or system performance;
- May not use District computing resources for commercial or financial gain or fraud, or to distribute unsolicited advertising;
- May not steal data, equipment, or intellectual property;
- May not gain unauthorized access to the files of others or vandalize the data or files of another user;
- May not gain or attempt to gain unauthorized access to school or District data, resources, or entities; or
- May not attempt to read, delete, copy, modify, use, or forge another user's email or email identity.

Students must also comply with all District Board policies and administrative regulations, including Administrative Regulation 6163.4.

### **IX. Web Pages and Social Media**

Web pages can provide a means for students to communicate and share data with others around the world. The District recognizes that students may utilize various social media websites (including, but not limited to, YouTube, Facebook, Twitter, and Google+) for educational purposes such as online collaboration and class assignments. Students may be assigned to post

# Covina-Valley Unified School District

## *Student Internet and Technology Acceptable Use Policy*

web pages related to curricular projects. Student-developed web pages that are posted by the school or District must be authorized and approved by school site teacher(s) or administrator. It is important that students realize that they represent their school when posting web page information on a District-authorized web site. All web pages created on or through the use of District computer systems are District property subject to District monitoring and editing. All pages, posts, or sites created through the use of District technology or property must be related to a curricular project or District business. All users of the District's social media platforms must adhere to applicable policies.

The Covina-Valley Unified School District and its school names may not be used, cited, or claimed as web hosts, without prior written authorization from the District office.

### **X. Student Photographs and Videos on School and District Web Pages**

Students may not post unauthorized photos or videos of other students on their school-related web pages. Because of the wide accessibility of the Internet and potential risk to students, photographs of individual students must not be published with their names or other personally identifiable information without the prior written consent of the student's parent/guardian. Therefore, display of any student images on web pages is permitted only under the direction of the responsible teacher.

### **XI. Plagiarism**

Plagiarism is taking ideas or writings from another person and offering them as one's own. Transmission of material that plagiarizes another's work is prohibited. Credit must always be given to the person who created the information or the idea. A student who leads readers to believe they are reading the student's original work, when it is not, is guilty of plagiarism. Cutting and pasting another's ideas into a document is very easy to do, but is unethical if the work is not quoted or cited properly. When referencing someone else's work, students must provide citations so the author is given credit. This way, the teacher will know which ideas are those of the student and which belong to someone else. Under some circumstances students may download limited amounts of copyrighted material for school use under "fair use" provisions of copyright law (see <http://www.loc.gov/teachers/copyrightmystery>).

### **XII. Illegal Downloads and Installs**

Students may not download, copy, or sell an illegal copy of any commercially copyrighted or licensed software, music, film, or other media at school or through District technology resources. Students may not install software or plug-ins onto any school computer. Violation of this provision will result in immediate suspension or revocation of access privileges.

### **XIII. Legal and Disciplinary Issues**

California law makes it a felony to intentionally access any computer system or network for the purpose of: devising or executing any scheme or artifice to defraud or extort or obtaining money, property, or services with false or fraudulent intent, representations, or promises.

It is also a felony to maliciously access, alter, delete, damage or destroy technology resources, networks, computer programs, or data. Anyone committing acts of this kind will face disciplinary action by the school and referral to the appropriate law enforcement officials.

# Covina-Valley Unified School District

## *Student Internet and Technology Acceptable Use Policy*

### **XIV. Consequences of Violations**

Administrators will utilize the District's Discipline Policy Statements when determining the level of infraction and its consequences. Violations may result in, without limitation:

- Suspension or revocation of Internet and District network access and network privileges;
- Suspension or revocation of computer access;
- School suspension or expulsion;
- Financial liability for damage; and
- Referral to law enforcement for possible criminal prosecution.

### **XV. Additional Notices and Disclaimers**

The District reserves the right to delete, without notice, from its network system any email messages or any material from school, class, or student web pages it deems inappropriate as defined by this Policy or other school behavioral guidelines.

The District's specific technology conditions and services will change from time to time. The District has the right to restrict or terminate computer, Internet, and District network access at any time for any reason and to change the terms and conditions of this Policy. Any changes will be sent to students and parents/legal guardians for their signature.

The District makes no warranties with respect to its Internet access, and specifically assumes no responsibilities for:

- The content of any advice or information received by a student from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice;
- Any costs, liability or damages caused by the way the student chooses to use his or her District Internet and District network access; and

Any damages that occur from using the District's Internet access, including consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District.

### **XVI. District Technology Resources**

Students must keep all District Technology Resources in good working condition and promptly notify a teacher or District official of any defect, damage, or malfunction. Students must exercise care when handling, transporting, and using the District Technology Resources. Care of any District Technology Resources distributed by the District is the responsibility of the student and parent/guardian to which it is assigned. This includes costs associated with damages and loss or theft, as more fully discussed below.

# Covina-Valley Unified School District

## *Student Internet and Technology Acceptable Use Policy*

All District Technology Resources and related equipment and accessories are the property of the District and may be issued to students at the sole discretion of, and for a duration determined by, the District. Students may also elect to use their own laptop for school related projects and assignments, i.e., a Bring Your Own Device ("BYOD") Program.

Students may be issued a laptop computer ("Portable Computer") device as part of the District's take-home student device initiative. Any student who elects to participate in the initiative must review and sign the Electronic Device Loan Agreement, a copy of which is attached as Appendix A, before being issued a Portable Computer. This Policy shall apply to a student's use of any Portable Computer device.

### **XVII. Ownership and Repairs:**

District Technology Resources are the property of Covina Valley Unified School District and must be returned at the end of the academic school year or, if applicable, when the student withdraws from any school. Parents or guardians of minor students shall be liable to the District for the replacement of any District Technology Resources or District-provided accessory that is not returned when due. If the District Technology Resources or any District-provided accessories are lost or stolen, students should report it immediately to school security or administration.

Students are not allowed to alter, personalize, or otherwise modify District Technology Resources in any way. Parents or guardians of minor students shall be liable for all costs for any damage caused to District Technology Resources. Only the District Technology Support Services Department is authorized to make repairs or alterations to any District Technology Resources including software or user accounts. Parents or guardians of minor students shall be responsible for the cost of repairing any damage to the software or hardware due to unauthorized repairs or alterations. The District Technology Support Services Department may be contacted at the following:

**Helpline: (626) 974-7000 ext. 800040**

### **XVIII. Disclaimer:**

*Covina-Valley Unified School District is not responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or District Technology Resources is at the student's own risk. Covina-Valley Unified School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The Covina-Valley Unified School District assumes no liability for personal technology, including computers, smart phones, network access devices, or other electronic signaling devices, if such devices are damaged, lost or stolen. The student and his/her parent/guardian shall indemnify and hold Covina-Valley Unified School District harmless from any losses sustained as the result of use or misuse of the District's Technology Resources by the student, or the loss or damage of personal technology*



# Covina-Valley Unified School District

## *Student Internet and Technology Acceptable Use Policy*

### Consent and Waiver Statement and Information

**Before** a student may use District Technology Resources, or access the Internet at school, the Consent and Waiver Statement below must be read and signed by the student and a parent or legal guardian. Signed statements are turned in to a teacher and maintained in the school's office. Parents who do not wish their child to use District Technology Resources and access the Internet from school should alert their child's teacher and should not sign this permission statement.

#### **Parents and students:**

Please complete the information below, then detach this page and have the student return this page to school.

#### **Parent/guardian permission for Internet use:**

I, \_\_\_\_\_, have read the Covina-Valley Unified School District "Student Internet and Technology Acceptable Use Policy." In consideration for the privilege of my child using the District's Technology Resources and accessing the Internet, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet and District Technology Resources.

<input type="checkbox"/>	I give permission for my child to use the District's Technology Resources and access the Internet at school.
<input type="checkbox"/>	I do not give permission for my child to use the District's Technology Resources and access the Internet at school. <b>I understand that by withholding my permission for my child to use District Technology Resources, I am precluding my child from using digital device or accessing information that may be a significant component of classroom learning activities.</b>

Print student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Print parent/guardian Name: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Student Agreement:**

I have read the Covina-Valley Unified School District "Student Internet and Technology Acceptable Use Policy." I agree to use District Technology Resources and the Internet according to the Acceptable Use Policy. I understand that a violation of these provisions will be just cause for disciplinary action including: (1) suspension or revocation of my use of the District's Internet access, and (2) a punishment to be determined by the District's Disciplinary Code, and (3) legal action. I also understand the computer is not private and the District will monitor my use of the Internet.

Print Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Homeroom: \_\_\_\_\_

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

# Covina-Valley Unified School District

## *Student Internet and Technology Acceptable Use Policy*

### **Web page photos/videotapes:**

<input type="checkbox"/>	I give permission for my child's image (photograph or video) to appear on school-related web pages.
<input type="checkbox"/>	I do not give permission for my child's image (photograph or video) to appear on school-related web pages.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Covina-Valley Unified School District**

*Student Internet and Technology Acceptable Use Policy*

**APPENDIX A**

**ELECTRONIC DEVICE LOAN AGREEMENT  
(Attached)**