

STUDENT USE OF TECHNOLOGY

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 4040 - Employee Use of Technology)
(cf. 6163.1 - Library Media Centers)

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Responsible Use Agreement.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district technology, the student and his/her parent/guardian shall return acknowledge with their student the Responsible Use Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

STUDENT USE OF TECHNOLOGY (continued)

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

(cf. 5145.12 - Search and Seizure)

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records.

(cf. 5125 - Student Records)

Whenever a student is found to have violated Board policy or the district's Responsible Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

Internet Safety

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 7131; 47 USC 254; 47 CFR 54.520)

STUDENT USE OF TECHNOLOGY (continued)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual and/or violent conduct and which lacks serious literary, artistic, political, or scientific value for minors.

The district's Responsible Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could 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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual and Gender-based Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification 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.

Legal Reference: (see next page)

STUDENT USE OF TECHNOLOGY (continued)*Legal Reference:*EDUCATION CODE49073.6 *Student records; social media*51006 *Computer education and resources*51007 *Programs to strengthen technological skills*60044 *Prohibited instructional materials*PENAL CODE313 *Harmful matter*502 *Computer crimes, remedies*632 *Eavesdropping on or recording confidential communications*653.2 *Electronic communication devices, threats to safety*UNITED STATES CODE, TITLE 156501-6506 *Children's Online Privacy Protection Act*UNITED STATES CODE, TITLE 207101-7122 *Student Support and Academic Enrichment Grants*7131 *Internet safety*UNITED STATES CODE, TITLE 47254 *Universal service discounts (E-rate)*CODE OF FEDERAL REGULATIONS, TITLE 16312.1-312.12 *Children's Online Privacy Protection Act*CODE OF FEDERAL REGULATIONS, TITLE 4754.520 *Internet safety policy and technology protection measures, E-rate discounts*COURT DECISIONS*New Jersey v. T.L.O.*, (1985) 469 U.S. 325*Management Resources:*CSBA PUBLICATIONS*Cyberbullying: Policy Considerations for Boards*, Policy Brief, July 2007FEDERAL TRADE COMMISSION PUBLICATIONS*How to Protect Kids' Privacy Online: A Guide for Teachers*, December 2000WEB SITESCSBA: <http://www.csba.org>American Library Association: <http://www.ala.org>California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>Center for Safe and Responsible Internet Use: <http://csriu.org>Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>U.S. Department of Education: <http://www.ed.gov>

Policy
adopted:
Instruction

SANTA CRUZ COUNTY OFFICE OF EDUCATION
Santa Cruz, California
E 6163.4(a)

STUDENT USE OF TECHNOLOGY

RESPONSIBLE USE OF TECHNOLOGY

Dear Parent/Guardian,

Santa Cruz County Office of Education's mission is to provide an excellent education for all students. To achieve this, we capitalize upon a unique partnership among teachers, support staff, parents, and community and create powerful learning opportunities that challenge all students to: meet the District's standards of excellence, become ethical leaders in school and community, and make positive contributions to a diverse and changing world.

As the world changes, access to a technological suite of tools is consistently utilized to promote literacy, encourage critical thinking, as well as obtain the collaboration skills required of a future ready learner. This infusion of technology is shifting the way teachers teach and student learn. Supporting the diverse learning needs of our students is recognized as a key element to students achieving academic success. The effective use of technology is an integral part of this. It should help build depth to learning in a manner that all students can access. As students learn to use these tools effectively and ethically, and as they are exposed to a variety of inquiry based activities, guided by their teachers, they then become prepared with the skills and knowledge to make positive contributions to the world.

To assist students with these skills, the Santa Cruz COE has equipped each student with a Gsuite for Education (GoogleEDU) Account where students have access to safe and secure online accounts that are compliant to all federal privacy laws. These accounts provide students access to the following significant tools:

- Learning Management System (Google Classroom)
- Email communication tool - ability to communicate with teachers and peers
- Office Productivity (Word processing, spreadsheets, multimedia presentations, and drawing tools)
- Calendar
- Websites and Digital Portfolios
- Online assignment submission
- Automation tools such as collaborative bookmarking of research

These core applications allow for accessibility in school, at home, at the library, and anywhere else there in internet access.

STUDENT USE OF TECHNOLOGY (continued)

Students may also be asked to utilize their secure G Suite account for instructional and appropriate third-party application for single-sign-on access. Student accounts can be monitored and accessed by administrators at any time. Teachers also have access to monitor their online files, websites, and emails. We encourage you to talk to their children about effective online behavior citizenry as well the applications they are currently using in their classes. If you would like to discuss any of these applications and/or you would like to opt-out and discuss alternative ways to access assignments you may contact Assistant Superintendent.

Santa Cruz County Office of Education community works to ensure technology is vetted and meets standards aligned to the following laws with the ultimate goal of keeping students safe:

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Online Privacy Protection Act (COPPA)
- Children's Internet Protection Act (CIPA)
- Protection of Pupil Rights Amendment (PPRA)
- Student Online Personal Information Protection Act (SOPIPA)
- AB1584

Learn more about Federal student privacy laws and/or California specific student privacy.

With all the content filters, laws, and safeguards in place, the District cannot guarantee that students will not access inappropriate materials either accidentally or due to misuse.

Santa Cruz County Office of Education recommends initiating conversations with your student in regards to all aspects of technology and digital information including:

- Internet Safety
- Digital Footprint and Reputation
- Privacy and Security
- Self-image and Identity
- Relationships and Communication

STUDENT USE OF TECHNOLOGY (continued)

- Information Literacy
- Cyber-bullying
- Creative Credit and Copyright

Common Sense Media provides many resources, tips, guides, media reviews, and research related to students' technology use and access to media. We encourage you to peruse the site.

The partnership between parents, students and teachers is vital in supporting an environment of rich learning experience. Therefore, we ask that you read the Agreement for Technology Use together with your students. You will be asked to mark off that you and your student will follow the rules on your registration form.

Select the appropriate Agreement below to review with your child:

- Agreement for Technology Use - TK-5
- Agreement for Technology Use - 6-12

Agreement for Technology Use - 6-12

It is important to use technology tools at school responsibly and in the way my teacher has demonstrated. I also understand that I am a member of the 6-12 community and my actions must represent a citizen who demonstrates Collaboration, Integrity, and Respect towards all individuals and property. I understand that my use of school technology is a privilege, not a right, and the school can withdraw this privilege if I violate this Technology Use Agreement or other District rules regarding using the District's technology tools and services.

1. I understand that technology is to be used for educational purposes only.
2. I will treat all technology (computers, tablets, Chromebooks, etc.) with care and to make sure they do not become damaged.
3. I will return all technology to the district as I understand that the technology equipment and systems belong to the District. The District can and may review any material developed, viewed, or shared.
4. I will not change or tamper with any of the school equipment or systems. This can include settings, software, downloads, hardware, etc.
5. I will use my own computer on the school's wireless network as if it were a school loaned device (if allowed).

STUDENT USE OF TECHNOLOGY (continued)

6. I will only represent myself in the digital world, and I will only use my account.
7. I will only work on the programs and websites that are appropriate and beneficial for the school setting.
8. I will keep passwords private only to myself, my parents, and teachers.
9. I will use my online accounts and all other equipment for schoolwork only.
10. I will be respectful to teachers and peers by making eye-contact and putting the device down/away when being requested.
11. I will regularly use digital communication tools that my teacher(s) specify.
12. I will use respectful language in my communications in all areas: verbal, blogs, online documents, websites, videos, emails, etc.
13. I will keep myself and my family and friends safe by only publishing non-identifiable information about myself or others and not posting items such as full names, phone numbers, pictures, addresses, itineraries, events, etc. unless applicable for post-secondary admissions.
14. I will only send, store, or access appropriate and legal materials.
15. I will write essays, reports, etc. with my original thoughts and I will properly cite any information I receive from other sources including images, videos, and other multimedia.
16. I will report any misuse of technology to an adult.
17. I will treat all others with respect in the online and digital environment.
18. I will ask for help immediately when needed or something goes wrong with technology.

Consequences

If any of these agreements are violated, consequences will occur and will be appropriate to the violation. Consequences may include loss of technology use, written apologies, and other typical consequences used in the school.

STUDENT USE OF TECHNOLOGY (continued)

Agreement for Technology Use - TK-5

It is important that the technology tools at school responsibly and in the way my teacher has shown me. I promise to do the following:

1. I will treat the computers, Chromebooks, tablets, and other technology devices carefully and will not break them
2. I will only work on the programs and websites that are related to school and/or my teachers tell me to use.
3. I will use online accounts such as Google when I am asked to.
4. I will keep passwords private only to myself, my parents, and teachers.
5. I will only use the computer, Chromebooks, tablets or other items safely and to be nice to people. I will never hurt, scare or bully others. I know that the school can look at what I do on the computers and other devices.
6. I will be respectful to teachers and peers by making eye-contact and putting the device down/away when requested.
7. I will keep myself and my family and friends safe by not sharing any names, phone numbers, or addresses on the computer, tablet, etc.
8. I will write reports and papers with my own ideas and will not take others ideas or say it is mine.
9. I will tell an adult if I read or see something on the screen that is not appropriate for school.
10. I will only use my school account.

Consequences

If any of these agreements are violated consequences will occur and will be appropriate to the violation. Consequences may include loss of technology use, written apologies, and other typical consequences used in the district.

Adopted 2/18/2021