



Saratoga Union School District Student Responsible Use of Technology Policy

BP 6163.4

I. PURPOSE

Saratoga Union School District (“District”) supports the use of technology for the purpose of enhancing instruction and improving student learning. Technology is embedded throughout the California Common Core Standards and is an integral part of instruction and student productivity. In preparing students to be college and career ready, technology provides opportunities for students to become collaborative, communicative, creative, and critical learners. The District is committed to delivering high quality educational experiences for students that will give them the skills needed to succeed in both college and today’s workforce. The District offers teachers, students, and other school personnel access to computer networks and devices to access district-supplied technology and online-resources to extend learning on and off campus.

This Student Responsible Use of Technology Policy (henceforward referred to as the “SRUTP”) applies to use of “SUSD Technology,” which is defined as one or more of the following, regardless of whether use occurs on or off campus:

- All end-user/host equipment owned or provided by the District, including but not limited to District computers (including desktops, laptops, and mobile devices);
- All hardware components of the network, including but not limited to routers and switches;
- All links between end-user/host equipment and the District’s network, including both wired and wireless access;
- All network protocols (e.g., Internet Protocol, Transmission Control Protocol, CSMA/CD, CSMA/CA)
- All applications installed by the District into District-owned or provided hardware, including but not limited to electronic mail

Use of District technology must comply with all provisions of State and Federal law, including the State and Federal Constitutions.

It is one of the technology goals of the district to ensure that each student's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of District Technology that degrades or defames other students or members of our community is unacceptable.

Both students and their parents/guardians must agree to the responsible use policy during the online registration process every school year. Each student in the District will be trained on the proper and safe use of technology (including safety, privacy and acceptable use).

Access to District Technology is a privilege, not a right. The use of technology by the students entails personal responsibility. It is expected that students will comply with District rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, the school, and District. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any improper use of District Technology immediately to their teacher or school administration.

With the increased usage of free educational applications on the Internet, digital storage areas, containing sensitive student information, may or may not be located on District or county property. In some cases, data will not be stored on local servers. Therefore, students should not expect that files and communications are private. Students should have no expectation of privacy regarding their use of District Technology. The District reserves the right to monitor students' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary.

The District has a private and secure system for sensitive school records, which will be managed by Technology Support Service Staff.

II. Student Accounts

The District offers students a free educational suite of applications for use to enhance teaching and learning. Google Apps is a concept known as "cloud computing", where services and storage are provided over the Internet.

The notice below describes the personal information Saratoga Union School District provides to Google for student accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace accounts, students may access and use the following "Additional Services" offered by Google (see Core Services at https://gsuite.google.com/terms/user_features.html):

- Takeout
- Cloud Platform
- Applied Digital Skills
- Data Studio

- Groups
- Chrome Web Store
- Translate
- Third-Party App Backups
- YouTube

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html. You should review this information in its entirety.

After reading the above links, please select the “I agree” option in the online registration forms to indicate that you’ve read the notice and give your consent.

Additional accounts for educational technology tools are also provided to create an enriching experience for students. To see a list of the additional accounts, please visit the District web site at www.saratogausd.org.

If access to educational programs requires creation of either a username, or provision of an e-mail address or other information potentially divulging the identity of the student, students will work with teachers and District staff to create access protocols to protect the identity of students. Teachers and District staff will monitor student online interaction with third-party providers of educational programs to ensure that the provision of identifiable information is minimized, and that all information transmitted is appropriate.

III. Appropriate Use of Technology

Student Responsible Use:

The District seeks to maintain an environment that promotes ethical and responsible uses of technology by staff and students. The District permits and encourages the use of its systems in support of educational or professional objectives consistent with the mission and goals of the District. The following guidelines shall govern a student’s direct or indirect use of District Technology, whether on or off school grounds:

1. A student's access to District Technology is a privilege, not a right. If a student violates this use policy or abuses the privilege of said access, it may be revoked at the sole discretion of the Superintendent or designee.
2. At any time and without additional notice, District reserves the right to monitor a student's use of District Technology and to inspect or delete student data for system maintenance, to determine if a student is abiding by this policy, or for other reasonable purposes.

3. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.

4. Students shall use District Technology safely, responsibly, and primarily for educational purposes.

5. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, lewd, vulgar, obscene, disruptive, or sexually explicit, or that could 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.

a. "Harmful matter" means matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, lacks serious literary, artistic, political, or scientific value for minors." (Penal Code § 313)

6. Students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also are cautioned not to disclose such information by other means to individuals contacted through the Internet. If any program calls for information that might potentially identify the student, such as a username or e-mail address for log-in purposes, the teacher or other District personnel will work with students to ensure that student confidentiality is preserved.

a. Personal information includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.

7. Students shall not use District Technology to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or use District Technology in violation of any state law, federal law, Board policy, or Board administrative regulations.

8. Students shall not use District Technology to engage in commercial or other for-profit activities, unless otherwise authorized by District.

9. Students shall report any security problem or misuse of the services to the teacher or principal.

10. Students shall not attempt to interfere with other students' ability to use District Technology. This includes any unauthorized use of another individual's password or accessing another individual's account, whether within or outside of the District's network.

11. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy District Technology or manipulate the data of any other student, including so-called "hacking."

12. Students should not meet in person anyone whom they have only met online.

13. Students shall not use online or computer games for entertainment unless specifically authorized for educational or professional purposes by the supervising teacher or a District administrator.

14. Students shall not use District Technology in a manner that potentially or actually causes harm to another person or another's property.

15. Students shall not use District Technology to engage in any act that constitutes cyberbullying, including the use of profanity and harassment of others, hate mail, discriminatory remarks, chain letters, or any other act that is within the scope of Section 48900(r) of the Education Code or other applicable law.

16. Students shall not access or process pornographic material, inappropriate text files (as determined by the system operator), or files that endanger the integrity of the local area network.

17. Without teacher or other District authorization, students shall not install any software, including shareware, freeware, or entertainment software, for use on District Technology.

18. Students shall comply with all applicable copyright laws. Students shall not download, distribute, or use copyrighted materials without the specific written permission of the copyright owner, except those activities related to educational purposes as permitted under the Fair Use Doctrine of the U.S. Copyright Law. Any materials used for research projects or other student-created work shall be appropriately cited, too.

19. Students shall not use personal devices, personal email accounts or social media sites on SUSD Technology, unless specifically authorized for educational or professional purposes by the supervising teacher or a District administrator.

20. Students shall not create wireless hotspots using devices or personal data plans to avoid district security.

21. Students shall not use any device to take any video or audio recordings during any classroom or classroom-related activity, as such recording prohibited under Education Code section 51512. Students also shall not use any device to take any video or audio recordings of other students or school employees where such individuals would have a reasonable expectation of privacy. (2019)

Consequences for Misuse

Use of District Technology is a privilege, not a right. Misuse of District Technology, including a violation of this SRUTP, may result in the restriction or cancellation of the student's access. Misuse may also lead to disciplinary and/or legal action against a student and/or his/her parent or legal guardian, which includes: (1) The reprimand, suspension, or expulsion of a student; (2) a civil action for the recovery of damages; or, (3) criminal prosecution by government authorities.

Disclaimers

Each student acknowledges the following disclaimers from the District in relation to District Technology:

1. No Warranties: The District cannot be held accountable for any advice or information that is accessed or retrieved through District Technology. Advice or information obtained through the District's websites, email, or other technology should be independently verified and the District makes no warranty or guarantee regarding the accuracy of such information. Use of information obtained through District Technology is at the student's own risk.
2. Privacy: District Technology is exclusively District property and students have no expectation of privacy in the contents of student accounts and other student data transmitted through or saved upon District Technology.
3. Release: The District will not be responsible for any damages which students may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the District's negligence or student errors.
4. Student/Parents/Guardians Bear Costs of Use: Access to District Technology shall be free of charge to the student, however students/parents/guardians shall be responsible for any costs, fines, charges, or damages incurred as a result of his/her use of the Internet or other fee-based services through or on District Technology.

IV. Cyberbullying On and Off-Campus Misconduct and Its Relationship to School

Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic communication device may be disciplined for engaging in unlawful harassment or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours if the behavior causes or is reasonably likely to cause a substantial disruption to school activity.

Bullying is defined in Education Code 48900(r)(1), which provides as follows¹: “Bullying’ means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil

¹ In effect as of January, 2016.

or group of pupils as defined in [Education Code] section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- A. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- B. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- C. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- D. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school."

"Electronic act" is defined in Education Code 48900(r)(2)(A), which provides as follows²:
"Electronic act" means the creation and transmission originated on or off the school site, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- (i) A message, text, sound, or image.
- (ii) A post on a social network Internet Web site including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1)[48900(r)(1).]
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious person or a profile using the likeness or attributes of an actual person other than the person who created the false profile."

² In effect as of January, 2016.

Student Responsible Technology Use Policy Form

I have read and reviewed the Saratoga Union School District's Student Responsible Technology Use Policy for students, including the Cyberbullying passage, and fully intend to comply with its content. Should I violate those rules, I understand my child's privilege to use the District accounts and technology may be revoked at any time. I also acknowledge that student use of District Technology constitutes conduct covered by the District's student behavioral expectations and discipline policy.

This agreement shall be in effect during the time of my child's enrollment in Saratoga Union School District or until my use of District Technology otherwise ceases, whichever occurs later.

Parent/Guardian Signature: _____ DATE: _____

As the parent/guardian of (please print): _____

I have read this agreement and understand that District Technology is designed for educational purposes only. I understand that while the District is obligated to maintain controls to prevent students from accessing offensive material when using District Technology, the District is not obligated to monitor individual students' use of technology and is not responsible for students willfully circumventing District's filtering devices or engaging in inappropriate activity online. I understand that it is my responsibility to monitor my student's use of District Technology and personal technology.

Therefore; I will not hold the Saratoga Union School District or its officers or employees responsible for or legally liable for materials distributed to or acquired from the network. I also agree to report any misuse of District Technology to the system administrator, site administrator, or teacher.

I have read and reviewed the Saratoga Union School District's Student Responsible Technology Use Policy. I realize and accept that should my student violate this agreement, that his/her privileges to use District Technology may be restricted or terminated.

Parent/Guardian Signature: _____ DATE: _____

Student Responsible Technology Use Policy

As a student of the Saratoga Union School District, by signing this form, I promise the following:

1. I will not use the District's computers, or District's computer system, to send any message, or post any statements, that either bully another student, or that abuses or discriminates against them in any way.
2. I understand that, even if I am using a personal computer, away from school, and not during school hours, I am still responsible for not sending any messages, or posting any statements, that either bully another student, or that abuses them or discriminates against them in any way.
3. While I am at school, I will use the District's computers, and the District's computer system, for schoolwork only. I understand that the District's computers are not provided for playing games, for entertainment, or for posting to social media (like Facebook or Instagram).
4. If I am using a school computer and I am using a program that asks for my name, e-mail address, or any other information that would reveal who I am, I will tell my teacher before going any further.
5. I will not install or download any programs on a District computer, or District's computer system, unless a teacher tells or allows me to.
6. I will not use the District's computers, or District's computer system, to encourage the use of drugs, or breaking any laws.
7. Passwords are secret. I will not give my password to any person other than my parent(s) or other family members that I trust, and will not give it to any other student. I will not access the account of any other student on a District computer. I will not hold myself out as being another person, or pretend to be another person, when using a District computer.
8. If I have a personal cell phone or smartphone at school, I will not use that device to access the District's computer network.
9. I will not use a District computer to communicate with another computer user whose identity I do not know in real life. I will tell my teacher if someone who I don't know tries to contact me electronically while I am using a District computer.
10. I understand that I may have my computer privileges taken away if I break any of the above rules.

While these rules apply to computer use at school, the District encourages you to follow these rules when you use your own computers at home and away from school. You are encouraged to tell your parents/guardian or teacher if you ever encounter anything during your use of a computer that makes you feel uncomfortable or threatened.

Date:

Student's Signature

Parent's Signature