



# VALLEJO CITY

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## UNIFIED SCHOOL DISTRICT

### STUDENT RESPONSIBLE USE of TECHNOLOGY AGREEMENT

The district recognizes that access to educational technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. The district is committed to helping students develop 21st century technology and communication skills.

Students are authorized to use district technology equipment and resources to access the internet or other broadband services in accordance with Board policy, administrative regulation, and the user obligations/responsibilities stated below. Students shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for educational purposes.

**Violation of technology use rules may result in revocation of a student's privilege of access and use, without prior notice, formal discipline, and/or referral to law enforcement.**

**Computer files and communications over district electronic networks, including email and voice mail, are not private.** District computers and other technological equipment assigned for use by students are not the personal property of the student. They are owned by the district. Students do not have a right to privacy in their use of the district's technology equipment and resources.

District officials may override or replace pass codes and monitor, access, copy, or remove any information placed into each computer or device without prior notice or consent.

#### **Student Responsibilities:**

A. Students shall use the district's system safely, responsibly, and primarily for educational purposes. Commercial, political, and/or personal use unrelated to an educational purpose is strictly prohibited, including but not limited to e-mailing, blogging, and social networking.

B. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

C. Students shall not use district technology resources or district access to the internet to bully, threaten, intimidate, harass, or ridicule students, staff, or others.

D. Users are prohibited from introducing, downloading, saving, running, etc., software or programs on to the district's technology equipment or resources without proper authorization. This prohibition includes, but is not limited to, software or programs that erase or conceal internet use history and/or electronic file removal, creation of computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."

E. Report immediately any security problem, virus, or illegal use involving district technology, or receipt of any threatening or unwelcome communication, including but not limited to sexual harassment or bullying, to anyone in the technology department, teacher, and/or principal.

F. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep account information, social security number, home address, telephone numbers, and other personally identifiable information private, except when requested by district administration.

G. Students shall not access, post, submit, publish, display, or in any way transmit 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. 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 conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code [313](#).)

H. Students shall not use the system to promote unethical practices or any activity prohibited by law, board policy or administrative regulations, or this agreement.

I. Students shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.

J. Students shall not attempt to interfere with a user's ability to send or receive email, nor shall they attempt to read, delete, copy, modify, impersonate or forge other user's email. Damage, improper access to files, or alteration of files, passwords, or computer systems, or improper use of information obtained by unauthorized means, may be grounds for discipline and/or referral to law enforcement.

K. Any liability created by a technology user will be the personal responsibility of that individual user, unless law requires otherwise. Students and their parent/guardian agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user's mistakes or negligence. Students and their parent/guardian agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred as a result thereof, to the extent permitted by law.

L. While the district employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The district will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network, to the extent permitted by law.

M. The district and its representatives will not be responsible for loss of data from the computer system, breaches of security, service interruption, nor for the accuracy or inaccuracy of information received or disseminated through its computer system, to the extent permitted by law.

N. Students must have proper authorization prior to using any district computer, other educational technology, or district-owned mobile devices

O. If a student is permitted to use or borrow technological devices, such as laptop computers, mobile devices, or other technology outside the school day and school premises, all user obligations and responsibilities of the district's Responsible Use Agreement remain in force. The student and parent/guardian are responsible for the proper care and return of the device(s) borrowed and will be liable for the replacement or repair cost if not returned or willfully damaged. The district may waive one instance of student misconduct in relation to technological devices, at its discretion. (Education Code [48904](#).)

P. If student is permitted to use or borrow district technological devices and student believes the device has been stolen, then student will file a report with the local police department.

Q. If student is permitted to use or borrow district technological devices, then the device(s) will be returned to the district before the end of classes on the final day of the academic school year. Failure to comply may result in the district notifying the parent/guardian in writing of the misconduct and then withholding student grades, diplomas, or transcripts, at the district's discretion. When the student and parent are unable to pay for damages or return the device, the district may provide a program of voluntary work for in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the student shall be released.

R. If student is permitted to use or borrow district technological devices, then student will charge the device(s) as necessary to be ready for classroom use. This may require daily charging.

S. If student is permitted to use or borrow district technological devices, then student will not leave the device(s) unattended, except as reasonably necessary for charging, etc.

T. If student is permitted to use or borrow district technological devices, then student will not share or trade the device with any other person, including siblings, friends, or family members.

U. No student may borrow any district-owned technological device without prior written Responsible Use Agreement signed by the student and parent/guardian.

V. The district may provide students with email accounts or other tools that allow communication, collaboration, sharing, and messaging among users for the purpose of school-related communication. Availability and use may be restricted based on school policies. If students are provided with email accounts or other communication tools, they should be used with care. Students should not attempt to open files or follow links from unknown or untrusted origin and should only communicate with other people as allowed by district policy or a teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

W. If a student see a message, comment, image, or anything else online that makes the student concerned for his or her personal safety, the student should bring it to the attention of an adult (teacher or staff if student is at school; parent/guardian if student is using a device at home) immediately.

X. Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission.

Y. Students should never agree to meet someone they meet online in real life without parental permission.

Z. Cyberbullying is not tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

**This portion of the document should be copied and signed in the presence of a school staff member**

Staff Member Name: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

Your signature below acknowledges that you have read and understand the district's administrative regulation, board policy and this agreement regarding student technology use. Any questions regarding the agreement should be directed to district administration. Failure to sign this acknowledgement does not relieve student or their parent/guardian of the responsibility to abide with all district rules and regulations, including but not limited to those that pertain to student use of technology. If you decide that you do not want your child to be issued district educational technology for home use, please contact your school administrator for a copy of the Day User Form.

**STUDENT AND GUARDIAN SIGN, DATE, AND RETURN TO YOUR TEACHER**

\_\_\_\_\_  
Print Student Name                      Student Signature                      Student ID #

\_\_\_\_\_  
Print Parent Name                      Parent Signature                      Date