

Responsible Use Policy (RUP)

San Mateo Union High School District

All students in the San Mateo Union High School District are expected to embrace the following principles as they utilize technology to enhance their learning experience, collaborate, and communicate with school and community members:

- **Be careful and be courteous.** Foster a community that is respectful, helpful, and kind. Act with integrity.
- **Be smart and be safe.** Make good choices. Protect yourself and others.
- **Be empowered and be innovative.** Do awesome things. Amaze us.

As a student in SMUHSD, I agree to the following principles:

1. **Respect and Protect Myself**

I will make school-appropriate judgements about the information and images that I view and share online. I will be careful with what personal information and images I share about myself. I will protect passwords, accounts, and resources. I will not use district resources for inappropriate and/or unlawful activities. I will report any attacks or inappropriate behavior directed at me.

2. **Respect and Protect Others**

Everything in principle also applies to my treatment of others. I will not use any medium to bully, harass, or stalk other people. I will not share information and images about others without permission, and I will not tag them on social media without their consent. I will show respect for other people by not using/altering their passwords/accounts. I will report any attacks or inappropriate behavior directed at others that include pornography, sexting or other inappropriate content.

3. **Respect and Protect Intellectual and Physical Property**

I will respect the academic integrity policy in the District. I will not plagiarize the work of others and I will abide by copyright laws. I will only use the school's technology, network, and resources for school-appropriate activities and encourage others to do the same. I will treat the school's digital equipment with care. I will follow testing protocols. I will not share or photograph testing materials.

Note: Students who do not follow these principles will face consequences aligned to the District's code of conduct and disciplinary policies. Infractions can limit access to digital resources, access to school events and programs, and impact a student's ability to graduate.

In today's world of social media and extensive communication via the Internet, there is NO distinction between online and offline activities regarding school behavior and the assignment of disciplinary consequences. I understand that the rules for behavior set by the district and school cover both physical and digital actions by students and interactions among students. Additionally, these policies apply to use of district and personal devices both ON and OFF campus, during and after school hours on the weekend.

Chromebook and District Google Account Agreements

San Mateo Union High School District

As a student in the San Mateo Union High School District, you are issued a Chromebook and a SMUHSD-managed G Suite for Education (Google) account. These tools are an important part of your school's curriculum and you will use them almost every day.

SMUHSD-Managed Accounts

1. Students will use their @stu.smuhsd.org Google Account to access the G Suite for Education tool set to log in to their Chromebook.
2. The San Mateo Union High School District, using a content safety filtering service, monitors all Chromebook and/or Internet activity at all times while students are using their school-issued Google Account and/or Chromebook on or off campus to facilitate compliance with the Children's Internet Protection Act (CIPA).
3. As required by federal law (CIPA), California Education Code, and SMUHSD board policy, the district and a content safety filtering service identifies Chromebook and/or Internet activity on SMUHSD devices and accounts that involves concerning behaviors, including, but not limited to: violence, self harm, or suicide. District personnel will determine within a reasonable time frame the best action based upon the flagged activity, including but not limited to contacting parents and/or local authorities.

SMUHSD-Owned Mobile Chromebook

1. Students will abide by the established rules at your school and the *SMUHSD Responsible Use Policy*.
2. Students acknowledge that any issued Chromebook is the property of the San Mateo Union High School District. It is yours to use. You will return the Chromebook if you withdraw from the school, at the end of the school year upon graduation, or immediately at the request of a school staff member.
3. Students will bring their issued Chromebook **fully charged** to school each day.
4. Students agree to transport the issued Chromebook in a padded sleeve or protective case. Students may personalize the case.
5. Students will immediately report all malfunctions, damage, or loss of a Chromebook to their school site. Call 650-558-2480 or email help@smuhsd.org.
6. No attempt will be made, without permission from school staff, to load software, modify the operating system, or physically change the device.
7. The Chromebook will be taken home or to other secure locations outside of school hours. **The student is responsible at all times for the care and appropriate use of the device.**
8. All student devices will be managed and synced within the school network.
9. Students acknowledge that the SMUHSD may monitor any activity on the school issued Chromebook, whether or not it is related to schoolwork including monitoring IP address and location

Damaged, Lost, or Stolen Devices

The student is responsible for the device. Chromebooks are considered instructional material. When materials are lost or so damaged that they are no longer usable, the student shall be responsible for reparation equal to the current replacement cost of the materials. Failure to pay school fines may result in the withholding of grades, extracurricular activities, or transcripts. (SMUHSD Board Policy)

- Device replacement cost: \$230.00
- Charger replacement cost: \$15.
- Warranty-related and normal usage (wear and tear) repairs have no cost.
- Repair costs for accidental damage or damage due to negligence will vary based upon the parts required.
- Loaner devices will be available for limited-term checkout.
- Optional insurance is available.

SAN MATEO UNION HIGH SCHOOL DISTRICT
Responsible Use Policy / Chromebook Distribution Agreement
Parent/Guardian Signature Page

RETURN THIS PAGE ONLY

Responsible Use Policy

This document describes the basic principles all students must consider while using digital tools and devices in the San Mateo Union High School District.

By signing below, I agree to follow the principles of digital citizenship outlined in the Responsible Use Policy and accept that failing to follow these guidelines will have consequences. I understand school/district administrators will deem what is inappropriate use, take appropriate action, and determine consequences. Consequences may include restriction of computer/network access, suspension/expulsion, restitution for damage/loss of property, and legal action (including, if appropriate, criminal prosecution).

Chromebook and District Google Accounts

This document outlines the expectations regarding use and care of the school-issued Chromebook. It also provides guidance regarding repair and replacement of damaged or lost devices.

By signing below, I understand and will abide by the provisions and conditions of this agreement. I understand and agree to waive any and all claims of liability related to the use and/or monitoring of the District issued Chromebook, including but not limited to any claims for monitoring, failing to monitor, reporting, failure to report, delay in reporting, under or over reporting of any activity or content. I also understand and agree that any violations of the use provisions, or state or federal law, may result in disciplinary action, revoking of technology access privileges, reporting to law enforcement or child protective services, or any other appropriate legal action as determined by the District.