Using Technology in School
Acceptable Use Policy (AUP) for Students

The Conejo Valley Unified School District (CVUSD) has implemented the usage of the Measure I technology endowment fund to provide additional support for its 21st Century learners. Excellence in education requires that technology is seamlessly integrated throughout the instructional program. The individual or collaborative use of classroom student devices is one strategy to empower students to maximize their full potential and prepare them for college and career.

To this end, CVUSD provides secure computer and internet access to all students under its 1:1 Chromebook program. Student devices are to be used solely for educational purposes. This policy outlines appropriate use and prohibited activities. Each student is expected to follow the rules and conditions listed in this document and any directions or guidelines given by CVUSD teachers, substitutes, administrators, and staff.

All District Chromebooks, regardless of physical location (in and out of school), will have Internet activity protected and monitored by teachers, school administrators, and the technology staff. CVUSD uses an Internet content filter compliant with the federally mandated Children's Internet Protection Act (CIPA). If a student or parent has a concern regarding a website or online resource being blocked by the filtering system or if it is believed that a particular website or resource is wrongly classified, the information should be submitted to their school for an administrative review at which point a determination will be made to either allow or block the website or resource.

It is essential to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision and partnership with leading content vendors, the District cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate sites to the teacher.

All activities conducted on the CVUSD network will be monitored by District administration to ensure compliance with the guidelines outlined in this document and local, state, and federal laws. There is no expectation of privacy with respect to the CVUSD network, and any activity, files, or messages transmitted on the network may be monitored at any time without notice. CVUSD may share such transmissions with the Student's Parent/Guardian and School staff. The consequences of improper use of the CVUSD network may result in disciplinary action, including removing all technology access.

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cybercrimes:

- **Criminal Acts:** These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing via email, cyberstalking, various explicit content, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.
- **Libel Laws:** Publicly defaming people through publishing material on the Internet, email, etc.
- **Copyright Violations:** Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright); engaging in plagiarism (using other's words or ideas as your own).

Student Behavior Guidelines and Digital Citizenship
Students are expected to exercise responsible academic behavior and Digital Citizenship when using the CVUSD network and technology equipment.

- General Use:
    - Report any problems with a school device, network, or other systems to the teacher.
    - Stay on task and follow the directions of CVUSD site and District staff.
    - Device sound is to be muted at all times during instruction unless otherwise directed by a teacher.
    - All devices are to be used only for academic purposes during instructional time. Students are not to access movies, games, or non-academic websites during class time unless granted permission by a teacher.
    - Do not attempt to bypass security settings or Internet filters or interfere with the operation of the network, including other devices connected to the network. Software designed to do so is prohibited on the CVUSD network. Such software includes but is not limited to file sharing, VPN tunnels, port scanners, DDOS, or malware software.
    - The installation of unauthorized software on school devices, including browser extensions and custom software, regardless of its intended use, is prohibited. Such software includes but is not limited to unapproved games, VPN software, web filtering applications and shareware.
    - It is important to log off the device at the end of every session so another user cannot use passwords that are not their own.

- Digital Citizenship:
    - Students are expected to keep their username and password private. Password information should not be shared with other students.
    - Students are expected to follow all copyright laws. If there is a question regarding copyright, please consult with the teacher.
    - Academic honesty is expected per CVUSD Board Policy and CVUSD Administrative Regulation 5131.9. Students are to complete their own work, referencing sources as required.
    - Students are responsible for their CVUSD account and are not to access another individual's account. Students are not to impersonate, spoof, or otherwise pretend to be someone else online. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name.
    - Students are responsible for using appropriate language, both in class and online. This includes sending hateful or harassing email and messages, making discriminatory remarks about others, and engaging in bullying, harassment, or other anti-social behaviors.
    - Students are not to access another student's device without expressed permission.
    - Anything done on social networking websites should not negatively impact the school learning environment and/or fellow students, teachers, and administrators.
    - Students will not search, retrieve, save, circulate, or display hate-based, offensive, or sexually explicit material. Do not search, retrieve, save, or circulate images or information about weapons using any CVUSD computer resources unless authorized by school administrator/teacher as part of a school assignment.

- It is both unsafe and not recommended to post any personal information about oneself or others online, including but not limited to name, address, phone number, or school.
- Do not post photos of others with their first and last names on any online site, including but not limited to blogs, wikis, and discussions forums.

Instructional Software

CVUSD, through a thoughtful and innovative environment, encourages the use of instructional software by staff and students. As the District works to fulfill its mission of preparing students for the future, we will increasingly utilize tools and resources that are online and accessed through the Internet. Although not all instructional software requires a student online account, online accounts are necessary to access some web-based content and collaboration tools such as Google Drive, Google Classroom, as well as other educational online resources. These web and cloud-based services permit online distribution and submission of student assignments, online class discussions and collaboration activities, web-based curriculum or learning resources, and student communication.

All instructional software that utilizes student accounts or data of any kind will be in compliance with applicable federal and state requirements. District-provisioned student accounts will be in compliance with requirements including the Children's Online Privacy Protection Act (COPPA) and the Student Online Personal Information Protection Act (SOPIPA - California SB1777, AB1442, and AB1584).

CVUSD has partnered with CITE.org (California Information Technology in Education) and CSPA (California Student Privacy Alliance) to execute privacy agreements for software and web-based tools used in student learning. This process ensures that CVUSD vendors remain compliant with all applicable state and federal laws and regulations related to student data protection.

A list of the currently approved privacy agreements can be found at:
https://www.citeprivacyservices.org/resources/px-rxbH7

Parents and guardians may obtain an Online Accounts Creation Opt-Out Form from their school office and submit it to the school principal to request that the District does not create online accounts for their student. If the District does not receive an opt-out form from a child's parent or legal guardian, the District will consider that as permission to create and manage student accounts used to access online resources as part of the annual submission of the Student Technology Acceptable Use Agreement.

If you choose to opt out, please consider speaking with your child's teachers to discuss alternatives to online lessons and assignments.

After reviewing the above presented guidelines and expectations for the Using Technology in School Acceptable Use Policy (AUP) for Students, students and parents acknowledge the following by signing the Signature Verification of Receipt of Documents form. As a CVUSD student I understand that:

1. MY USE OF DISTRICT TECHNOLOGY, INCLUDING CHROMEBOOKS AND NETWORK SERVICES, IS A PRIVILEGE, NOT A RIGHT.
2. MY DISTRICT'S TECHNOLOGY, INCLUDING CHROMEBOOKS, NETWORK SERVICES AND COMPUTER ACCOUNTS ARE OWNED BY CVUSD AND MAY BE MONITORED. CVUSD HAS THE RIGHT TO ACCESS MY TECHNOLOGY ACCOUNTS AT ANY TIME.
3. I AM RESPONSIBLE FOR MY DISTRICT COMPUTER ACCOUNT.
4. I WILL NOT ALLOW OTHERS TO USE MY ACCOUNT NAME AND PASSWORD OR TRY TO USE THAT OF OTHERS.

5. I WILL NOT INSTALL OR RUN ANY PROGRAM, SCRIPT OR SOFTWARE IN AN ATTEMPT TO BYPASS OR MODIFY CVUSD SETTINGS.
6. I AM RESPONSIBLE FOR MY LANGUAGE AND CONDUCT WHEN USING ONLINE RESOURCES.
7. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES AND THE GUIDELINES WITHIN THIS DOCUMENT WHENEVER I PUBLISH ANYTHING ONLINE.
8. I WILL NOT ATTEMPT TO BYPASS THE DISTRICT'S WEB FILTERS BY THE USE OF VPN SOFTWARE OR ANY OTHER METHODS.
9. I WILL USE TECHNOLOGY IN A MANNER THAT COMPLIES WITH LAWS OF THE UNITED STATES AND THE STATE OF CALIFORNIA, INCLUDING COPYRIGHT LAWS.
10. I UNDERSTAND THAT NO INTERNET FILTERING SYSTEM IS PERFECT AND THAT I AM TO NOTIFY MY SCHOOL IMMEDIATELY IF I ENCOUNTER MATERIAL THAT VIOLATES APPROPRIATE USE.
11. I UNDERSTAND THAT MY SCHOOL MAY, AT ANY TIME, RETRIEVE ANY DISTRICT-OWNED DEVICE IN MY POSSESSION.
12. CVUSD ADMINISTRATORS, LOCAL TEACHERS, AND LAW ENFORCEMENT WILL DEEM WHAT CONDUCT IS INAPPROPRIATE USE IF SUCH CONDUCT IS NOT SPECIFIED IN THIS AGREEMENT.

STUDENT:
I understand and will obey the rules of the CVUSD Using Technology in School Acceptable Use Policy (AUP) for Students. I will use CVUSD technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that the consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the CVUSD Discipline Handbook and/or prosecution under state and federal law.

PARENT/GUARDIAN:
As the parent or legal guardian, I have read the CVUSD Using Technology in School Acceptable Use Policy (AUP) for Students and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of CVUSD and that student use for any other purpose is inappropriate. I recognize it is impossible to guarantee that CVUSD can restrict access to all inappropriate materials, and I will not hold the school or District responsible for materials accessed on the District network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use technology resources at CVUSD.