<u>OPUSD Student Technology Acceptable Use Policy</u>

Oak Park Unified School District offers its educational community a wide range of technologies to support teaching and learning. Use of these technology resources shall comply with federal and state laws and in accordance with the policies and procedures of Oak Park Unified School District. This Student Technology Acceptable Use Policy also applies per California Education Code 48900 which describes a school's jurisdiction over student activity and discipline to include:

(1) While on school grounds.
(2) While going to or coming from school.
(3) During the lunch period whether on or off the campus.
(4) During, or while going to or coming from, a school-sponsored activity.

OPUSD supports and encourages a student's US Constitution First Amendment right to free speech but recognizes that communication that adversely impacts a school's instructional environment (such as making other students feel unsafe while on campus) is not protected by the First Amendment. This even applies to speech that occurs off campus (see US Supreme Court ruling in *Tinker v. Des Moines Independent Community School District*). Students are reminded to communicate responsibly while on-line at all times to ensure the school environment remains safe and welcoming to all.

Technology resources the district may provide for student use include, but are not limited to computing devices, peripherals, interactive projection systems, and access to network information sources. Appropriate use is based on trust and responsible judgment. Failure to adhere to this acceptable use policy may result in having access to technology resources suspended or revoked.

Additionally, failure to adhere to this policy may result in discipline up to and including expulsion in accordance with the student behavior and discipline policies outlined in the student handbook. Students are expected to practice ethical behavior in all areas, including harassment, academic dishonesty, and plagiarism, whether or not they are using technology. The following terms and conditions are meant to provide families with examples of prohibited conduct, but are not intended to serve as a comprehensive list. Students may be disciplined for engaging in other conduct deemed in the sole discretion of the school site, district personnel, and in accordance with law, as detrimental to the school, its mission, and/or harmful to other students.

1. Students must abide by the school's policies as outlined in the Student Handbook at all times whether or not they are using technology.

2. All electronic devices used on campus are for educational use. Students who play games, text, or attempt to access any social networks during class time without the direction and supervision of a teacher may have the privilege to use these resources suspended or revoked. Repeated violations may result in more severe consequences.

3. Parents agree that the school may act as an agent for the creation of student accounts for students under the age of 13 for educational purposes. Parents may choose to have their child opt out of this program by submitting the Student On-line Account Opt Out form at the end of this AUP to the school office. This may include but is not limited to on-line accounts created to access Google Apps for Education, Apple iTunes/iCloud, Microsoft Office365, Weebly, Educreations, and other curriculum related apps, programs, or services.

4. Parents agree that any content created by students (text, posts, comments, images or video) may be shared appropriately online. The district holds the safety of its students in highest regard. However, the ability to share information and teach responsible digital citizenship is also vital to the educational process. This includes the use of e-mail, school sanctioned learning management systems, photo sharing services for each class and other social media when applicable under the guidelines of the district's Best Practices of Social Media in Education document.

5. Students and Parents agree that images and videos of students may be used appropriately for marketing and community outreach including on the school's website and print material. Parents may choose to opt out by submitting the Student Media Release Opt Out Form at the end of this AUP to the school office.

6. Students and Parents agree that any inappropriate use of technology while on campus may result in school discipline and may apply to both district owned and personal devices. Inappropriate student use includes but is not limited to the following:

- **Sharing passwords or accounts with anyone other than your parent or trusted adult.**

- Searching for and/or visiting inappropriate websites (such as websites containing lewd, sexually suggestive, or graphically violent images or demeaning, derogatory, or hateful speech.)

- Visiting social networking sites that are not directly used for educational purposes (including Facebook, Instagram, Twitter, Vine, etc.) during class time.

- Use of instant messaging or chat rooms not directly related to instruction (including texting, picture messaging, audio and video messaging).

- Recording video or audio of other students or staff without their permission.

- Sending or posting messages that may be considered physically, sexually, or verbally threatening or harassing (via text, email, comment or post).

- Possessing lewd, graphically violent, or derogatory/demeaning pictures and/or media files.

- Logging in with someone else's account other than the student's own. If a student unintentionally gains access to another student's' account, that student should notify a teacher or administrator and log-out of that account.

- Posing as someone other than yourself.

- Using anonymous methods to post, comment or engage in any type of communication.

- Sharing personal information such as a phone number, address, financial information, family issues, login credentials and passwords.

- Publishing personal information including private events and images (weekend plans or a party/event that not everyone in the class is invited to) or using social media to share images or brag about events in a way that may make others feel left out or uncomfortable.

- Destroying, damaging, defacing, or rendering unusable any property (both physical property like a computer, or virtual, such as a webpage) belonging to the district or another person.

- Stealing others' intellectual property including text, music, movies, and software, or using without the appropriate citation or expressed permission in accordance with Copyright Laws and Fair Use guidelines.

7. Students are reminded that anything they put online creates a permanent digital footprint that remains out of their control. Be mindful of the footprint one creates for themselves and others. Apps, websites and software that claim to delete information may still leave a permanent record accessible to others. Students should not assume their online presence will remain private and should conduct themselves on line expecting that any and all data they furnish could be accessible to a wider audience and potential employers in the future.

8. **Cellular phones and personal electronic devices may be brought to campus and used only under specific circumstances. Students who bring personal electronic devices to campus do so at their own risk and release the district from liability due to loss, damage, or theft of device, or loss of use of the device if confiscated. All personal devices brought to campus by students must be kept in the OFF position out of view during school hours. These devices may only be used during class time under the direct supervision and instruction of a teacher or administrator. Failure to comply may result in the immediate confiscation of the device and the device will only be returned to a parent.**

    a. **Elementary & Middle School Policy: Cellular phones and personal electronic devices must be turned off and stowed during school hours, including non-class time (e.g., recess, nutrition, lunch).**

    b. **High School Policy: Cellular phones and personal electronic devices may be used during non-class time (e.g., nutrition, lunch), in a manner that abides by this acceptable use policy.**

9. **School issued and personal electronic devices (including any device with a camera or other recording capability) may not be turned on or taken out of its covered carrying case/bag in a bathroom or locker room. If a student is found with a device turned on or out in the open in either of these locations the device will be confiscated immediately.**

10. Students agree not to install or download any file or application onto school/district issued devices without the expressed directive of a teacher or other staff member (including music, movies and games).

11. Students agree that while on campus, students will not place a taxing strain on the network by streaming large amounts of data (such as streaming video or audio) which is not directly related to a specific teacher directed assignment.

12. Students and Parents acknowledge that Oak Park Unified School District can and may monitor any and all communications on its network without further notice and may access student e-mail and other district provisioned accounts and on-line resources at any time. Students and parents should not assume nor expect that student work and communications on and through district networks and district provisioned accounts are private.

Student Activities Strictly Prohibited

- Bypassing (or attempting to bypass) the district web content filter through a web proxy, annonymziers, hotspot, or other means from a district computing device.

- Accessing or attempting to access confidential or restricted information on the school's network.

- Using the district issued devices or network to search for and/or access repositories of illegal content, content that may cause harm to the district's network, or content that promotes, encourages, or teaches students how to commit an illegal act (i.e. bomb making, pirating electronic media, intentionally causing harm, etc.).

- Damaging or defacing a district device or altering a district device's settings without teacher or administrator permission (backgrounds, homepages, dock, network configurations, account logins, etc.).

- Downloading apps or any media (including music, videos, games) not approved by OPUSD.

- Attempting to "jailbreak" school/district owned electronic device (that is, attempting to alter the device's operating system in order to run additional, unauthorized applications).

- Gaining access to other students' accounts, files, and/or data.

- Using technology to threaten, bully, or harass others. This may include but is not limited to sending, accessing, uploading, downloading, or distributing materials that are offensive, threatening, profane, obscene, or sexually suggestive.

- Using or advocating racial, ethnic, religious, or gender-based slurs.

- Illegally installing or transmitting copyrighted materials without the proper license or permissions. The district explicitly forbids student use of torrenting software or services on the district network.

- Deleting browsing history on school issued devices.

- Using or installing keyloggers, spyware, or other software/hardware that can be used to harvest other users' login information and other data.

- Logging in to the district network using any other person's log-in credentials.

A student whose behavior or device repair record indicates careless use or abuse of school issued devices or other technical resources will be referred to the Administration for appropriate disciplinary action.

Academic and behavioral policies and expectations are applicable to all technology use on campus, while using school issued technology or personal devices, or any off campus use of technology that may cause a serious disruption on campus. While OPUSD does not intend to search out content about students on the web, we reserve the right (but not the obligation) to intervene when off campus issues are brought to our attention.

Google Apps for Education (GAFE) and Electronic Mail

The use of GAFE and electronic mail is for education and research that supports learning and the educational goals and objectives of Oak Park Unified School District. This Acceptable Use Policy coincides and compliments Oak Park Unified School District's Standards of Student Conduct as outlined in the Student Handbook, and therefore, any sending or sharing of data that violates these standards are prohibited.

By signing this acceptable use policy, students affirm the following:

1. I understand that the use of GAFE and electronic mail is a privilege, not a right. Inappropriate use may result in a suspension of privileges and/or other disciplinary measures.
2. I will accept personal responsibility for reporting any misuse of GAFE and electronic email. I will immediately report any threatening, obscene, or harassing e-mail to school staff.
3. I understand that school administration has the right to monitor all GAFE files and electronic mail sent to and through the GAFE account and that they may be scanned for content violating the terms of this agreement and that suspect e-mail may be reviewed by school administration.
4. I understand that files and communications shared and sent via GAFE and electronic mail must be school related and must abide by the guidelines outlined here. All material will be in keeping with school assignments.
5. I understand that I am responsible for all sharing and communications sent through my account and will not share my GAFE password with other students. I understand that I am responsible for all activities completed through my account.
6. I will not allow others to use my account name or password. If I feel that my account security is in jeopardy or has been compromised, I will notify school staff immediately.
7. I understand that it is important to log out of my GAFE account at the end of every session so another user cannot access my account.

8. I will not share personal information such as a phone number, address, financial information, family issues, login credentials and passwords.

Prohibited uses of GAFE and electronic mail include:

1. Intentional and unauthorized access to other people's GAFE account and/or electronic mail.
2. Harming or destroying data of another user or student.
3. Sending "spam," chain letters, or any other type of unauthorized widespread distribution of unsolicited mail or files.
4. Use of GAFE and/or electronic mail for commercial activities, personal gain, personal emails, social networking unrelated to a school assignment, and partisan political or lobbying activities.
5. Creation and/or use of false or alias GAFE account and/or email address in order to impersonate another or to send fraudulent communications.
6. Use of GAFE and/or electronic email to transmit or post harassing, obscene, discriminatory or offensive material.

I/We have read the OPUSD Student Technology Acceptable Use Policy and agree to abide by its rules and guidelines:

Student Name (Printed): _____ School _____ Grade _____

Student Signature: _____ Date: _____

Guardian Name (Printed): _____

Guardian Signature: _____ Date: _____

Student On-line Account Opt Out Form

I choose to opt out of the creation of on-line accounts for my child. I understand this may limit or hamper my child's ability to effectively communicate or collaborate with his/her fellow students and teacher.

Student Name (Printed): _____

Student's Teacher's Name(s): _____

Guardian Name (Printed): _____

Guardian Signature: _____

Student Media Release Opt Out Form

OPUSD does not have permission to use my child's image in any marketing or community outreach materials both online or in print.

Student Name (Printed): _____

Student's Teacher's Name(s): _____

Guardian Name (Printed): _____

Guardian Signature: _____