

Southern Kern Unified School District

Student Technology Acceptable Use Policy

Grades 3 - 12

Introduction

The Southern Kern Unified School District (SKUSD) views the use of electronic resources as central to the delivery of its educational program, and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of SKUSD to maintain an environment that promotes ethical and responsible conduct in all student activities, including the use of electronic resources.

SKUSD uses a content filtering system to comply with CIPA (Children’s Internet Protection Act) regulations. The filtering is designed to block web sites that are inappropriate for students. The content filter is on the student laptops and works whether the laptop is at school or outside of the district’s network, including at home.

All statements and policies set forward in the SKUSD Technology Acceptable Use Policy are binding upon Students who use Southern Kern Unified School District Laptops (including Chromebooks) on- and off-campus, as well as before, during and after school hours. By signing this policy, Parents and Students agree to uphold all standards set forward in the SKUSD Technology Acceptable Use Policy.

Please read this document carefully. The policies, procedures, and information within this document apply to all District-owned electronic devices, whether used at SKUSD or at home.

This agreement is made effective upon receipt of the Laptop, between the Southern Kern Unified School District (the “District”), the Student receiving the Laptop (“Student”), and his/her Parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a Laptop, software, and related materials (the “Laptop”) for use while a Student of the Southern Kern Unified School District (SKUSD), hereby agree as follows:

1. Laptop Ownership, Check In and Check Out

1.1 Laptop Ownership

The District retains sole right of possession of the Laptop and grants permission to the Student to use the Laptop according to the guidelines set forth in this document. The District’s administrative staff and faculty retain the right to collect and/or inspect the Laptop at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

1.2 Laptop Check-Out

Laptops will be checked out to SKUSD Students at the beginning of the school year. Parents and Students must electronically sign and return the SKUSD Laptop Loan Agreement before the Laptop can be issued to a Student.

1.3 Laptop Check-in

All Laptops, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely. Students who withdraw, are suspended, expelled, or terminate enrollment for any reason must return their Laptop on the date of termination. Just like a library resource, textbook or a school uniform, the Laptops are the property of the Southern Kern Unified School District, and Students are responsible for returning them in reasonable condition.

2. Right to Privacy

Students should expect no privacy in the context of personal files, or while using the District's technological resources. All Student use of District technology may be supervised and monitored. The District's monitoring of technology resources, including Internet usage, can reveal all activities engaged in while using the District's data network and Laptops. The District may examine the Laptop for Internet and other usage outside the District's data network.

3. Damage, Loss, Theft and Liability

The Student is responsible for maintaining a fully functional Laptop at all times. The Student shall use reasonable care to ensure that the Laptop is not damaged. Laptops that are lost or stolen need to be reported to the school office immediately.

The Parent will agree to pay \$50 fee in the event the Student loses or intentionally damages the Laptop. There is a \$25 fee if the student accidentally damages the Laptop. For a lost charger or case, the Parent will be billed \$10.

4. Taking Care of Your Laptop

4.1 General Precautions

- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the Laptop to prevent damage.
- Laptops and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the SKUSD School District.
- Laptops should always be locked or supervised directly by the Student to whom it is assigned. For instance, Laptops should never be left in an unlocked car, or any unsupervised area.
- Students are responsible for keeping their Laptop's battery charged for school each day.

4.2 Carrying Laptops

The protective cases provided with Laptops have sufficient padding to protect the Laptop from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Laptops should always be within the protective case provided by the District when not in use.
- No other items should be stored or carried within the Laptop case to avoid pressure and weight on the screen.

- Laptop cases should be kept inside students' backpacks.

4.3 Only one user

- Do not allow anyone else to use the Laptop that you have been assigned.

4.4 Saving to the Laptop/Home Directory

Students should save all of their files to their My Documents folder. The District has a backup of the My Documents folder, so if anything happens to the laptop or the file, we can restore it.

4.5 Downloading and Personalizing the Laptop

- Only the SKUSD IT Dept. can download programs to the Laptops.
- Stickers and other markings on the Laptop will not be allowed.

5. Acceptable Use

The use of the Southern Kern Unified School District's technology resources is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with ethical and lawful use of technology resources. If a Student violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Discipline Policy of SKUSD shall be applied to Student infractions. Violations may result in disciplinary action up to and including suspension or expulsion for Students. When applicable, law enforcement agencies may be involved.

5.1 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing board policy or public law including sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Plagiarism, including accessing sites, selling term papers, book reports and other forms of student work.
- Changing of Laptop settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps.
- Spamming, or sending mass or inappropriate emails.
- Gaining or allowing access to another Student's accounts, files, and/or data.
- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can

infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- One user account with specific privileges and capabilities has been set up on each Laptop for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
- Bypassing the SKUSD web filter through a web proxy is strictly prohibited.

6. Student Pledge for Laptop Use

Your Laptop is an important learning tool and is for educational purposes only. In order to take your Laptop home each day, you must be willing to accept the following responsibilities:

- I will take good care of my Laptop.
- I will never leave the Laptop unattended.
- I will never loan out my Laptop to other individuals.
- I will charge my Laptop's battery daily.
- I will keep food and beverages away from my Laptop since they may cause damage to the device.
- I will not disassemble any part of my Laptop or attempt any repairs.
- I will protect my Laptop when not in use by only carrying it while in the case provided.
- I will use my Laptop in ways that are educational, appropriate and meet SKUSD expectations.
- I will not place decorations (such as stickers, markers, etc.) on the Laptop or deface the serial number.
- I understand that my Laptop is subject to inspection at any time without notice and remains the property of SKUSD.
- I will follow the policies outlined in the Laptop Acceptable Use Policy while at school, as well as outside of school.
- I will be responsible for all damage or loss caused by intentional conduct, neglect or abuse.
- I agree to return the District Laptop, case, and power cord in good working condition.
- I will notify the school office in case of theft, loss, damage or vandalism.
- I understand that a police report will be filed by the school if necessary.
- I will not incur any expense through use of the Laptop, which expense will be charged to the District, and will pay any such charge on request.
- I understand there is no expectation of privacy in my use of the Laptop, at school or home or elsewhere.
- I will obey general school rules concerning behavior and communication that apply to Laptop use.
- If I receive inappropriate digital content, I will immediately notify an adult.

SKUSD Student Google Suite Acceptable Use Policy

SKUSD may provide students with filtered, monitored Google Suite accounts for facilitating teacher-student communication and participation in web-based classroom activities. The goals of the district are to provide tools for effective teaching and learning, and to ensure that these tools are used in a safe and ethical manner. SKUSD student Google accounts are actively monitored by Gaggle software, which alerts administration to inappropriate or dangerous content in student accounts. Student Google accounts are not private and can be viewed at any time by school administration. Student Google accounts are for educational purposes only. Failure to comply with the acceptable use policy of SKUSD by students can result in restrictions being placed upon the accounts, loss of access, and possible disciplinary consequences.

SKUSD students will have access to Google Suite programs, including Drive and Docs. Only students in grades 9-12 will have access to Gmail.

1. Account security and safety.

It is the responsibility of students to maintain the confidentiality of their Google account information. Students will not share usernames, passwords, or other account information. Students will report any possible unauthorized use of their accounts to a teacher or district official immediately. Under no circumstances will students attempt to login to another student's Google account.

Cyber-bullying and harassment will not be tolerated. Students are expected to report any suspicious or threatening communication immediately.

Students will not use Google Suite to share personal information, such as full names, locations, family information, phone numbers, etc.

2. Student use guidelines.

Student Google accounts are to be used for the following purposes only:

- Teacher-student correspondence
- Accessing/submission of classroom assignments or materials
- Creation of documents for classroom work
- Correspondence with students/partners in collaborative class activities (e.g. NPDL projects)

Students may not use Google Suite accounts for:

- Unauthorized personal communication
- Bullying or harassment of other students
- Forwarding of chain mail, spam, or commercial content
- Sending inappropriate or immoral content or language

3. Privacy.

SKUSD student Google accounts are the property of Southern Kern USD. Students should expect Google Suite to be subject to monitoring at all times and should not expect any email messages or documents to be private. Additionally, active software-based filtering will monitor student Google Suite accounts for content and dangerous/malicious programs.

4. Consequences of violation of acceptable use policies.

Students who violate SKUSD policies with regard to acceptable use of student Google accounts are subject to any of the following:

- Restrictions placed upon accounts, such as limiting accounts to teacher-student communication only.
- Temporary or permanent loss of access to student Google accounts.
- Disciplinary action as determined to be appropriate by teachers, campuses, district officials, or criminal prosecution by appropriate law enforcement agencies.