

Student Use of Technology

The Solano County Office of Education (SCOE) intends technology resources provided by SCOE to be used in a safe, responsible, and proper manner in support of the instructional program, the advancement of student learning, and SCOE's vision, mission, and goals.

The County Superintendent or designee shall notify students and parents/guardians about authorized uses of all SCOE-managed technology resources (SCOE's technology resources), user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with SCOE's regulations and Acceptable Use Agreement.

Before a student under the age of 18 is authorized to use SCOE's technology resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement (Attachment A) specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold SCOE or any of its staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless SCOE and SCOE's personnel for any damages or costs incurred.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy and administrative regulation, as well as other relevant procedures, to enhance the safety and security of students using SCOE's technology resources and help ensure that SCOE adapts to changing technologies and circumstances.

The principal or designee, in collaboration with the Director of Technology, shall oversee the maintenance of each school's technology resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this policy/administrative regulation as well as SCOE's Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technology resources. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers and administrators shall prescreen technology resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and age of the students.

Definitions

Blocked Content: Content that is materials that are obscene, pornographic, or harmful to minors, per (20 USC [6777](#), 47 USC 254).

Use of SCOE's Technology Resources for Online Services/Internet Access

SCOE desires to protect students from access to inappropriate matter on the Internet. The Superintendent or designee shall ensure that all SCOE's technology resources with Internet access have a technology protection measure that blocks or filters Internet access to blocked content, and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to blocked content and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall be responsible for the supervision of students while they are using online services.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using SCOE's technology resources.

Policy 6163.4 (Continued)

The Superintendent or designee shall provide age-appropriate digital citizenship instruction regarding SCOE's Acceptable Use Agreement, including instruction on safe and appropriate behavior while using SCOE's technology resources.

Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use SCOE technology resources to access the Internet or other online services in accordance with SCOE's policy, the user obligations and responsibilities specified below, and SCOE's Acceptable Use Agreement.

1. Student should only use their assigned account.
2. Students shall keep personal information, as defined by digital citizenship, private.
3. Students shall use SCOE's system safely, responsibly, and only for educational purposes.
4. Students shall not access, post, submit, publish, distribute or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, bullying, harass, or disparaging of others.

Harmful matter includes matter that, to the average person, when taken as a whole and when applying contemporary statewide standards, appeals to the prurient interest, depicts or describes sexual conduct in a patently offensive way, and lacks serious literary, artistic, political, or scientific value for minors.

5. 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, or SCOE policy, and administrative regulations.
6. Students shall not use the system to engage in SCOE unauthorized commercial or other for-profit activities.
7. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for school assignments should be cited properly as with any other printed source of information. Students may not use SCOE equipment or resources for the duplication of any copyrighted materials under any circumstances (e.g., "burning" copies of software media for any reason, etc.).
8. Students shall not intentionally upload, download, or use computer viruses and/or maliciously attempt to harm or destroy SCOE's technology resources, equipment, or materials or manipulate the data of any other user, including so-called "hacking."
9. Students shall not attempt to interfere with other users' ability to use SCOE technology resources.
10. Students shall immediately report any security problems or misuse of the services to SCOE staff.

SCOE reserves the right to monitor use of its system without advance notice or consent.

Whenever a student is found to have violated SCOE policy, administrative regulation, or SCOE's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of SCOE's technology resources, as appropriate. Inappropriate use ~~also~~ may also result in disciplinary action and/or legal action in accordance with law and SCOE policy.

Attachment: (A) Acceptable Use of Electronic Information Resources – Student Agreement

Policy 6163.4 (Continued)

Legal Reference:

EDUCATION CODE

- 51006 Computer education and resources
- 51007 Programs to strengthen technological skills
- 51870-51874 Education technology
- 60044 Prohibited instructional materials

PENAL CODE

- 313 Harmful matter
- 502 Computer crimes, remedies
- 632 Eavesdropping on or recording confidential communications
- 653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

- 6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

- 6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially: 6777 Internet safety

UNITED STATES CODE, TITLE 47

- 254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

- 312.1-312.12 Children's Online Privacy Protection Act

CODE OF FEDERAL REGULATIONS, TITLE 47

- 54.520 Internet safety policy and technology protection measures, E-rate discounts

Policy Cross-Reference:

- 0440 Technology Plan
- 1113 Website
- 3513.3 Tobacco-Free Schools
- 4040 Employee Use of Technology
- 5125.2 Withholding Grades, Diploma, or Transcripts
- 5131 Conduct
- 5131.5 Vandalism, Theft, and Graffiti
- 5131.6 Alcohol and Other Drugs
- 5131.9 Academic Honesty
- 5144 Discipline
- 5144.1 Suspension and Expulsion/Due Process
- 5144.2 Suspension and Expulsion/Due Process: Students with Disabilities
- 5145.12 Search and Seizure
- 5145.3 Nondiscrimination/Harassment
- 5145.7 Sexual Harassment
- 5145.9 Hate-Motivated Behavior
- 6143 Courses of Study
- 6162.6 Use of Copyrighted Materials

ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES BY STUDENTS

The Solano County Office of Education (SCOE) makes electronic information services available to students at all of its sites.

Please read this agreement carefully. When signed by you and, if appropriate, your parent/guardian, it becomes a legally binding contract. SCOE must have your initials where indicated as well as your signature and that of your parent/guardian (if you are below the age of 18) before you are authorized to use SCOE technology resources.

On the following pages are the provisions of this contract. If you violate these provisions, access to the SCOE technology resources may be denied, and you may be subject to disciplinary action.

Terms and Conditions of this Contract

1. **Acceptable Use:** My use of SCOE technology resources must be for my educational goals as defined by SCOE staff, and aligned with the law as well as SCOE's policies, regulations, vision, mission, and goals. I am personally responsible for this provision at all times when using SCOE's technology resources.
 - a. I will not transmit any material in violation of any law is prohibited. This includes, but is not limited to, material that is copyrighted, protected by trade secrets, threatening, or constitutes cyber-bullying.
 - b. I will not use the system to promote unethical practices; access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or could be construed as cyber-bullying, harassment or disparagement of others. Use of commercial activities by for-profit institutions is generally not acceptable.
 - c. I will not promote product advertisement or political lobbying.
 - d. **Personal Responsibility:** As a representative of this school and/or SCOE program, I will accept personal responsibility for reporting any misuse of SCOE technology resources to SCOE staff. Misuse is anything in violation of this agreement.
2. **Privileges:** The use of SCOE's technology resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives an account will participate in an orientation or training course with a SCOE staff member regarding proper behavior and use of the network. SCOE's system administrators will decide what constitutes appropriate use, and their decisions are final. The system administrators may close an account at any time deemed necessary. SCOE's administration or staff may request that the system administrators deny, revoke, or suspend specific user accounts.
3. **Network Etiquette and Privacy:** I will do the following:
 - a. Be polite.
 - b. Use appropriate language.
 - c. Keep my and others' information private.
 - d. Keep in mind that electronic communications are not guaranteed to be private.
 - e. Report activities that might be unlawful to SCOE staff. Use SCOE technology resources in a way that allows others to use SCOE technology resources without disruptions.
 - f. Remember that humor and satire may be misinterpreted.

4. Security: Due to its many users, security for all SCOE-managed technology resources is a high priority. If I identify a security problem, I will immediately notify SCOE staff. I will never demonstrate the problem to other users. I will never use another individual's account. My use of the system must be under my own account. If I am identified as a security risk I will be denied access to the information system.
5. Vandalism: Vandalism is defined as any malicious attempt to harm or destroy the data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of SCOE's technology resources, disciplinary action, and legal referral.

ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES
STUDENT CONTRACT

Required Signatures

STUDENT: I understand and agree to everything in this contract. *Students under the age of 18 must also have the signature of a parent/guardian who has read and understands this contract.*

Student Name (Please Print) _____

Student Signature _____ Date _____

PARENT/GUARDIAN: As the parent/guardian of the above-named student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for the Solano County Office of Education (SCOE) to restrict access to all controversial materials, and I will not hold SCOE or its employees responsible for materials acquired through the use of SCOE technology resources. I also agree to report any misuse of SCOE technology resources as defined by this contract to SCOE's staff.

I accept full responsibility for supervision when my child's SCOE technology resources use is not in a school setting. I hereby give my permission to issue a SCOE technology account for my child and certify that the information contained on this form is correct.

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____ Date _____

SPONSORING TEACHER: I have read this contract and agree to promote this agreement with the student. As the sponsoring teacher, I agree to instruct the student on acceptable use of SCOE technology resources. I agree to report any misuse of SCOE technology resources as defined by this contract to SCOE administration.

Sponsoring Teacher Name (Please Print) _____

Work Site _____

Signature _____ Date _____