

Geyserville Unified School District
Geyserville New Tech Academy
Student Technology Acceptable Use Policy
2020-2021

Overview. The Geyserville Unified School District (GUSD) makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, collaboration, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students, and its employees. The District firmly believes that digital resources, information and interaction available on the computer/ network/Internet far outweigh the disadvantages. This Responsible Use Agreement intended to minimize the likelihood of harm by educating District students and setting standards, which will serve to protect the District and its students.

Mandatory Review by Parent/Guardian and Student. To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines each school year. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the District's Student Acceptable Use Policy of Technology (hereinafter referred to as the Acceptable Use Policy) as part of the annual registration process, which includes signing and submitting a signature form at the beginning of each school year.

Definition of District Technology System. The District's computer systems and networks are any configuration of hardware and software. The system includes, but is not limited, to the following: Telephones, cell phones, and voicemail technologies; email accounts; servers; computer hardware and peripherals. Software including operating system software and application software; digitized information including stored text, data files, email, digital images, and video/audio files. Internally or externally accessed databases, applications, or tools (Internet or District-server based); District- provided Internet access including guest Wi-Fi; and new technologies as they become available.

Student Use Expectations. The school's information technology resources provide for educational and instructional purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your teacher, supervisor, or administrator to help decide if a use is appropriate. You must do all of the following to keep your school technology privileges:

Respect and protect your own and the privacy of others by:

1. Using only accounts assigned to you.
2. Only viewing or using passwords, data, drives, or networks to which you are authorized.
3. Never distributing private information about yourself or others.

Respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all District Internet filters and posted network security practices.
2. Utilizing ONLY the GUSD network and Internet access provided while on campus.
3. Reporting security risks or violations to a teacher or network administrator.
4. Not destroying or damaging data, equipment, networks, or other resources that do not belong to you, without clear permission of the owner, (not hacking, uploading, downloading or creating computer viruses, sending mass emails or spam, or causing a disruption to electronic services).

- 5 Sharing technology resources with other users by not deliberately causing network congestion or consuming excessive electronic storage.
- 6 Immediately notifying a staff member or administrator of computer or network malfunctions.
- 7 Use of cell phones, iPods, iPads or other similar electronic devices are not allowed during class time. Cell phones must be turned off.

*Special use exceptions are granted by the administration: i.e. Assistive or adaptive devices (RSP).

Respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, pictures, images, videos, games, software, apps, files or movies).
2. Citing sources when using others' work (not plagiarizing).

Respect your community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, obscene, threatening, discriminatory, harassing, intimidating or bullying).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, impersonating another person for harmful purposes, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's standards for student behavior, such as cheating.
6. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
7. Participating positively in all digital learning environments and refraining from behaviors that negatively affect your peers or staff members.

Consequences for Violation. Violations may result in the loss of your privileges to use the school or District's information technology resources. Violations may also result in disciplinary action, imposed in accordance with the District's Standards for Student Behavior up to and including suspension or expulsion depending on the degree and severity of the violation. Violations could also result in criminal prosecution by government authorities.

Student Access to Computer/Network/Internet. Computer/Network/Internet access is provided to all students for educational and instructional purposes. Each District computer/Chromebook with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting. Therefore, only the District's (GUSD) Internet access and network may be utilized while on campus. Private networks, VPN's, cell phone hotspots and/or private/personal Internet access are not allowed.

Digital Learning Environments. Students may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to blog discussion forums, RSS

Geyserville Unified School District

August 2020

feeds, podcasts, wikis, and online meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-provided digital tools. For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for use of educational software tools and applications. Parents wishing to deny access to these curricular resources must do so in writing to the site principal indicating their child should be denied access to these tools.

Supervision and Monitoring. The use of District owned information technology resources is not private. Authorized employees monitor the use of information technology resources to help ensure that uses are secured and in conformity with District policies. Administrators reserve the right to examine, use, and disclose any data found on the school's networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. In other words, students must understand that computer files and electronic communications are not private and may be accessed by the District for the purpose of ensuring proper use. Administrators may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The District reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The District also reserves the right to limit the time of access and priorities among competing acceptable uses.

Rights and responsibilities of the Technology Department of Geyserville New Tech Academy (GNTA) *The GUSD/GNTA has the responsibility to deliver quality curriculum and education inclusive of contemporary electronic skills and tools widely used in educational and professional environments. Therefore, the District will choose computer programs and electronic tools for use in the classroom ("Programs") that are approved based on their contribution to the overall education of District students with minimal risk to privacy. The District will remind students of safe use of the Internet and online tools.*

1. The Technology Department will:

- Implement a centrally managed network and domain
- Maintain system infrastructure and performance
- Respond promptly to network problems in the following order of urgency:
- Problems that affect the health and/or safety of students and GNTA staff
- Problems that diminish student achievement
- Problems that slow down or bottleneck the system
- Enforce the Acceptable Use Policy and any addendums

2. General Directives

- PC Workstations, network infrastructure, software, and Chromebooks are provided solely for educational purposes.
- School property must be treated with care. Students will be assessed for damage he or she causes. Chromebook responsibility contracts must be renewed each new school year and signed by both parent and student.
- Students should report any system problems or misuse to the GNTA staff
- Ask for permission if you are not sure what you are planning to do is acceptable.
- Student owned technology property is the sole responsibility of the student and his/her family and not the responsibility of GNTA or the district. Personal property contracts must be reviewed and signed by parents and student.

3. System violations include, but are not limited to:

- Connecting to the Internet on any network other than the GNTA/GUSD network while at school.
 - Using an Apple Watch or similar device to control an iPhone or camera to video tape activities without expressed permission from the teacher or staff member.
 - Streaming media files over our network without permission from classroom teacher.
 - Any type of file sharing.
 - Using a VPN (virtual private network) service, proxy server or any circumvention process to bypass school filter.
4. District owned laptops (Chromebooks) and lab computer uses NOT allowed without permission from technological support staff or GNTA staff include:
- Changing the local configuration of lab computers are assigned Chromebooks.
 - Changing the wallpaper on the desktop to anything offensive, derogatory, or otherwise deemed inappropriate by the Technological Support Staff or GNTA Staff
 - Downloading freeware, shareware, public domain, or any other software
 - Downloading music, video or games
 - Playing or streaming music or video over the network without classroom teacher permission.
 - Playing unapproved games at any time at GNTA (including Java-based and web-based games)
 - Using a logon and password other than your own user account
 - Booting off a floppy disk, CD-ROM, or anything other than the standard boot-device
 - Sending computer-to-computer or computer-to-network messages (“net send”)
 - Use of the command prompt
 - Allowing family or friends use of a district issued Chromebook.
 - Changing configuration
 - Installing personal software or apps without permission from IT department or staff.

5. E-mail functions NOT allowed

- Sending excessive emails, overloading network systems.
- Impersonating another user in any manner including using their account
- Sending messages with inappropriate or unprofessional signatures or stationary
- Using offensive or derogatory graphics or text deemed inappropriate by the Technological Support Staff or GNTA Staff
- Using signatures containing graphics of any kind
- Sending chain letters

6. Discussion Databases(s)

- Using inappropriate language or content
- Writing offensive or malicious comments

7. Network/ Hacking -- Applies to both initiators and participants

- Infiltrating computer system security for testing or troubleshooting without expressed permission from Technological Support Staff
- Accessing, modifying or tampering with school, class, course, or database information or files without permission from GNTA Staff
- Intentional introducing and/or distributing virus programs to workstations or servers
- Remotely controlling a workstation, laptop, or server other than your own without permission from GNTA Staff
- Possessing destructive or invasive programs

8. Internet

- Accessing inappropriate sites (e.g. pornography, hate site, etc.)
- Accessing non-educational sites during class time
- Participating in chat rooms for non-school related purposes

9. Software

- Illegally copying software licenses issued to GNTA or GUSD.

10. Personal/Group gain

- Soliciting donated equipment or software
- Directly contacting vendors for supplies and/or equipment donations without permission
- Using e-mail, website, network equipment, or any other resource belonging to the school for personal or group gain

Possible Consequences for Violations (determined by Admin and Technology Committee)

- Network restriction (for student or district owned devices) is an option that may be invoked for improper behavior regarding the technology systems at GNTA.
- Access will be restricted at the discretion of the principal and/or the Technological Support Staff.
- All violations are recorded and entered into the behavior records.
- Whenever possible the District Behavior and Discipline code will be applied to the digital equivalent of the misbehavior, including suspension and expulsion.
- Repeated or severe violations may result in removal from Geyserville NewTech Academy, as well as denying electronic access for the duration of enrollment in a GUSD school.

Disclaimer of Liability. The District makes no guarantees about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. The District denies any responsibility for material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor) or for any hostile or injurious actions of third parties encountered through a computer network. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of the District, its affiliates or employees. Due to the nature of electronic communications and changes in the law, it is also impossible for the District to guarantee confidentiality of email sent and received over any computer network.

GEYSERVILLE NEW TECH ACADEMY
Acceptable Use Policy
2020-2021 School Year
Student Signature and Parental Consent Form

Student Last Name

Student First Name

Grade

(The use agreement is available to read at <https://www.gusd.com/technology1.html>)

I have read the Acceptable Use Policy. If I follow the rules as outlined in the Acceptable Use Policy, I may keep my privilege to use technology including the Internet at GUSD/GNTA. I understand that this privilege may be revoked if I violate the rules.

Student Printed Name

Student Signature

Date

Parent Consent

I have read the GUSD/GNTA Acceptable Use Policy. I understand that the Internet is a worldwide group of many computer networks. I know that the Geyserville Unified School District does not control the contents of these Internet networks but provides an Internet filtering system as well as teacher supervision. When using the Internet, I realize that students may be exposed to material I might consider controversial or offensive, and I understand that GUSD does everything within their capacity to prevent this. The Geyserville Unified School District has my permission to allow my child to use the technology as well as the Internet at the Geyserville schools. I understand that my child can keep this privilege as long as the procedures described in the Acceptable Use Policy are followed.

By signing the Signature Form, I have read, understood, shared with my student and acknowledge receipt of this Acceptable Use Policy.

Please return this signed copy to the Geyserville School District Office
Keep the Use Agreement in your files for future reference.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

This Student Acceptable Use of Technology Policy is consistent with the District's Board Policy and Administrative Regulation 6163.4.

Geyserville Unified School District
August 2020

