

Instruction

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (STUDENTS)

The Nevada City School District (NCSD) authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Definitions

District technology includes, but is not limited to computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, district assigned Google drive and email account, USB drives, wireless access points (routers), tablet computers, smartphones, and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

- Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory obscene, sexually explicit, or disruptive
- Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
- Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
- Infringe on copyright, license, trademark, patent, or other intellectual property rights

Exhibit

Student Use Of Technology

E 6163.4

Instruction

- Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers).
- Install unauthorized software
- "Hack" into the system to manipulate data of the district or other users
- Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology. The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Internet Access & Online Services¹

- All students will have access to the Internet for information resources through computers connected to the network
- NCSd actively uses Internet filtering software hosted by the Nevada Joint High School District to meet the Children's Internet Protection Act (CIPA) requirement and to prevent students from accessing websites that are (1) obscene, (2) pornographic, or (3) harmful to minors. NCSd retains the right to block unacceptable websites. Filtering software is not a perfect science and it may be possible for users to access inappropriate sites.
- Students will not purposely use the NCSd network system to access inappropriate material including sites that display profane or obscene (pornography) material that advocates illegal acts, encourages the use of drugs, alcohol or tobacco, school cheating, weapons, or material that advocates violence, participation in hate groups or discrimination towards other people
- Students will not post or share information that could cause damage or a danger of disruption to NCSd schools or any other organization or person
- Student are prohibited from accessing or attempting to access instant messages, chat rooms, forums, e-mail, social network sites, or other messaging services during the instructional day unless authorized by a teacher or administrator for instructional purposes
- If students mistakenly access inappropriate information they should immediately tell their teacher or other staff member. This will protect the student against a clam that they have intentionally violated this agreement
- A filtered e-mail account may be provided to students for educational purposes and not as a

¹ E-mail, chat, forums, blogs, social networking, instant messaging, SMS, Google documents

Instruction

- public or student forum
- Students will promptly disclose to their teacher or other school employee any message or information they receive that is inappropriate or makes them feel uncomfortable while on the web, using e-mail or any other form of messaging service
- E-mail may not be used for unlawful activities, political or commercial purposes, any form of harassment or threats, sending of spam messages or chain letters to more than five people or any use that interferes with the school computing services or its employees
- Students may not send message with a false identity or alter forwarded e-mail out of context
- Students will not use defamatory, inaccurate, abusive, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or prejudicial language in public or private communication
- Students will not post personal contact information about themselves or other people without parental approval. Personal contact information includes but is not limited to names, home, school, parent addresses, telephone numbers, and pictures or videos
- Students will not repost a message that was sent to them privately without permission of the person who sent them the message

Cyberbullying

NCSD expressly forbids cyberbullying. Cyberbullying shall mean using messaging, online, or other digital communication to bully others by:

- Sending or posting cruel messages or images
- Threatening others
- Excluding or attempting to exclude others from activities or organizations
- Starting or passing on rumors about others of the school system
- Harassing or intimidating others
- Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group
- Sending or posting harmful, untrue or cruel statements about a person to others
- Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger
- Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images
- Engaging in tricks to solicit embarrassing information that is then made public

Plagiarism, Piracy and Copyright Infringement

- Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours
- Students will not download or install pirated software, music, video or files that infringe on copyright laws onto computers. Possession of unlicensed or pirated software is illegal
- Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements
- If you are unsure whether or not you can use a work you should ask a teacher or staff member

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all school rules, applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or

Exhibit

Student Use Of Technology

E 6163.4

Instruction

public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel. If the district reasonably determines that the student has willfully caused damage to computer hardware or software, the district reserves the right to apply the liability provisions of Education Code section 48904.

Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.