



STUDENTS

PARENTS

EDUCATORS

COMMUNITY

## Newman-Crows Landing Unified School District Acceptable Use Policy and Release of District from Liability

The Newman-Crows Landing Unified School District 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 Policy. 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 Policy as an indication that they have read and understand the agreement. The purpose of this agreement is to ensure that the use of Internet resources, network, and technology devices is consistent with NCLUSD's missions, goals and objectives and with California Education Codes.

These terms and conditions apply:

1. While on school grounds or while using NCLUSD devices at home/away for Distance Learning.
2. While going to or from school
3. During or while going to or coming from school-sponsored activities.

The Principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use.

### **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, email, 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.

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## **Internet Access**

The purpose of providing access to the Internet and District network resources is to provide access to unique resources and the opportunity for support of education and research. The Internet is to be used for regular instructional activity or to compile data necessary for educational research. Students shall use the system responsibly and primarily for educational purposes.

Newman-Crows Landing Unified School District is compliant with the Federal Children's Internet Protection Act (CIPA). Specifically, CIPA requires school Districts to use technology to block access to Internet sites that are: A) obscene, (B) contain child pornography, or (C) that are harmful to minors.

Internet filtering technology may not be 100% effective, and there is no technical substitute for adequate supervision of a child connecting from school or home.

In order to support student online safety at school and at home with the implementation of 1:1 devices, we have collaborated with Securly. Securly is a filtering system that provides web filtering for educational organizations. It is enabled 24 hours per day, 7 days a week, no matter the location of your child's Chromebook. Securly also monitors student emails, documents and web searches for violence, bullying, hate speech, bullying, suicide/self-harm and inappropriate language. School staff is notified if any of these activities are flagged through Securly. School staff will review the notification and follow up by making contact with the student and parent if necessary.

Students are not allowed to send documents or emails outside of the district on district-issued devices nor can they receive documents or email from outside of the district. Some exceptions will be made as deemed necessary by the administrator.

The district believes there are many educational advantages to using YouTube content in an educational setting. The district filters YouTube content and uses Safe Restriction Mode. Teachers may use YouTube content to enhance curriculum or engage students. Additionally, students may use YouTube to conduct research but are not able to post content to YouTube. By agreeing to this Acceptable Use Policy, parents/guardians give permission to allow their child to view educational content on YouTube. This access will be monitored by teachers and administrators and may be revoked if deemed necessary.

Schools will implement digital citizenship curriculum to educate and empower our students to become safe, responsible and respectful digital citizens. Parents are requested to reinforce responsible, acceptable, and safe use of the Internet at home.

## **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.

### **Personally Owned Devices**

Students may request permission from Principal or designee to access the Internet or on-line services on a personal mobile device. If a student uses a personally owned device to access district technology and/or network resources, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Policy. The device is subject to filtering and monitoring similar to all other district devices. 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 public records request.

The use of a personal wireless access point or hotspot is prohibited on school campuses.

### **Student Obligations and Responsibilities**

All students must agree to this form and obtain parent/guardian permission before receiving a device or using the NCLUSD network, gaining access to the Internet, email, and other educational technologies on personal or district-owned devices. Students are expected to use district technology safely, responsibly, and for educational purposes only.

These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, these require efficient, ethical and legal utilization of the network resources. Access to the Internet through NCLUSD Network and the use of District network resources including email accounts are privileges, not rights. Inappropriate use, as determined by district personnel, will result in disciplinary actions which may include having access to technology resources suspended or revoked or other appropriate consequences.

The following are meant to provide students and families with examples of conduct but are not intended to serve as a comprehensive list. Students may be disciplined for engaging in other conduct deemed inappropriate at the discretion of district personnel and in accordance with law.

1. In order to use District technology and Internet, a student must have signed:
  - a. Student Conduct Code and Handbook Acknowledgement
  - b. Technology Acceptable Use Policy
  - c. Chromebook Policies & Procedures Agreement
  - d. Google Workspace for Education Agreement
2. All District equipment should be used with care. Any changes, alterations, or modifications by student of any settings on District equipment, are not permitted. Students shall not install any unauthorized software applications on District equipment.
3. The student, in whose name an account is issued, is responsible for its proper use at all times. They shall use the network only under their own account number. 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 may not log in with a different account or pose as someone else to gain access to other students' accounts, files or data.
4. Students shall not search for, access, post, submit, publish, or display harmful or inappropriate material that is threatening, violent, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. 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 Board policy.

5. Students shall not disclose, use or disseminate personal identification information about themselves, another student, staff member, or others when using any form of electronic communication.
6. Students shall not use material that may infringe copyright, license, trademark, patent, or other intellectual property rights.
7. Students shall not intentionally upload, download or create computer viruses, maliciously attempt to harm or destroy District hardware or software or attempt to harm or destroy data of any other user. This includes disrupting or limiting access to network resources or using the network to make unauthorized entry to any other device accessible via the network (hacking).
8. Students shall abide by all network filters, applications and network settings that set accessibility to content on the Internet. Students shall not bypass these in order to access content restricted by the District.
9. Students shall not download apps or any media not approved by the district.
10. Students shall not visit social networking and chat websites that are not directly used for educational purposes including texting, picture messaging, audio, and video messaging.
11. Students are not allowed to photograph, record audio or video of other students or staff without permission.
12. Students will participate in Digital Citizenship curriculum.
13. Students understand that all communication and information accessible via technology shall be regarded as private property. However, NCLUSD reserves the right to monitor and inspect any material stored in files which users have access and will edit or remove material which district believes may be objectionable. Messages or information relating to or supporting illegal or harmful activities may be reported to the authorities.
14. NCLUSD specifically denies any responsibility for the accuracy or quality of information obtained through its services. The district will not be responsible for any damage suffered, included but not limited to, loss of data or interruptions of service. The district will not be responsible for financial obligations arising through the unauthorized use of the system. Parents can be held financially responsible for any harm to the network or devices as a result of intentional misuse.

### **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.

### **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.

**Student Acknowledgment**

I have received, read, understand, and agree to abide by this Acceptable Use Policy and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: \_\_\_\_\_ (~~Please~~ print) \_\_\_\_\_

School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Legal Guardian Acknowledgment**

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Policy. By signing this agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that the district's network and technology resources are designed for educational purposes. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Name: \_\_\_\_\_ (~~Please~~ print) \_\_\_\_\_

Signature: \_\_\_\_\_

Newman-Crows Landing Unified School  
District Newman, CA

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