Student Technology Responsible Use Policy

Purpose:

The purpose of this document is to outline San Marcos Unified School District's Responsible Use Policy as it relates to the use of technology by staff and students. Our community of staff and students use technology to access and share information, communicate with one another, and to create products, which convey understanding and have educational purpose. While we want our students to be active contributors in a globally connected environment, we need them to be safe, legal, and responsible. This Technology Responsible Use Policy supports our vision of digital citizenship. The policy applies to all users of San Marcos Unified School District computer networks, the resources made available by these networks, and all devices connected to these networks.

General Policies:

- The purpose of a SMUSD user account is to provide access to the district's network and hosted programs to facilitate a seamless educational experience promoting 21st century literacy skills.
- Access is a privilege and involves user responsibility. Inappropriate use may result in cancellation of those privileges and disciplinary action.
- SMUSD accounts are owned by SMUSD. All digital files associated with user accounts may be retrieved by SMUSD staff at any time without prior notice and without permission of the user. SMUSD reserves the right to monitor all accounts in order to maintain system integrity and to ensure responsible use.
- Students should have no expectation of personal privacy in any matters stored in, created by, received, or sent through the SMUSD computer network or its hosted programs.
- A content filtering solution is in place to prevent access to sites that may contain inappropriate and/or harmful material including, but not limited to pornography, weapons, illegal drugs, gambling, and sites that pose a security risk.
- The SMUSD Technology Responsible Use Policy applies to users who connect via their own service (cell phones, mobile hot-spots, etc.). However, SMUSD cannot be held responsible for the content accessed through these services.

Responsible Use and Digital Citizenship

Respect Yourself: I will select user names that are appropriate and will use appropriate language/content online.

Protect Yourself: I will not publish personal details, contact details, or a schedule of activities for myself or anyone else. I am responsible for activities initiated by and/or performed under my accounts. I understand it is my responsibility to appropriately secure my account login and password. I understand it is my responsibility to maintain and backup my own data. If I am uncertain whether a specific activity is permitted or appropriate, I will ask a teacher/administrator before engaging in that activity.

Respect Others: I will not use technologies to bully or tease others. I will not make audio or video recordings of students/employees without their prior permission. I understand that posing as someone else is illegal, and I will not pose as a user other than myself when online. I will be careful and aware when printing to avoid wasting resources.

Protect Others: I will help maintain a safe computing environment by notifying appropriate school officials of inappropriate behavior, vulnerabilities, risks, and breaches involving school/district technology.

Respect Intellectual Property: I will appropriately cite any and all use of websites, books, audio (including music), photos, videos, etc. I will respect all copyrights.

Protect Intellectual Property: I will not reuse, remix, or otherwise edit materials, resources, or other content that others produce without express permission.

Appropriate Use of Digital Tools and Resources

In accordance with our district mission, goals and vision for 21st century learning, our students may require accounts on third-party systems. Many of these accounts will be used at school for school-related projects and accessed outside of school for additional learning. The use of these accounts will help our students to master the effective digital communication and citizenship skills necessary for higher education and the workplace.

Guided classroom use of interactive web-based tools such as learning management systems, and educational social networking sites is the best way for students to learn how to use them safely and responsibly. Such use will help students develop the attitudes and skills that will help keep them safe outside of school.

By agreeing to his policy, I give permission to SMUSD to create and manage third party accounts (including, but not limited to SMUSD G Suite Apps (Gmail, Drive, Calendar, Classroom, etc.), DreamBox, Lexia, Screencastify, Google CS First, YouTube, CCGI (California College Guidance Initiative), Adobe Spark and other Adobe products, (Seesaw, FlipGrid and others), for my child. These accounts are intended for students as they learn to use technology and then transition to using technology to learn.

I Know
- The technology equipment, programs, tools, and systems managed by or used at SMUSD may be monitored by designated staff to ensure appropriate use for educational or administrative purposes (including the materials I create, view, copy, or transmit on the system) at any time without notifying me.
- All SMUSD equipment and accounts are for schoolwork only and not for personal use.
- Copyrighted software or data may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright. Only the owner(s) or individuals the owner(s) specifically authorized may upload copyrighted material to the system(s).
- Social media venues are very public. What I contribute leaves a digital footprint forever, even after it is deleted. I won't post anything I wouldn't want friends, enemies, parents, teachers, or a future employer to see. I will ensure what I post promotes a positive image to the world.
- Posting or sharing personal information about myself or others on websites, discussion boards, or in email is inappropriate and unsafe. I know that saying unkind and untrue things about others may be considered bullying and is prohibited.

I Will
- Treat all technology devices carefully and report any issues immediately.
- Work only on the programs and websites my teacher tells me to use.
- Keep my login and password information confidential and only share it with my parents/guardians, and teacher.
- Tell an adult if I read or see something on the screen that is not appropriate for school
- Keep myself, family, and friends safe by not publishing identifiable information about myself or others (e.g. last names, phone numbers, pictures, addresses, schedules, events, etc.) on district provided equipment or accounts.
- Follow all district and school rules, regulations and policies.

I Will Not
- Use technology to hurt, scare, or bully others.
- Change, tamper with, or attempt to circumvent any of the school equipment, systems, and security/content filtering measures. This includes, but is not limited to settings, software, downloads, hardware, etc.
- Access or try to access another person's files, folders, accounts, or work in general
- Re-use or re-distribute content created by others without their permission or violate copyright laws
- Access, post, or distribute offensive material including but not limited to obscene or explicit pictures, offensive comments or jokes, and harmful content that would violate district policies.

- Pretend to be someone else, spread lies, or harass others online including attempting to communicate with others who have asked me not to.
- Post or transmit pictures without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.

<u>Consequences</u>

Any malicious attempts to harm or destroy District equipment or materials, data of another user of the District's system(s), or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of District policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws.

Noncompliance with applicable regulations will result in a) disciplinary action consistent with District policies and regulations; b) revocation of account; c) suspension of access to District technology resources. Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Notes:
1. Please contact the school site's office to request permission to bring an approved personal electronic device on campus.
2. To **opt out** of the following, please contact the school site before September 15:
   - SMUSD providing Internet access for my student while at school.
   - SMUSD creating and managing third-party accounts for my student. By opting out, I understand he/she will not be able to participate, electronically, in certain projects, which require these accounts.
   - My child's name/picture to be published in publicly distributed media.
   - My child's ability to use the Internet while on campus.