

RESPONSIBLE USE HANDBOOK FOR STUDENTS



FREMONT UNION HIGH SCHOOL DISTRICT

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I. INTRODUCTION

Fremont Union High School District (FUHSD) provides technology resources at our schools because we believe that access to technology is important to help students become 21st century learners. FUHSD also believes that appropriate use of technology by students enhances the learning experience. To aid students in the proper use of technology, FUHSD students will be provided information and instruction on the use of technology at school. Topics will include academic research, online safety and privacy, and responsible use of FUHSD resources.

Expectations for student behavior while using technology are no different than in-person interactions. All students and their parent/guardian must review and agree to the *Responsible Use Policy* each year. A copy of the policy is included with the District's Annual Notifications, and each school's zero tolerance packet, which requires a signature sheet to be returned at the beginning of each school year.

NETWORK

The district network provides wired and wireless access to internal resources such as printers, files, and information systems, as well as Internet content (blogs, websites, mail, groups, wikis, etc.). By connecting any device to this network, students agree to follow accepted practices outlined in the FUHSD *Student Responsible Use Policy*. This policy applies regardless of who owns the device (district or personal). Students may connect personal devices to the FUHSD wireless network only; wired connections are for district devices only.

TECHNOLOGY

FUHSD provides access to different technologies geared towards enhancing student learning. Broadly, these tools are used to enable students to create, deliver and share digital content with peers and teachers. Examples of these technologies include, but are not limited to, personal computers (desktops, laptops, netbooks, and other), handheld devices (ipads, ipods, response systems), document cameras, digital projectors, interactive whiteboards, printers, scanners, digital cameras, and response systems. Many of these devices are connected to FUHSD's network either through a wired or wireless connection.

CONTENT ACCESS

While using District technology, students will have access to content from a variety of sources including, but not limited to content created by teachers and other students, applications and content purchased by the District and individual schools, and content located on the Internet. In addition, students may create and share their own content in classes.

The District has multiple tools in place to help protect students from harmful content online. However, we believe that educating students about proper technology use

is more effective than relying on content blocking technology as the primary tool.

FUHSD works hard to balance open access to support education, and uses filtering software to block known inappropriate websites in accordance with the Children's Internet Protection Act (CIPA). The district also blocks select sites that are deemed to have no educational value and may be harmful to students. Parents should remember that, while best efforts to filter are made, no filtering system is 100% effective. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the user's own negligence, inappropriate use of the district's computer network, or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet. Students may be held responsible for any costs incurred by the district due to inappropriate use and the District reserves the right to contact law enforcement when deemed appropriate to do so.

II. GUIDELINES FOR STUDENTS

RESPONSIBLE USE

The Fremont Union High School District expects that students will use District provided technology for purposes consistent with the curriculum. FUHSD technology resources should be used primarily for class assignments and other learning activities. Only school related files should be stored in student accounts. It is expected that students will use the District's technology resources efficiently, especially when other students are waiting to use them. Students are expected to take good care of District technology resources, leaving equipment and work areas in good condition.

FUHSD educates students on the appropriate use of technology at school, including topics such as proper research, citation methods, good communication practices (email and social networking) and internet behavior standards. Students are expected to adopt these academic practices, just as they would in any other subject area.

EDUCATIONAL PRACTICES: SAFETY & PRIVACY

The Fremont Union High School District is committed to helping students develop safe online habits. We will provide educational opportunities and resources for each student in the safe use of technology. Students will learn about maintaining their online reputation and ensuring their personal safety by keeping their personal information private. Students are expected to follow safe practices when using the FUHSD network and technology.

CONSEQUENCES OF VIOLATIONS

Students who misuse FUHSD's technology resources will be subject to discipline which may include loss of access to technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws. If a student is accused of any violation, s/he has all of the rights and privileges that exist with other kinds of school infractions.

SCHOOL SITE POLICIES & PRACTICES

These policies apply to all schools and students within FUHSD. Individual schools and teachers may develop local policies and procedures, which may be more restrictive than District policies. Not all schools or teachers will use all types of software or hardware described in this document.

ADDITIONAL RESOURCES

Additional resources are available on our website: <http://fuhsd.org/technology>

III. RESPONSIBLE USE POLICY FOR STUDENTS

Please read and discuss the provisions of these Terms and Conditions with your child. When you and your child have accepted and signed this document it becomes a legally binding document. Please return the last page once you have signed it to your school. To find out more about FUHSD's Responsible Use Guidelines and student technology use please visit <http://fuhsd.org/technology>

TERMS AND CONDITIONS

FUHSD technology resources and tools are provided to support curriculum, courses and assignments and should be used primarily to support them. FUHSD believes that providing access to technology is beneficial to student learning. By ensuring that technology is used appropriately, students must abide by the following terms and conditions:

1. Security

Students shall not impair the security of FUHSD technology resources. Students are provided personal accounts for all services provided by the district. Students are expected to keep their account information private including:

- a. **Passwords:** students shall not share passwords and should update them regularly to protect their account
- b. **Sharing:** students shall not share personal accounts with others students, with or without the permission of the other student. Teachers may create

group shared accounts for classroom purposes to avoid sharing personal accounts between students.

- c. **Intrusion:** students shall immediately inform an administrator if they believe their account or another student's account has been compromised

2. Directed Use

Students may use district or personal technology resources when instructed to do so by a teacher or during self-directed learning in locations that support it (eg: library, study room, etc). If in doubt, please ask your teacher.

3. Appropriate Use

File, email, and other services are intended to aid students in learning activities. Students making use of technology in FUHSD are expected to be courteous to other users and take care of equipment. Some examples of appropriate student technology use include:

- a. The creation of files, projects, videos, Web pages, podcasts or other student generated work using network resources in support of school related work and educational research;
- b. The participation in online learning and collaboration environments (such as blogs, wikis, bulletin boards, social networking sites, groups) and the creation of digital content (such as podcasts, e-mail and Web pages) that support school related work and/or educational research;
- c. The online publication of original student work, whether publically viewable or protected from public view. Sources outside the classroom or school must be cited appropriately;
- d. The student use of the network for incidental personal use in accordance with all district policies and guidelines;
- e. The connection of student-owned electronic devices to the district network after checking with district staff. Students are reminded that the connection of any personal electronic device to the District's network is subject to all guidelines in this document.

4. Inappropriate Use

District technology resources are shared amongst all students and staff at FUHSD. Use of these resources is a privilege and FUHSD expects students to use them responsibly. Shared resources and tools are provided primarily for educational purposes. While incidental personal use is acceptable, students must restrict these to activities that won't negatively impact bandwidth or computer availability for others. Some examples of unacceptable technology or network use by students include but are not limited to:

- a. Playing games or online gaming (e.g.: Farmville, Call of Duty, or multiplayer

- games) unless approved by your teacher.
- b. Installing software on district equipment without permission of your teacher
 - c. Downloading, or use of, non-approved files, including games, multimedia, applications, operating systems or any other content in violation of district policies or copyright laws.
 - d. Viewing, downloading or sharing obscene, pornographic or other offensive or copyrighted material;
 - e. Engaging in hacking on the network or intentionally introducing malicious code into the district network;
 - f. Attempts (successful or not) to gain unauthorized access to district resources;
 - g. Attaching unauthorized and/or unapproved electronic devices to district resources;
 - h. Using tools designed to bypass or disable district safeguards and monitoring services, such as content filters and security tools;
 - i. Using tools to hide a student's identity or IP address;
 - j. Recording or broadcasting students or staff without their permission;
 - k. Harmful activities towards other students, including cyberbullying, online impersonation, etc
 - l. Promoting, supporting or celebrating religion or religious institutions (i.e. proselytizing of a religious belief);
 - m. Taking part in political activities;
 - n. Personal gain, commercial solicitation or compensation of any kind;
 - o. Any activity that is in violation of FUHSD student code of conduct, school policy, or any local, state or federal law.
 - p. Sharing their own or other students personal information, such as address or phone number, in any electronic medium.
 - q. Students using electronic devices that connect to non-district networks are still subject to the Acceptable Use Policy.

5. No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of any student's account if it is believed that policies, regulations or guidelines regarding technology use have been violated.

The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All electronic information is subject to the public records disclosure laws of the State of California.

6. Disruptive Activity

Students should not intentionally interfere with the performance of the Districts network or intentionally damage any District technology resources.

7. Unauthorized Networks

Students may not create unauthorized wireless networks to access FUHSDs network. This includes establishing wireless access points, wireless routers and open networks on personal devices.

8. Use of Personal Electronic Devices

Schools currently address the appropriate use of personal electronics (non-computing) in student handbooks and code of conducts. Laptops, tablets or other computing devices, may be used in classrooms when authorized by the teacher. Use of any cameras, including those in electronic or computing devices, to photograph people without their written permission is prohibited. The district is in no way responsible for any kind of loss, damage or technical support of personal devices.

9. Archive and Backup

FUHSD assumes no responsibility for the storage and safety of student files. Any files stored on local PC hard drives or other non-networked storage media (flash drives, memory cards, CD/DVD, etc.) are the responsibility of the individual user to safeguard.

10. Consequences of Inappropriate Use

Students who misuse FUHSD's technology resources will be subject to discipline which may include loss of access to FUHSD technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

Approved: 5-2013
