

STUDENT USE OF TECHNOLOGY

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the District's Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use.

(cf. 0440 - District Technology Plan)

(cf. 4040 - Employee Use of Technology)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Teachers, administrators, and/or library media specialists shall pre-screen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students.

(cf. 6163.1 - Library Media Centers)

“Technology” includes computers, tablets, the Internet, telephones, cellular telephones, personal digital assistants, pagers, MP3 players such as iPods, USB drives, wireless access points (routers), or any wireless communication device. “District Technology” is that which is owned or provided by the District. “Personal Technology” is non-District technology.

Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use District equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the District's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned. Students shall immediately notify a teacher or administrator if they identify a possible security problem.
2. Students shall use the District's system safely, responsibly, and for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or that harasses others on the basis of race/ethnicity, national origin, sex, gender, gender expression or identity, sexual orientation, age, disability, religion, or other protected characteristics.

STUDENT USE OF TECHNOLOGY

(cf. 5131 - Conduct)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

Access to On-Line Materials

Students shall not use District technology to access the following:

- Material that is obscene or depicts sex or nudity
 - Material that depicts violence or death or promotes weapons
 - Material that is designed as “adults only”
 - Material that promotes the use of alcohol, tobacco, or illegal drugs
 - Material that promotes school cheating
 - Material that advocates participation in hate groups or other potentially dangerous groups
4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

Personal information includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.

5. Students shall not use District technology to engage in any unlawful act, including but not limited to, arranging for a drug sale or the purchase of alcohol; engaging in criminal gang activity; threatening the safety of any person; stealing; or cheating. 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, Board policy, or administrative regulations.

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 5131.6 - Alcohol and Other Drugs)

6. Students shall not use the system to engage in commercial or other for-profit activities.

STUDENT USE OF TECHNOLOGY

7. Students shall not use the system to threaten, intimidate, harass, or bully other students or staff. Students shall not use District technology to engage in sexual harassment. (Education Code 212.5) Such use of personal technology may violate this policy if the District reasonably believes the conduct or speech will cause actual material disruption of school activities.

Students shall not use District technology to engage in hate violence. (Education Code 233.) Such use of personal technology may violate this policy if the District reasonably believes the conduct or speech will cause actual material disruption of school activities.

Students shall not use District or personal technology to engage in 'harassment, threats, or intimidation' directed against District personnel or students. The phrase 'harassment, threats, or intimidation' is defined in Education Code Section 48900.4.

8. Students may not inappropriately reproduce or share a work that is protected by copyright. Students may not quote extensively from any source without proper attribution and permission.

Students may not make or share copies of copyrighted software, songs, or albums, digital images, movies or other artistic works unless explicitly permitted by fair use provisions of copyright law. Unlawful peer-to-peer network file sharing may be a criminal offense.

(cf. 5131.9 - Academic Honesty)
(cf. 6162.6 - Use of Copyrighted Materials)

9. Students shall not deliberately attempt to disrupt District technology, or that of another individual. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulate the data of any other user, including so-called "hacking."

Students shall not gain or attempt to gain unauthorized access to District technology, or that of another individual. This includes going beyond the student's authorized access, attempting to log in through another person's account, and accessing another person's files.

(cf. 5131.5 - Vandalism and Graffiti)

10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.

STUDENT USE OF TECHNOLOGY

11. Students shall report any security problem or misuse of the services to the teacher or principal.

(cf. 5145.12 - Search and Seizure)

12. If students mistakenly access inappropriate information, they should immediately report this access to a teacher or school administrator. This may help protect students against a claim that they have intentionally violated this policy.
13. Students should promptly disclose to a teacher or school staff any message or other materials they receive that are inappropriate or make them feel uncomfortable. Students should not delete this information unless instructed to do so by a staff member.
14. Students shall not use obscene, profane, lewd, vulgar, or threatening language using District technology. Such use of personal technology may violate this policy if the District reasonably believes the conduct or speech will cause actual material disruption of school activities.
15. Students shall not engage in bullying, including cyberbullying, which is bullying by means of an electronic act. Cyberbullying using District technology is prohibited, as is Cyberbullying using personal technology when the District reasonably believes the conduct or speech will cause actual material disruption of school activities. The term "Cyberbullying" will not be interpreted in a way that would infringe upon a student's right to engage in legally protected speech or conduct. All students or others who experience, witness, or become aware of cyberbullying shall immediately report it to a teacher or District administrator. Bullying is defined in Education Code Section 48900(r).

While not an exhaustive list, examples of cyberbullying might include:

- threats to harm another person
- written assaults, such as teasing or name-calling
- social isolation or manipulation
- posting harassing messages, direct threats, social cruelty or other harmful texts, sounds or images on the Internet, including social networking sites
- posting or sharing false or defamatory information about another person
- posting or sharing information about another person that is private
- pretending to be another person on a social networking site or other electronic communication in order to damage that person's reputation or friendships
- posting or sharing photographs of other people without their permission
- breaking into another person's account

STUDENT USE OF TECHNOLOGY

- spreading hurtful or demeaning materials created by another person (e.g., forwarding offensive emails or text messages)
- retaliating against someone for complaining that they have been bullied

“Electronic act” means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer or pager.

“Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his age or her age, or for a person of his or her age with his or her exceptional needs.

The District prohibits all bullying, including, but not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code Section 422.55 and Education Code Section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. In addition, the District prohibits retaliation against complainants.

16. Students may not send, share, view or possess pictures, text messages, emails, or other material of an obscene nature in electronic or any other form on personal technology at school or school-related activities, or using District technology.
17. The use of personal mobile devices, such as laptops, cellular phones, tablets, pagers, or other electronic signaling devices, by students on campus is subject to all applicable District policies and regulations concerning technology use, as well as the following rules and understandings:
 - Permission to have a mobile device at school is contingent upon parent/guardian permission in the form of a signed copy of the District’s Technology Use policy and administrative regulation, except as required by Education Code Section 48901.5(b).
 - The District accepts no financial responsibility for damage, loss or theft. The student should keep the device in a locker when not in use. Devices should not be left unattended.
 - All costs for data plans and fees associated with mobile devices are the responsibility of the student. The District does not require the use of personal mobile devices and does not rely on personal devices in its instructional program or extracurricular activities.

STUDENT USE OF TECHNOLOGY

- Mobile devices with Internet access capabilities will access the Internet only through the school's filtered network while working on school directed projects.
 - Use during class time must be authorized by the teacher.
 - Photographs and audio or video recordings may be taken/made only with the express permission of all individuals being photographed or recorded. Recordings made in a classroom require the advance permission of the teacher and the school principal.
 - Students may not take, possess or share obscene photographs or videos.
 - Students may not photograph, videotape or otherwise record teacher-prepared materials, such as tests.
 - The District will monitor all Internet or intranet access.
 - If the District has reasonable cause the student has violated the law or District policy, the device may be searched by authorized personnel and/or law enforcement may be contacted.
18. When a student is using a District-owned mobile device, all of the above rules pertaining to personal mobile devices apply as well as the following:
- The device may be used only for school-related purposes.
 - Users may not download applications ("apps") to the device without permission from the teacher or other District employee.
 - Users must follow all "apps" use agreements.
 - The student and parent/guardian will be responsible for the replacement cost if the device is lost or is damaged because of intentional misuse.
19. Electronic resources can make academic dishonesty easier and more tempting for students. Students are reminded that academic dishonesty includes the following:
- (a) Cheating
- Copying work from others.
 - Communicating exam answers with other students during an examination.

STUDENT USE OF TECHNOLOGY

- Offering another person's work as one's own.
- Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
- Tampering with an examination after it has been corrected, then returning it for more credit.
- Using unauthorized materials, prepared answers, written notes or concealed information during an examination.
- Allowing others to do the research and writing of an assigned paper (including use of the services of a commercial term-paper company).

(b) Dishonest Conduct

- Stealing or attempting to steal an examination or answer key from the instructor.
- Changing or attempting to change academic records without proper sanction.
- Allowing another student to copy off of one's own work during a test.

(c) Plagiarism – Plagiarism is intellectual theft. It means use of the intellectual creations of another without proper attribution. Plagiarism may take two main forms, which are clearly related:

- ▶ To steal or pass off as one's own the ideas or words, images, or other creative works of another.
- ▶ To use a creative production without crediting the source.

* Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part, in one's own words), and for information which is not common knowledge.

(d) Collusion

Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty:

20. Students shall not download large files without permission of a teacher or administrator. Students shall not misuse District or school distribution lists or discussion groups by sending irrelevant messages.

STUDENT USE OF TECHNOLOGY

Whenever a student is found to have violated Board policy, administrative regulation, or the District's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the District's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

The District will cooperate fully with local, state, or federal officials in any investigation related to any unlawful activities. In the event that there is a claim that a student has violated the law, this policy, or the District's discipline policy, the student's access to District technology may be terminated, permission to bring personal mobile devices to school or school activities may be revoked, and/or the student may be disciplined under the discipline policy.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Regulation

Approved: December 8, 1997

Revised: October 23, 2000

Revised: May 9, 2011

Revised: August 27, 2012

BREA OLINDA UNIFIED SCHOOL DISTRICT

Brea, California