

September Packet C: Technology and Access



San Lorenzo Unified School District

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Dear Parents and Guardians,

In today's world, children must be fluent with technology in order to be prepared to succeed in college and career. To this end, SLZUSD has equipped over 200 classrooms with dedicated carts of devices to establish a 1:1 student to device ratio for consistent technology integration. The District has responded to community feedback calling for greater student access to technology by making funds available for purchasing devices, upgrading the wireless network, offering professional development for teachers, and providing increased technology support.

The District has established two protected cloud-based domains (Google Apps for Education and Office 365) so that all students can have access to a drive and productivity tools 24/7. Students also have access to BrainPop, Newsela, Learn 360, and thousands of apps when they sign in to the Chrome browser with their District Google login. While expanding access we continue to responsibly filter content, as mandated by the Child Internet Protection Act (CIPA). In compliance with the Children's Online Privacy Protection Act that went into effect in 2015, the District has established a policy to delete all student accounts 90 days after the student is disenrolled from the District.

When all is said and done, though, students and families play the most important role in making technology a positive learning tool. Everyone needs to understand what responsible use of technology means and act accordingly. Students need their parent/guardians to allow them to access the Internet, as denying students access to the intranet, Internet, or cloud computing would essentially make it impossible for them to access online resources, Common Core instruction and the 4Cs (collaboration, communication, creativity, and critical thinking). Students must agree to use technology resources responsibly, safely, courteously, and in a manner that respects the intellectual property of others.

Thank you in advance for your involvement in ensuring that your student has a safe and rewarding learning experience through the use of technology. I invite you to visit the Technology Integration Services web page for families to find out more about free Office downloads, Family Tech Fairs, and other resources that the District has made available to families. http://www.slzsd.org/Technology_Resources_for_Families

Sincerely,

Sharon "Sam" Sakai-Miller, Ed.D
Director of Technology Integration Services
ssakaimiller@slzsd.org

SAN LORENZO UNIFIED SCHOOL DISTRICT
STUDENT ACCEPTABLE USE POLICY

Use of *SLZUSD* technology is intended to support your academic success. You must read and agree to follow the network rules below to use your network account.

The *SAN LORENZO UNIFIED SCHOOL DISTRICT*, hereinafter referred to as *SLZUSD*, has a strong commitment to providing a quality educational curriculum for its students, including access to and experience with technology. *SLZUSD*'s goals for technology in education include promoting educational excellence in schools by facilitating resource sharing, innovation, and communication; providing appropriate access to all students; supporting critical and creative thinking; fully integrating technology into the daily curriculum; promoting collaboration and entrepreneurship; and preparing students and educators to meet the challenge of a highly technological and information-rich society.

SLZUSD recognizes that curricular technology can enhance student achievement. *SLZUSD* provides a wide range of technological resources, including student Internet access for the purpose of advancing the educational mission of *SLZUSD*.

The District is pleased to be able to offer individualized instruction to students through a variety of technological resources. In some instances, the District will offer educational websites or applications that utilize personal information of students, such as name, screen name, user name, etc., in order to provide the individualized instruction. A list of such websites and applications and links to their terms and conditions may be found on the District website. Additionally, the District tries to avoid websites and applications that market or sell student personal information. Should such a website or application be utilized for educational purposes, it will be identified on the District website and parents have the right to opt out of student use of such websites and applications.

Students waive any right to privacy or confidentiality to material that was accessed, created, sent or stored using *SLZUSD* technology or a *SLZUSD* provided network account. To protect student privacy student-created files will be deleted 90 days after a student leaves the District, in compliance with Children's Online Privacy Protection Act (COPPA).

SLZUSD provides students with access to technology and the Internet. Through the Internet, students may have access to applications, databases, web sites, and email. Students are expected to use the technology and the Internet responsibly for school-related purposes.

SLZUSD is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, *SLZUSD* uses appropriate filtering technology to monitor and screen access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors. In compliance with California legislation, E-Rate¹, and the Children's Internet Protection

¹ Part of the Telecommunications Act of 1996, E-Rate is a FCC program operated by Universal Service Administrative Company (USAC) that provides discounts for schools and libraries for telecommunication and Internet access services through Universal Service Funds. Discount eligibility is based on the poverty level of students and urban/rural status of the school.

Act, *SLZUSD* addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism. *SLZUSD* provides for the education of minors about Internet safety, including appropriate online behavior that encompasses interacting with other individuals on social networking sites and in chat rooms, cyberbullying awareness and response, and protect online privacy and avoid online predators.

Students will follow current legal regulations, and the rules set forth in this policy and the student disciplinary code. Board Policies and Administrative Regulations will govern all violations of this policy. For clarification of other related student policies and consequences including suspension or expulsion that may result from misuse, please refer to your student handbook and/or the *SLZUSD* website.

As a condition of the right to use *SLZUSD* technology resources, students understand and agree with the following:

I will use technology resources responsibly:

- I will use the Internet and other technology resources for academic activities.
- I will store only educationally appropriate materials.
- I will not use *SLZUSD* technology for commercial purposes or to offer or provide products or services through *SLZUSD* technology.
- I will not use technology resources to violate *SLZUSD* policies, federal and/or state laws.
- I will not intentionally access and/or store inappropriate information, including, but not limited to the following: material that is obscene; child pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups.
- I will not participate in unacceptable behaviors including but not limited to: personal attacks, harassment or bullying another person; creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright laws, including software, published texts, and student work; political advocacy and/or religious proselytizing; transmission of commercial and/or advertising material; and creation and transmission of material which a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.

I will use technology resources safely:

- I will not share my password with anyone.
- I will not give out my name, picture, address, e-mail, or any other personally identifying information online.
- I will only access social networking and collaborative web sites, blogs, or post to Internet sites as it relates to educational purposes.

I will use technology resources respectfully:

- I will not deliberately attempt to harm or destroy data on any system on the network or Internet.
- I will not damage equipment or inappropriately alter settings.
- I will not inappropriately alter any other users' files.
- I will not log in through another person's account or access another person's files.
- I will not attempt to gain unauthorized access to the *SLZUSD* network or to any other system using the *SLZUSD* network.
- I will not go beyond my authorized access.
- I will not circumvent (i.e., use proxies) *SLZUSD* Internet filters.
- I will not disclose names, personal contact information, or any other private or personal information about other students.
- I will not use the *SLZUSD* network to engage in any unlawful activity or to threaten the safety of any person.
- I will not use threatening, obscene, profane, lewd, vulgar, rude, inflammatory or disrespectful language.
- I will neither transmit nor post information that could cause disruption to my school or any other organization.

I will use technology resources in a manner that respects the intellectual property of others:

- I will respect the rights of copyright owners in my use of materials.
- I will not install, store, or distribute unauthorized copyrighted software or materials.
- I will properly cite sources for material that is not my own.

I understand that:

- By accepting these terms and conditions, I waive any right to privacy or confidentiality to material created, sent, accessed, or stored using *SLZUSD* technology or a *SLZUSD* provided network account.
- *SLZUSD* personnel have the right to review any material sent, emailed, accessed, or stored through *SLZUSD* technology or a *SLZUSD* provided network account.
- My use of the Internet will be monitored, as required by federal law. *SLZUSD*'s monitoring of Internet usage can reveal all activities I engage in using the *SLZUSD* network.
- *SLZUSD* personnel can remove any material that it believes may be unlawful, obscene, indecent, harassing, or otherwise objectionable.
- *SLZUSD* does not promise that the functions of the Internet service will meet any specific requirements I may have, or that the Internet service will be error-free or uninterrupted.
- *SLZUSD* administrators have the final say on what constitutes a violation of the Acceptable Use Policy. Violations include, but are not limited to, all bulleted points in this agreement.
- In the event there is a claim that I have violated this policy or the student disciplinary code in my use of *SLZUSD* network, I will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary code.
- *SLZUSD* will not be responsible for any damage I may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people.
- *SLZUSD* will not be responsible for the accuracy or quality of the information obtained through the system. *SLZUSD* accepts no liability relative to information stored and/or retrieved on *SLZUSD*-owned technology resources.
- *SLZUSD* will not be responsible for financial obligations arising through unauthorized use of the system.

- My parents can be held financially responsible for any harm that may result from my intentional misuse of the system.
- Although *SLZUSD* will make a concerted effort to protect me from adverse consequences resulting from use of *SLZUSD* technology resources, I must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities.
- *SLZUSD* accepts no liability for student-owned technology resources used on *SLZUSD* property.

SAN LORENZO UNIFIED SCHOOL DISTRICT
STUDENT ACCEPTABLE USE POLICY
Acknowledgement

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- By accepting these terms and conditions, I waive any right to privacy or confidentiality to material created, sent, accessed, or stored using *SLZUSD* technology or a *SLZUSD* provided network account.
- *SLZUSD* personnel have the right to review any material sent, emailed, accessed, or stored through *SLZUSD* technology or a *SLZUSD* provided network account. I understand that the files I create will be deleted 90 days after I leave the District.
- My use of the Internet will be monitored, as required by federal law. *SLZUSD*'s monitoring of Internet usage can reveal all activities I engage in using the *SLZUSD* network.
- *SLZUSD* personnel can remove any material that it believes may be unlawful, obscene, indecent, harassing, or otherwise objectionable.
- *SLZUSD* does not promise that the functions of the Internet service will meet any specific requirements I may have, or that the Internet service will be error-free or uninterrupted.
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Student Name: _____ Student Signature: _____

School: _____ Date: _____

Parent Name: _____ Parent Signature: _____

**SAN LORENZO UNIFIED SCHOOL DISTRICT
STUDENT WORK RELEASE: INTERNET WEB PROJECT PUBLISHING**

Dear Parent/Guardian:

Teachers create web pages to display samples of student work on the Internet. This is an opportunity for students to share and view each other’s classwork. Student work presented for viewing on District web pages and the Internet **will not** contain student last names or any student personal information. Please indicate whether or not you would like your student’s work to be included on the classroom or District web pages and sign below.

Yes, I, the undersigned, hereby authorize the District to display my child’s work on the Internet during the school year. I understand that my child’s last name and personal information will not be included. I understand that his work is accessible to anyone who is connected to the Internet and that ownership of intellectual property cannot be guaranteed. **I agree to hold harmless San Lorenzo Unified School District, its Board of Directors, officers, agents and employees from and against all costs (including attorney’s fees and costs), losses, claims, demands, suits and actions arising from any misuse of this student project.**

No, I, the undersigned, **DO NOT** authorize any piece of my student’s work to be displayed on the Internet.

Student Name: _____ Student Signature: _____

School: _____ Date: _____

Parent Name: _____ Parent Signature: _____

PERMISSION TO USE STUDENT IMAGE

I understand that my child’s image may be used for the media, training and/or published on the Internet as part of his or her classwork. An image could take the form of a photograph, video, or multimedia project. No last name, home address or telephone number will appear with such image.

Yes, I give permission for publishing my child’s image, **and I agree to hold harmless San Lorenzo Unified School District, its Board of Directors, officers, agents, and employees from and against all costs (including attorney’s fees and costs), losses, claims, demands, suits, and actions arising from any misuse of the image.**

No, I, the undersigned, **DO NOT** authorize publishing my child’s image.

Student Name: _____ Student Signature: _____

School: _____ Date: _____

Parent Name: _____ Parent Signature: _____

**SAN LORENZO UNIFIED SCHOOL DISTRICT
PERSONAL ELECTRONIC DEVICE AGREEMENT**

Students may possess or use on school campus electronic signaling devices solely for academic purposes as directed by school staff members. Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers, cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.

However, if a disruption occurs or a student uses any mobile communications device in violation of Board Policy 5131.2 then a school employee shall direct the student to turn off the device and shall confiscate it and turn it in to the school office. Additionally, the student may be subject to further discipline in accordance with Board Policy 5131.2.

Electronic signaling devices brought to school by students will be done so at their own risk. **Students may utilize the District System to connect to the Internet.** The District will not be responsible or liable for the loss of or damage to an electronic signaling device or for the unauthorized use of any such device, regardless of whether the device is in the possession of a student or a school official upon confiscation. For more information see BP 5131.2.

Student Name: _____ Student Signature: _____

School: _____ Date: _____

Parent Name: _____ Parent Signature: _____