

## STUDENT USE OF TECHNOLOGY

### USE OF ELECTRONIC INFORMATION RESOURCES Calaveras Unified School District

#### PURPOSE

The purpose of the **CALAVERAS UNIFIED SCHOOL DISTRICT** Network system is to advance and promote excellence in education. The Network is intended to assist in the communication, collaboration, and exchange of information between and among schools, school district offices, the Calaveras County Office of Education, the California Department of Education, institutions of higher learning, and other educational entities.

#### MISSION

The mission of the **CALAVERAS UNIFIED SCHOOL DISTRICT** is to educate individuals to be lifelong learners and to be contributing members of a world community.

The goals for the use of the Network are to (1) promote innovation and educational excellence, and (2) provide information resources for students, staff, and community to create intellectual projects, collaborate, and communicate. To achieve this, the Network must provide quality, equitable, and cost-effective information and communication resources to the education community. This directly supports our District Mission Statement as life-long learners.

#### USE

Only those individuals who have received instruction or have prior experience shall be authorized to use the Internet and have completed and signed the District's *Agreement for Use of Electronic Information Resources*.

Successful operation of the Network requires that users regard the Network as a shared resource, and cooperate to form a community of diverse interests, with the common purpose of advancing excellence in education in **CALAVERAS UNIFIED SCHOOL DISTRICT**. It is therefore imperative that users conduct themselves in a responsible, decent, ethical, and polite manner while using the Network System.

#### LEGAL ISSUES

It is illegal to intentionally access any computer system or Network System for the purpose of fraud or any other illegal acts.

It is also a felony to maliciously access, alter, delete, damage, or destroy any computer system, computer network, computer program, or data. Some examples of offenses are removing another user's accounts, changing other user's passwords, using an unauthorized account, damaging files, altering the system, using the system for personal gain, illegally or damaging school or District property. Penalties include maximum fines of \$5,000 and/or imprisonment in the state prison for up to three years or the county jail for up to one year. Anyone committing acts of this kind will face legal action and **CALAVERAS UNIFIED SCHOOL DISTRICT** disciplinary procedures.

**STUDENT USE OF TECHNOLOGY** (continued)**RESOURCES**

**CALAVERAS UNIFIED SCHOOL DISTRICT** recognizes the importance of providing a stimulating educational environment through the use of high quality learning resources.

The District (1) recognizes that there is considerable information on the Network designed to achieve and support the District's instructional goals, and (2) acknowledges the fact that there is information available that may be inappropriate for student use. Although the actual percentage of unacceptable materials may be small, it can cause concern for students, teachers, and parents, particularly if a student stumbles onto inappropriate information while doing legitimate research.

It is the District's intent to protect students from inappropriate information. However, **CALAVERAS UNIFIED SCHOOL DISTRICT** staff cannot screen all the materials available on the Internet. It should be understood by all students and staff that willful access to inappropriate material in any form is a violation of this policy and may result in the revocation of Network Systems privileges.

**RIGHTS AND PRIVILEGES**

Authorized users have the right (subject to Network System limitations) to the following:

- access the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication skills.
- retrieve information using the following: file transfer protocol (FTP), telnet, electronic mail (e-mail), and other Network tools under the guidelines and direction of the classroom teacher.
- use e-mail for educational purposes and under the guidelines and direction of the classroom teacher only.

**PLAGIARISM**

The dictionary defines plagiarism as "taking ideas or writings from another person and offering them as your own." The student who leads readers to believe that what they are reading is the student's original work when it is not is guilty of plagiarism. Be careful when using the Internet. Cutting and pasting ideas into a document is very easy to do. Credit should always be given to the person who created the article or the idea.

**STUDENT USE OF TECHNOLOGY** (continued)**COPYRIGHT**

According to the Copyright Act of 1976, "Fair Use" means that information legally found on the Internet may be used for scholarly purposes. Information may not be plagiarized or sold.

The following are examples specific to copyright:

- A copy of Microsoft Works is found on the Internet. Can it be legally copied? The answer is NO. This is copyrighted software. Copyrighted software must be purchased before it can be used legally.
- An article about the use of Microsoft Works is on the Internet. This article may be copied as long as credit is given to the author. However, it is not sold.
- A shareware program is copied. The user must abide by the provisions stipulated by the author of the program.

**PROHIBITED USES**

This policy does not attempt to articulate all required or proscribed behavior by users. Misuse may come in many forms; it is commonly viewed as any transmission(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, and inappropriate language.

**CALAVERAS UNIFIED SCHOOL DISTRICT** characterizes the following as unacceptable in which an individual:

- uses the Network for illegal, inappropriate, or obscene purposes, or in support of such activities. [Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the Network and/or purpose and goals. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.]
- uses of the Network for any illegal activity, including violating of copyrights or other contracts violating such matters as institutional or third part copyright, license agreements and other contracts.
- intentionally disrupts Network traffic or crashes the Network and connected systems.
- degrades or disrupts equipment or system performance.
- uses the district computing resources for commercial, financial gain, or fraud.
- steals data, equipment, or intellectual property.
- gains unauthorized access to others' files or vandalizes the data of another user.
- gains or seeks to gain unauthorized access to resources or entities.
- uses the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
- uses harassing, abusive, or obscene language.
- annoys, harasses, or intentionally offends.
- introduces computer viruses.

**STUDENT USE OF TECHNOLOGY** (continued)

- forges electronic mail messages or uses an access owned by another user.
- wastes resources.
- invades the privacy of others.
- possesses data in any form (including hard copy or disk) which might be considered a violation of these rules.
- news groups may not be accessed by students.

**CONSEQUENCES OF VIOLATIONS**

The District has the right to (1) monitor user activity in any form that it sees fit to maintain the integrity of the Network System, and (2) restrict or terminate Network System and Internet access at any time for any reason.

As with any other violations of school or district rules and regulations, consequences of violations include but are not limited to the following:

- suspension of Internet access.
- revocation of Internet access.
- suspension of Network System privileges.
- revocation of Network System privileges.
- limitation of computer access.
- revocation of computer access.
- school suspension.
- legal action and prosecution.
- financial liability for loss of network resources.

**POLICY REVIEW**

The **CALAVERAS UNIFIED SCHOOL DISTRICT** Superintendent or Superintendent's Designee will determine whether specific uses of the Network System or Internet are consistent with this policy.

**STUDENT USE OF TECHNOLOGY** (continued)

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
AGREEMENT  
USE OF ELECTRONIC INFORMATION RESOURCES  
Grades K-12

Please read this agreement carefully. When signed by you and your guardian/parent, **it becomes a legally binding contract**. Before you can be provided access to Electronic Resources such as the Internet, you must do the following:

- read the *Use of Electronic Information Resources Student Guidelines*.
- be recommended by a teacher from your school to have access to the Network System. (teacher signature required)
- sign the Agreement form (both the student and the parent/guardian).
- return the form to your teacher.

**TERMS AND CONDITIONS**

1. **Personal responsibility.** As a representative of this school, I will accept personal responsibility for reporting any misuse of the Network to the system/site administrator. Misuse may come in many forms, but is commonly viewed as any transmission(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language, and other issues described below.
2. **Acceptable Use.** The use of my access must be in support of education and research and must be consistent with the educational goals and objectives of the **CALAVERAS UNIFIED SCHOOL DISTRICT**. I am personally responsible for the use of my access at all times.
  - a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
  - b. Transmission of any material in violation of United States or other state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
  - c. Engaging in commercial activities by for-profit institutions is not acceptable.
  - d. Use of the Network System for product advertisement or political lobbying is prohibited.

**STUDENT USE OF TECHNOLOGY** (continued)

3. **Privileges.** The use of the electronic information system is a privilege for students in the **CALAVERAS UNIFIED SCHOOL DISTRICT**, not a right. Inappropriate use may result in cancellation of my access. Before receiving access to electronic resources, I will receive instruction as to proper behavior and use of the network. The administration or staff of **CALAVERAS UNIFIED SCHOOL DISTRICT** may request that the system/site administrator deny, revoke, or suspend specific user accounts.
4. **Guidelines.** I will abide by guidelines which include, but are not limited to, the following:
  - a. **BE POLITE.** Never send, or encourage others to send, abusive messages.
  - b. **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of your school and District on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
  - c. **PRIVACY.** Do not send any message that includes personal information such as name, home address or phone number of yours or any other person.
  - d. **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to your teacher.
  - e. **DISRUPTIONS.** Do not use the Network System in any way that would disrupt use of the Network by others. Do not download huge files from places half a globe away. Only take the information you want and need.
  - f. **GAMES.** Do not play games with others on the Network or on the Internet.
  - g. **MISUSE.** Report any misuse of the Network to your teacher.
  - h. **OTHER CONSIDERATIONS:**
    - Keep messages brief.
    - Minimize spelling errors and make sure your message is easy to understand and read.
    - Use accurate and descriptive titles for your articles.
    - Get the most appropriate audience for your message, not the widest.
    - Remember that humor and satire are very often misinterpreted.

**STUDENT USE OF TECHNOLOGY** (continued)

- Cite references for any facts you present or material you use.
  - Electronic resources are to be used for educational purposes only and under the direction of a teacher.
  - Keep signatures brief.
  - Remember that all network users are people who deserve consideration. Don't "attack" correspondents; persuade them with facts.
  - Post to groups only with prior permission/direction from your teacher.
5. **Services.** CALAVERAS UNIFIED SCHOOL DISTRICT makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by your errors or omissions. Use of any information obtained via the information system is at your own risk. **CALAVERAS UNIFIED SCHOOL DISTRICT** specifically denies any responsibility for the accuracy of information obtained through its services.
6. **Security.** Security on any computer system is a high priority. If you identify a security problem, notify your teacher at once. Never demonstrate the problem to other users. Any misuse of your access is your responsibility. You must log off before leaving your computer station.
7. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user, or that of agencies, or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the Network to make unauthorized entry to any other machine accessible via the Network. Any violating may result in the loss of your network privileges, disciplinary action, and/or legal referral.
8. **News groups.** News groups may only be accessed by students under the supervision and direction of the teacher.

**STUDENT USE OF TECHNOLOGY** (continued)

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**AGREEMENT**  
**USE OF ELECTRONIC INFORMATION RESOURCES**  
**Grades K-12**

**Required Signatures**  
*(Detach and Return to School)*

**NOTE:** This agreement is effective through the duration of this student's enrollment at this school site. If there is any change in your student's school of attendance with the District, you will need to fill out and submit a new form.

**STUDENT**

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user access, and appropriate legal action. I also agree to report any misuse of electronic information resources to my teacher/principal.

*Student Name (please print)* \_\_\_\_\_

*School* \_\_\_\_\_ *Grade* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**PARENT OR GUARDIAN**

I have read and reviewed the *Use of Electronic Information Resources Student Guidelines* with my child. I understand the conditions of this agreement and hereby give my permission to allow my child access to electronic resources such as the Internet while at school.

*Parent/Guardian Name (please print)* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

March 2, 2004

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
 San Andreas, California