

## **Students**

### **STUDENT ACCEPTABLE USE OF TECHNOLOGY**

In order to enrich your child's educational experience we are pleased to offer the students limited access to the school computer network. To gain access to the Internet all Students under the age of 18 must obtain Parental permission and must sign and return this form to the SCHOOL OFFICE.

Access to the Internet will enable students to explore thousands of libraries, databases, and web sites containing information relevant to their education. While Internet use in the classroom will be limited with a filter and/or supervised by the teacher, families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Contra Costa County Office of Education supports and respects each family's right to decide whether or not to apply for access.

#### **Cyber Bullying**

The County's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy and the County's acceptable use policy and procedures.

Malicious use of the County's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs and social networking Internet Web sites. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the building principal or the Technology Systems Department. The administration shall fully investigate all reports of cyber bullying.

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In situations in which the cyber bullying originated from a non-school computer but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy. Such conduct includes, but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a County employee or school board member.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

#### **CCCOE Internet & E-mail Rules**

Students are responsible for good behavior on school computer networks just as they are in the classroom. Communications on computers are often public in nature. General school rules for behavior and communications apply.

Internet and computer access is provided for students to conduct research and access learning materials to enhance their education. Access to computers is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.

Contra Costa County Office of Education provides students access to an email account on a school by school basis. Parent/Guardian permission is required. At schools where student email access is not provided, the classroom teacher will facilitate e-mail communications. All student e-mail accounts are property of the Contra Costa County Office of Education. If necessary, the County Office of Education, at its discretion, may close the student's e-mail account at any time. The account also may be revoked if used inappropriately. Inappropriate use may include any use other than in support of education and research consistent with the educational objective of the Contra Costa County Office of Education program.

Students are responsible for ensuring their communications sent through the e-mail system are school related, exhibit civility, and abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts and should not share their passwords.

E-mail sent or received by students is not confidential. Administrators reserve the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.

Computers and network storage areas may be treated like school lockers. Network administrators or teachers may review files and communications to maintain system integrity and ensure that users are using the systems responsibly. Users should not expect that files stored on computers or networks would be private.

Individual users of the school computers are responsible for their behavior and communication on the computer and networks. It is presumed that users will comply with school and County standards and will honor the agreements they have signed. Beyond the clarification of such standards, the school or County Office of Education is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the computers or the Internet.

As outlined in Board policy and procedure on student rights and responsibilities (BP5300), copies of which are available at the County office; the following are not permitted:

- Any use other than in support of education and research consistent with the educational objective of the Contra Costa County Office of Education program.
- Using or altering another's password or access codes.
- Opening, modifying, or destroying another person's data.
- Making any changes to the operating systems or the computer or networks.
- Damaging computers, computer systems, or computer networks.

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- Taking or putting any copyright material on the network or computer (Including software).
- Sending or displaying offensive messages or pictures, or using obscene or threatening language.
- No illegal activities may be conducted using the computer.
- Employing the computer or network for commercial purposes.

Violations may result in a loss of access as well as other disciplinary or legal action.

**User Agreement and Parent Permission Form**

As a user of the Contra Costa County Office of Education computers, I hereby agree to comply with the above rules—using the computers and network in a reliable fashion while honoring all relevant laws and restrictions.

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Student’s Birth Date \_\_\_\_\_ Home Phone \_\_\_\_\_

Regulation approved: May 28, 1997

Regulation amended: June 20, 2012