

## **STUDENT INTERNET SAFETY POLICY AND ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY**

The Las Lomas Elementary School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (WiFi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

### Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

## Children's Online Privacy Protection Act (COPPA)

Our schools utilize numerous computer software applications and web-based services, operated by third parties. This includes, but is not limited to learning management systems, video conferencing applications, monitoring and filtering software, and similar educational programs and applications. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and school email address, must be provided to each web site operator. Under federal law, each of these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given directly to each website operator. Signing this Acceptable Use Agreement form will constitute consent for LLESB to provide information for your child, consisting of first name, last name, school email address and username to the operators of any web-based educational applications, programs and services which have been reviewed and selected for instructional use.

## Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

## Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

## Distance Learning Environment

The Distance Learning environment requires the use of communication tools that may or may not be used in the traditional classroom, such as video conferencing software. While use of these tools is for the social-emotional benefit of students, parents may opt out of having their students participate in video conferencing. By allowing your students to log in, you are providing consent for this form of communication and recording (including images of students speaking) for instructional purposes. Teachers may make the recordings available to those students registered in the class who may have missed the event. For those students

opting out of video conferencing, teachers can communicate with students via email or other methods for assignments and questions.

All behavioral expectations of the traditional classroom are expected in a distance learning environment. Students who use inappropriate language, share inappropriate images, or in any way behave inappropriately on a video conference will be subject to appropriate discipline. Per the California Education Code, students may not record or take pictures of video conferences without teacher or principal permission.

In a Distance Learning environment, parents must bear the primary responsibility for monitoring their student's access of information sources such as the Internet, television, telephones, movies, radio and other media.

#### Children's Internet Protection Act (CIPA)

As part of CIPA compliance (Children's Internet Protection Act), each student must have a completed Student Internet Safety Policy and Acceptable Use Agreement for Technology on file, stating he/she will abide by Las Lomas Elementary School District (LLES) Internet Safety Policy and rules regarding technology (tech) resources. We understand that young students may not be able to read and comprehend this Agreement, nor can their signature carry merit of understanding of this information, and therefore we ask the parents to partner with our training done at school to review the following information with their child.

All classes participate in a computer lab presentation at the start of school which presents the rules and guidelines of appropriate use and online safety. The district will additionally provide educational resources, offer cyber-safety programs, have students use appropriate cyber-safety software lessons (Common Sense Media materials), and offer parent education opportunities. The purpose of these programs and level of concern is to ensure a safe digital environment for all students. We ask that all parents partner in our efforts to provide online cyber-safety awareness programs, promote appropriate use, and review these materials in a conversation with their children, Signatures of parents/guardians on this document indicate an agreement to support our cyber-safety programs, accept and comply with District technology standards for rules and policies of appropriate behavior.

1. Access to the district's technology resources is a privilege - not a right. Access can be denied with any violations.

\* Student's computer access entails responsibility and is to be used only for the District's educational purposes.

\* Students shall not use LLES technological resources for commercial or other for-profit activities, political purposes, or personal use unrelated to an educational purpose.

\* Students are individually responsible for their online behavior and use of all technologies.

\* Students may not engage in inappropriate behavior when using the district's technology resources.

\* Students must follow all the General District Rules and policies for behavior as detailed in #2 below.

2. Students will learn and model safe and appropriate online behavior in all use, especially in interactions with social-based networking websites. Cyberbullying, defined as bullying and harassment by use of electronic devices through means of e-mail, instant messaging, text messages, social networks, blogs, websites, mobile phones, tablets and pagers is strictly prohibited. Consequences are outlined in BP 6163.4 General District rules and policies for behavior include:

\* All students will use the computers, networks, and internet following the appropriate and safe behaviors discussed in the lab presentations.

\* When online, students will only access appropriate curriculum related sites or teacher directed research needed for academic purposes.

\* Students shall not use LLESB technological resources to post, transmit, or publish copyrighted material, including multimedia and software, without appropriate permission or user license. Students may download copyrighted material for their own academic use only as permitted by copyright laws.

\* Recording of any classroom activities, whether inside or outside the classroom, or in a Distance Learning environment, is strictly prohibited without prior consent. California Code, Education Code § 51512 states the following:

*The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action. This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.*

\* No student will intentionally damage, degrade or waste any technology resource or use technology resources to harass, cyber-bully, insult or attack others.

\* It is illegal to knowingly participate in any way in the transmission of computer viruses or the spread of other harmful computer programs.

\* Hacking, e.g. gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking or otherwise altering of district computer systems is unacceptable and is subject to significant disciplinary action.

\* Students shall not damage or take any equipment, or use LLESD technological resources to commit acts of vandalism.

\* Students shall not purposefully disable or circumvent any technology protection measure, including any monitoring software installed on LLESD technological resources.

\* Altering or using another user's account, password, folders, files, etc. without the other user's permission is not acceptable.

\* Students shall not knowingly access and without permission read, delete, copy, or modify other users' electronic files or mail messages; interfere with other users' ability to send or receive electronic content; or forge or fraudulently use other users' electronic files or mail.

\* No video or music files can be downloaded into system or student folders without the approval of the teacher, and only for specific curriculum.

\* Accessing or participating in real-time chatting (e.g. chat rooms, instant messaging), visiting social networking sites, accessing outside email accounts, or blogging is permitted ONLY when monitored or instructed by a teacher as part of a curriculum related technology need.

\* For personal safety online, students must never disclose their own or someone else's home address, phone number or other personal information, provide credit card or other financial information, or conduct financial transactions over the Internet.

3. Use of LLESD technology is not private and may be accessed by LLESD for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in using LLESD technology. The District reserves the right to access student work, files, folders, accounts, passwords, etc. and other Internet accessed information kept on its computer systems; and to modify and/or delete those items in the interest of security, maintenance or other legitimate district purpose.

4. Pursuant to the Children's Internet Protection Act and the Neighborhood Children's Protection Act, the LLESD uses a filtering server and software program to filter inappropriate material found on the Internet accessed via the LLESD network. However, no filtering is foolproof, and there is still the risk that a student may be exposed to unacceptable content. During the school day, teachers and staff will guide students toward appropriate materials. Access to the internet not through LLESD networks (i.e.

via home WiFi networks, Smart-Phones or any other internet devices,) is not as manageable by the district, even if computing devices provided to the student are used at home (e.g. homework, use on weekends, Distance Learning from home during School Closures, etc.). Parents bear the same responsibility for such guidance as they use information sources such as the Internet, television, telephones, movies, radio and other media.

Because the LLESD cannot control information from the Internet, it and its employees will not be held accountable for any claims, liabilities, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to your own or your child's use of the technology resources.

The student and the student's parent/guardian agree to release and hold harmless the district and its officers, board members, employees and agents, from and against any and all liability, loss, expense, or claim for injury or damages the student or student's parent/guardian may have arising out of the use of the technology system.

5. Children's Online Privacy Protection Act (COPPA). Our schools utilize numerous computer software applications and web-based services, operated by third parties. This includes, but is not limited to learning management systems, video conferencing applications, monitoring and filtering software, and similar educational programs and applications. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and school email address, must be provided to each web site operator. Under federal law, each of these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given directly to each website operator. Signing this Acceptable Use Agreement form will constitute consent for LLESD to provide information for your child, consisting of first name, last name, school email address and username to the operators of any web-based educational applications, programs and services which have been reviewed and selected for instructional use.

6. Violation of these rules is unacceptable and may result in a loss of access and privileges, suspension as well as other disciplinary or legal action deemed necessary.

Please complete ALL of the information below and return this form to your child's school. It MUST be completed, signed and returned regardless of whether or not you WILL allow your child to use the LLESD technology resources based on the above rules. The LLESD supports and respects each family's right to decide whether or not your child may have access to these resources.

**STUDENT**

Use of the LLESD’s technology resources is a privilege that the LLESD extends to students in order to support and enrich their learning experiences. Students shall report alleged violations of the student obligations and responsibilities specified above, the applicable Acceptable Use Agreement, and any other misuse of technological resources to a member of the instructional staff, a supervising adult, or a designated LLESD employee.

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

Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_

**PARENT**

I have read the LLESD Internet Safety Policy & Student Acceptable Use Agreement for Technology. I have discussed this policy with my child and understand that he/she is required to follow the rules for acceptable use of technology. I understand that we will be liable for any violations of these rules, financially responsible for any damage to district resources, and that my child will be subject to potential disciplinary action for violating these rules and/or the policy as well as loss of access and user privileges. (Please ONLY check one box.)

\_\_\_ We, child and parent/guardian, accept this policy and agree to abide by its rules and mandates; our acceptance will allow the student (named above) to use District tech resources, computer hardware/software, networks and the Internet. We hold the LLESD and its officers, board members, employees and agents harmless from and against any and all liability, loss, expense or claim for injury or damages students may have arising out of the use of District tech resources.

\_\_\_ We, child and parent/guardian, do not accept this policy; we understand that the student named above will not be allowed to use District technology resources, computer hardware/software, networks and the Internet.

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

Home Telephone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Exhibit

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LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

Menlo Park, California