



## ROCKLIN ACADEMY FAMILY OF SCHOOLS

### **TECHNOLOGY USE POLICY**

It is understood that the school-issued device is the sole property of the Rocklin Academy Family of Schools, (RAFOS). Students have no right or expectation of privacy regarding their use of RAFOS property, network, files, and/or Internet access, including email or other Internet and technology resources. The district may monitor students' use of the Internet, either through direct supervision or by monitoring Internet use, usage history, and student files, to ensure compliance with this Notification. RAFOS reserves the right to access, review, copy, and store or delete any electronic communication or files and disclose them to others as deemed necessary to the extent permissible under law.

The use of the device is a privilege, not a right. This privilege may be lost if the device is not used responsibly. Students agree to relinquish their device to staff members for a random inspection.

This is the most up-to-date agreement and supersedes any other policies in this area. RAFOS reserves the right to change this policy at its discretion. If changed, parents will be notified and provided the updated version for signature.

#### Personal Responsibility

Students are expected to:

- Bring their devices to school each morning with the batteries fully charged.
- Keep devices clean, with no attached stickers or other items that might deface or damage the finish, screen, case, keyboard or other components.
- Not remove any part of the school-supplied case from the device. Doing so will be considered willful neglect, voiding the warranty. The parent/guardian will be billed for the cost of the repair or fair market value of the device at the time of its damage.
- Immediately report all malfunctions, damage, or loss of a device to a teacher, administrator, or technology support staff member.
- Immediately inform support staff if your enrollment status changes.
- Manage passwords with assistance from staff if needed. Teachers of younger students may keep a confidential copy to assist them with learning their password.
- Use only assigned RAFOS accounts.
- Follow all copyright and intellectual property laws.
- Use devices appropriately to assure academic integrity.
- Communicate only in ways that are kind, responsible, respectful, and lawful.
- Immediately report disturbing, threatening or offensive materials to a teacher or

administrator.

- Use care when using school issued keyboard, stands, cables and cases and keyboards.

#### Content Filter

- RAFOS uses an Internet content filter, provided by Placer County Office of Education (PCOE) that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices using the school network will have Internet activity filtered and monitored by RAFOS.
- Devices not using the school network to connect to the Internet (e.g. home networks, commercial networks, personal hotspots, etc.) are not filtered for content by PCOE. Parents and/or guardians should monitor their children's Internet use at home and outside RAFOS.

#### Acceptable Use

- Students will use devices for educational activities, such as performing research, developing projects, and disseminating information.
- Students will use their devices during the school day only for school-related purposes.
- Students may use the device camera and/or microphone for academic purposes.
  - Students will obtain permission prior to taking a photo, video or audio recording of a student, teacher, staff member, or administrator. If an individual declines such, the requesting student will respect that decision.
- Students agree not to browse websites that are inappropriate or contain inappropriate content. This includes, but is not limited to, websites that could be harmful to the device, harmful or offensive to other students, illegal, or are not academically related and/or approved by the teacher or principal.
- Students agree not to use the device to antagonize, bully, harass, or stalk people.
- Students agree not to attempt to load and use additional software on the device.

#### Limited Personal Use

- Students, with support from parents, are encouraged to limit the use of the device for recreational purposes at home.
- Students may be required to remove personal files to free up storage for academic software or content.
- While students may store personal files on their issued devices, RAFOS is not liable for this content. It is recommended that students backup any personal data placed on the device in the event of a hardware/software failure or scheduled maintenance. RAFOS reserves the right to access, review, copy, and store or delete personal information stored or accessed by a RAFOS device.
- If students are permitted to take the device home, technical support will be limited or unavailable when the device is off school grounds. This includes the summer months.

#### Safety

- Students agree not to meet in person with someone they have met online without their parent's approval and participation.
- Students agree not to publish personal details, contact information, or a schedule or location of their activities.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account.

### Security

- Students will keep their devices in a secure location when not using them.
- Passwords issued to students and their parent(s)/guardian(s) are to be kept private and not disclosed to other students.

### 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 violation may result in the loss of your network privileges, disciplinary action, and/or legal referral.

### Social Media

Except when part of a school project, and with the knowledge of a school staff member, students shall not use email, instant messaging or log onto chat rooms, social media or online forums during school hours.

### Repairs and Replacements

If an iPad is lost, stolen, or damaged, the parent/guardian agrees to pay the lesser of the fair market price of the device when it was lost, stolen, or damaged or the repair cost.

### Definitions and Consequences

The penalty for violating the terms above:

- First violation – Loss of (take home privileges) device use for two days and implementation of “Continued Device Use Contract.”
- Second violation – Loss of (take home privileges) device for two weeks and implementation of “Continued Device Use Contract.”
- Third violation – Parent/student conference with administration will be held to establish a plan to eliminate continued infractions of the Technology Use Agreement.

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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 violation may result in the loss of your network privileges, disciplinary action, and/or legal

referral.

#### Children's Internet Protection Act

Pursuant to the Federal Children's Internet Protection Act (CIPA) RAFOS certifies that the RAFOS has an Internet safety policy that includes the following technology protection measures:

RAFOS ensures that all RAFOS computers with Internet access have a technology protection measure that blocks or filters Internet access to websites that have no educational purpose and/or contain visual depictions that are obscene, constitute child pornography, or that are harmful to minors. While RAFOS is able exercise reasonable control over content created and purchased by RAFOS, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither RAFOS nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence.

To reinforce these measures, the Superintendent or designee has implemented rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee has also established regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designees provides age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction includes, but not be limited to, maintaining the student's online reputation and ensuring their personal safety by keeping their personal information private, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. Students are expected to follow safe practices when using RAFOS technology.

Students shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law and/or accessing information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to RAFOS' other students, or the community. Damaging, debilitating or disabling computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs shall be prohibited. Any unauthorized online access to other computers by means of hacking into other computers, downloading hacker tools such as port scanners and password crackers designed to evade restrictions shall also be strictly prohibited.

Student use of RAFOS computers to access social networking sites is not prohibited, but access

is limited to educational purposes only. To the extent possible, the Superintendent or designee blocks access to such sites on RAFOS computers with Internet access. The Superintendent or designee oversees the maintenance of the RAFOS's technological resources and may establish guidelines and limits on their use.

All employees shall receive a copy of this policy and the accompanying 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 employees shall comply with this policy and the Acceptable Use Agreement, in addition to any separate policies governing employee use of technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Compliance with the RAFOS's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited and may be subject to discipline, including but not limited to suspension or expulsion per school policy.