



**Scott Valley Unified School District (SVUSD)  
Information Technology STUDENT Acceptable Use Policy (AUP)  
and Technology Contract**

The Scott Valley Unified School District's Information Technology Department (the 'District') provides technology and access to learning opportunities through telecommunications available to students and staff. The purpose of the District's data and telecommunications system is to facilitate communications in support of education. This document provides the stipulations, constraints, and practices that each user must agree to, for access and continued use of the District's computer and Internet services. Acceptable use of your account must be consistent with the educational objectives of the District as outlined below and violations to any of these objectives may result in cancellation of privileges and/or criminal charges.

### **1. Privilege**

The District holds the authority to determine appropriate use and may deny, revoke, or suspend a user account based upon its determination of inappropriate use. Use of the District network and all of its resources is a privilege. Staff and students are expected to understand and to practice the ethical use of computer resources.

### **2. Monitoring**

SVUSD employees, students, nor the public has an expectation of privacy while using any electronic device through the District's wired or wireless network. Users should be aware that systems are capable of recording sites, chats, newsgroups, e-mail messages, voicemails, and file transfers into and out of the network. Attempts to bypass or evade the District filter and monitoring systems will be grounds for disciplinary action. (20 USC 6777, 47 USC 254) The District Superintendent reserves the right to inspect any transmission of data at any time.

### **3. Network Etiquette**

Users are expected to abide by generally accepted rules of network etiquette, which are, but not limited to:

- Being polite.
- Signing out of devices after use.
- Using appropriate language.
- Maintaining privacy by not revealing personal information, usernames, passwords, telephone numbers or addresses to anyone.
- Using email for District purposes and not commercial solicitations or to conduct personal business.
- Using email for educational purposes and not to distribute hoaxes, chain letters, advertisements.

#### 4. Security

**All Users will:** A. Maintain complete network and Gmail account privacy by signing out of devices, avoid sharing usernames and passwords or posting them in visible locations. Report suspicious activities or account compromises to the IT Department.

B. Notify the IT Dept. if you identify a security problem on an account or the District's network. Avoid demonstrating security problems to other users.

C. Use only your account to log in to any district or school-assigned account.

Anyone identified as a previous security risk may be denied use by The District.

#### 5. Prohibited Activities & Content

A. Harassment - This includes, but is not limited to: hate mail, chain letters, discriminatory remarks, and other antisocial behaviors. It also includes Cyber-bullying and/or persistent annoyance of another user or interference with another user's work, sending of unwanted email or other communications during school hours, after school hours, school events or movement to and from school. If a connection exists between the Cyber-bullying and school then school administration may take disciplinary action.

B. District computer resources are for educational purposes only and may not be used for gaming, personal entertainment, or reasons outside the scope of educational research and classroom projects.

C. All electronic equipment is the property of the District and must be checked out with the school site's Library Site Tech, IT Department, or Principal for approval prior to removing from sites.

D. A user's personal information or that of another person, including home address or phone number, may not be given out. No student information will be posted.

E. Any use of the network for commercial or for-profit purposes is prohibited.

F. Excessive use of the network for personal business shall be cause for disciplinary action.

G. Any use of the network for product advertisement or political lobbying is prohibited.

H. Users shall not intentionally seek information on, obtain copies of, or modify files,

other data, or passwords belonging to other users, or misrepresent other users on the network.

I. Hardware and/or software shall not be destroyed, modified, or abused in any way.

J. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

K. The unauthorized installation of any software, including shareware and freeware, for use on SVUSD computers is prohibited.

L. Accessing, processing or sharing of pornographic material or inappropriate text files (as determined by the system administrator) is prohibited.

M. The SVUSD network may not be used for downloading entertainment software or other files not related to the mission and objectives of SVUSD for transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the SVUSD.

N. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except where duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC). (cf.6162.6 - Use of Copyrighted Materials)

O. Use of the network for any unlawful purpose is prohibited.

P. Use of profanity, obscenity, racist terms or other language that may be offensive to another user is prohibited.

Q. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

R. No user may deliberately propagate a virus or any harmful program code using District resources.

S. Users will not post any material, text or image that allows the identification of any individual without prior written approval by site administrator or their designee.

T. No user shall download, install, or otherwise utilize a proxy server or Virtual Private Network (V.P.N.) while connected to the SVUSD Network.

## **6. Google Apps for Education**

The District employs the use of Google Apps for Education, Google Classroom and the G-Suite Products to help with the educational goals and objectives of Scott Valley Unified School District.

All stated guidelines and policies contained in this AUP apply to all District staff and students when using any of these applications.

#### **6A. Child Internet Protection Act (CIPA)**

SVUSD is required to have measures in place which protect students from harmful materials. As such, SVUSD takes the following steps with student email usage: Gmail accounts are assigned to grades K-12. Grades 2-12 have email access and K-1 use Gmail for login purposes only. Grades 9-12 can email outside the **svusd.us** domain and all accounts are to only be used for school activities. All students receive annual digital safety policy refresh courses. The District utilizes Go Guardian security software to monitor Internet navigation, G-Suite applications, and Gmail for inappropriate behavioral content and safety.

#### **6B. Children's Online Privacy Protection Act (COPPA)**

SVUSD also has the duty to abide by COPPA, which limits companies from collecting personal information from children under 13. To meet this duty, Google advertising is turned off for all Google Apps for Education users, both staff and students. No personal information is collected while students are utilizing Gmail, or the Google Apps core suite which includes restricted Gmail, Google Classroom, Drive, Calendar, Docs, Sheets, Slides, and Sites.

#### **6C. Family Education Rights and Privacy Act (FERPA)**

SVUSD will act in accordance with FERPA and not use the Google Apps for Education suite to publish any confidential student records for online public view. Additionally, parents have the right at any time to investigate the contents of their student's email account, and/or their student's Google Apps for Education files. School staff is responsible for monitoring a student's behavior online during the school day, while parents take over that responsibility at home. Students are responsible for their behavior at all times.

**Controversial Material** Education, by nature, is a controversial activity. However, it is against District policy to use District resources for access to inappropriate or offensive materials. The District uses blocking, filtering, and student monitoring services, which will make it difficult for students to gain access to inappropriate or offensive Internet sites. Users should realize, however, that it would be impossible to find and block all objectionable content on the Internet.

Therefore, if a user encounters material inappropriate to an educational environment, s/he should report the URL (Internet address) to their teacher, supervisor, and IT Department immediately.

Please read Technology Device Contract on Page 5 of 5 →

## Scott Valley Unified Technology Contract

*Technology is a great educational tool but is also a privilege, not a right. We want you to enjoy its use, treat it with respect, and apply good care for everyone's benefit. Your cooperation is required. Misuse will result in loss of use and disciplinary action. Damage and/or loss will result in the need to pay for repairs or replacement.*



The following is a district-wide policy while using any school device, on or off-campus. The purpose of this policy is to inform parents and students of the rules as well the fees involved if a device is damaged, destroyed, stolen, returned in non-working condition or missing parts.

### General Rules

1. No food or liquids while using a device.
2. Be aware of the location at all times.
3. Don't loan out your devices.
4. Don't install personal software.
5. Leave district labels & tags on the device.
6. Don't apply stickers or write on them.
7. Don't 'hack' or modify the device in any way.
8. Protect usernames and passwords.
9. Don't remove keys from the keyboard.
10. Remove headphones and cords carefully.

### Additional Requirements

1. Follow the District's Acceptable Use Policy.
2. Report loss or theft immediately.
3. Report damage or malfunctions right away.
4. Report suspicious activity immediately.
5. Return device, power cord, and peripherals when asked.
6. If borrowing a device to take home, it must be checked out by the Library Site Tech.
7. Login to the device prior to leaving the school site so the device works at home.

### Misuse and Abuse Consequences

Principals have the right to terminate student privileges for abuse of the District's technology or violation of the Acceptable Use Policy. Parents and students will be notified regarding action as soon as the issue becomes known.

### Damages, Repairs, and Replacements

The Scott Valley Unified School District (SVUSD) staff will assess devices upon return. Should there be any need for repair or replacement - the IT Department will perform the cost assessment and notify the Site Principal. Notification and billing of the cost of repair, replacement, and services will be sent to the parent by the school site.

### Fee Chart

Key replacement	<b>\$10</b>
Keyboard damage or replacement	<b>\$50</b>
Chromebook screen replacement	<b>\$50</b>
Mouse damage, replacement, or theft	<b>\$20</b>
Headphone damage, replacement, theft	<b>\$10-\$35</b>
Headphone jack replacement or repair	<b>\$30</b>
Cable damage, replacement, theft	<b>\$10-\$30</b>
Graffiti removal & cleaning	<b>\$15</b>
Device camera repair or replacement	<b>\$50</b>
Chromebook repair or replacement	<b>\$265</b>
Laptop or computer repair or replacement	<b>\$850-\$2,000</b>
Printer replacement or repair	<b>\$Varies</b>
Studio equipment repair or replacement	<b>\$Varies</b>
Graphing calculator	<b>\$140</b>

**NOTICE:** Go Guardian Security Monitoring software is in use at school and at home. Misuse and safety issues are reported to Site Principals when school-issued Gmail accounts are used.