

# Using Technology in School

## Student Acceptable Use Policy and BYOD

The Conejo Valley Unified School District (CVUSD) has implemented the usage of the Measure I technology endowment fund to provide additional support for its 21st Century learners. Excellence in education requires that technology is seamlessly integrated throughout the instructional program. The individual or collaborative use of classroom student devices is one strategy to empower students to maximize their full potential, as well as prepare them for college and career.

CVUSD believes that learning best results from the continuous dynamic interaction among students, educators, parents, and the community at large. Increasing student use of technology within the classroom is not to diminish the vital role of the teacher. Rather, CVUSD seeks to enhance the student experience through the use of technology and transform the teacher into an activator of learning.

To this end, CVUSD provides a wide range of technology resources for student use within the classroom. Student devices are to be used solely for educational purposes. This policy outlines appropriate use and prohibited activities. Each student is expected to follow the rules and conditions listed in this document, as well as any directions or guidelines given by CVUSD teachers, substitutes, administrators, and staff.

The Conejo Valley Unified School District uses a filtering system to track and monitor all computer and Internet use on the District's network. The system is designed to prevent access to educationally inappropriate sites. CVUSD educators can request that a specific site be blocked or unblocked by contacting the Technology Services Help Desk.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, the District cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

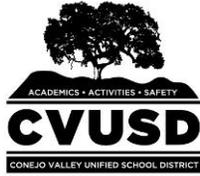
Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber-crimes:

- **Criminal Acts:** These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, various explicit content, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.
- **Libel Laws:** Publicly defaming people through publishing material on the Internet, email, etc
- **Copyright Violations:** Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright); engaging in plagiarism (using other's words or ideas as your own).

### General Guidelines

The following guidelines are provided to parents and students as a guideline of expectations only. Students will:

- Follow all directions given by site and district staff members.
- Use all technology devices, peripherals, and resources in a responsible manner so as not to damage school and district equipment.



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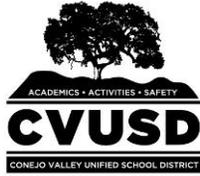
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- Never remove a device from its protective cover.
- Carry the device with two hands or like a book and make sure the lid or case cover is closed when transporting.
- Limit device exposure to direct sunlight.
- Never leave a device unattended, both in and out of the classroom.
- Keep the device away from water and other liquids, such as sprinklers, rain, puddles, and beverages.
- Not adhere stickers, ink, or other decorative items to school devices.
- Not allow others access to district-owned devices and equipment.

### Student Behavior Guidelines and Digital Citizenship

Students are expected to exercise responsible academic behavior and Digital Citizenship when using the CVUSD network and technology equipment.

- General Use:
  - Report any problems with a school device, network, or other system to the teacher.
  - Stay on task and follow directions of CVUSD site and district staff.
  - Device sound is to be muted at all times during instruction, unless otherwise directed by a teacher.
  - During instructional time, all devices are to be used only for academic purposes. Students are not to access movies, games, or non-academic websites during class time unless granted permission by a teacher.
  - Do not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
  - It is important to log off the device at the end of every session so another user cannot use passwords that are not their own.
- Digital Citizenship:
  - Students are expected to follow all copyright laws. If there is a question regarding copyright, please consult with the teacher.
  - Academic honesty is expected per CVUSD Board Policy 5131.9 and CVUSD Administrative Regulation 5131.9. Students are to complete their own work, referencing sources as required.
  - Students are responsible for their CVUSD account, and are not to access another individual's account. Students are not to impersonate, spoof, or otherwise pretend to be someone else online. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name.
  - Students are responsible for using appropriate language, both in class and online. This includes sending hateful or harassing email, making discriminatory remarks about others, and engaging in bullying, harassment, or other anti-social behaviors.
  - Students are not to access another student's device without expressed permission.



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- Anything done on social networking websites should not negatively impact the school learning environment and/or fellow students, teachers, and administrators.
- Students will not search, retrieve, save, circulate, or display hate-based, offensive, or sexually explicit material. Do not search, retrieve, save, or circulate images or information about weapons using any CVUSD computer resources unless authorized by school administrator/teacher as part of a school assignment.
- It is both unsafe and not recommended to post any personal information about oneself or others online, including but not limited to: name, address, phone number, or school. Do not post photos of others with their first and last names on any online site, including but not limited to: blogs, wikis, and discussions forums.

### **Classroom and Take-Home Devices: Logging In, Connecting to the Network, and Basic Troubleshooting**

In cases where a student is required to login to a device or system, each student is expected to utilize his/her individual, district-provided username and password to access equipment owned and maintained by CVUSD. Should a student forget his/her username or password, the student is encouraged to ask one of his/her teachers to retrieve it.

District-owned devices are pre-configured to automatically connect to the appropriate CVUSD Ethernet or WiFi network. Should devices not automatically connect to the configured network, students are encouraged to speak with the teacher regarding obtaining a temporary replacement device and/or further instructions.

CVUSD makes every reasonable effort to ensure classroom technology stays in proper working order. Nonetheless, the nature of modern technology lends itself to occasional down time. In the interest of best supporting classroom instruction, the following basic troubleshooting tips are provided.

- If the device will NOT power on:
  - Ensure device has been charged or is plugged into a power outlet.
- If the student is unable to login to the device:
  - Ensure the CAPS lock is not turned on.
  - Check the student's username and password combination to ensure appropriate one is being used. Each student's teacher may print a copy of student passwords for Windows-based devices, Google Apps, and Q Student Connect via the Q Reports screen.
- Peripherals not functioning properly:
  - Is the peripheral plugged into the device?
  - Unplug the peripheral from the device, wait 10 seconds, plug the peripheral back into the device.
  - Plug the peripheral into a different port on the device (if available).
- When all else fails, try rebooting the device.



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### Classroom Technology Devices

#### Guidelines for Device Distribution and Return

Each CVUSD classroom teacher will, at his/her discretion, implement and communicate the device distribution and retrieval rules and expectations for the classroom. Students will:

- Exercise care when removing and returning devices to the designated classroom storage cupboard.
- Exercise care when unplugging a device from its power cord.
- When returning a device, utilize the device's designated cupboard device slot and plug in the device's individual power cord.
- Return the device at the end of a class session or at the discretion of site and district staff members. If a student refuses to return a device, it may be reported stolen to the Thousand Oaks Police Department.
- Do not modify the hardware, security measures, or software loaded on the device.

#### Parent and Student Liability for Classroom Devices:

Students are expected to treat school and classroom devices with the appropriate care and respect. As applicable, the CVUSD student behavior policies will be enforced regarding any damage to school or classroom devices. Damage includes, but is not limited to: broken screens, cracked casing, inoperability, water damage, etc.

### Student Take-Home Devices

#### Guidelines for Device Distribution and Return

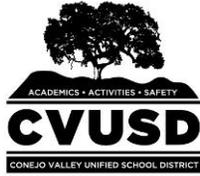
Each CVUSD school site will, at its discretion, determine specific procedures and policies for distributing 1:1 student take-home devices. The following guidelines are provided to schools, parents, and students as a guideline of expectations. Students will:

- Pick up and return the devices at the location designated by the school (classroom, library, etc.)
- Exercise care when picking up/returning a device.
- Return the device by the specified deadline. Failure on the student or parent's part to return a CVUSD-owned device may result in the device reported stolen to the Thousand Oaks Police Department.

#### Parent and Student Liability for Take-Home Devices:

Take-home devices are for student use only. Students are expected to treat school and classroom devices with the appropriate care and respect. As applicable, the CVUSD student behavior policies will be enforced regarding any damage to school technology devices. Damage includes, but is not limited to: broken screens, cracked casing, inoperability, water damage, etc.

If the device is lost or stolen, it may be reported to the Thousand Oaks Police Department as such prior to the student being issued another device.



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### Bring Your Own Device (BYOD)

One option available is BYOD (Bring Your Own Device). Students may bring their own privately owned portable technology devices such as laptops, tablets, smart phones, etc. to school for academic use.

Students bringing devices to school is completely optional. Although research shows that personal computing devices are very effective at engaging students in the learning process, a student's learning experience will not be adversely affected by not bringing a device to school.

This policy outlines appropriate use and prohibited activities for BYOD devices.

### BYOD Device Guidelines

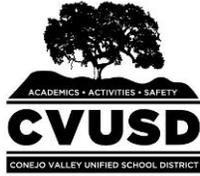
Each CVUSD classroom teacher will, at his/her discretion, implement and communicate the BYOD rules and expectations for the classroom. For example, some teachers may request that students refrain from smart phone use during class. The following guidelines are provided to parents and students as a guideline of expectations and opportunities only:

- Students may bring devices that fit into the following categories: 1) laptops, 2) netbooks, 3) tablets/iPads, and 4) smartphones.
- Devices are to be used only during specified times during the instructional period. These times are designated by the child's teacher, school administrator, or other district and site staff members.
- There should be no expectation of printing student documents directly from a student BYOD device.

### Proper Care of BYOD Devices

Student use of technology in the classroom is considered a privilege at CVUSD. Students are expected to exercise responsible behavior when handling technology, including personally-owned devices and the devices of others. This behavior includes, but is not limited to the following.

- Any devices brought to school should be brought in a protective case or sleeve to limit the potential for damage to the device.
- Devices should be carried with two hands or like a book at all times
- Limit device exposure to direct sunlight.
- Never leave a device unattended, both in and out of the classroom.
- Keep the device away from water and other liquids, such as sprinklers, rain, puddles, and beverages.
- Any devices for which anti-virus software is available, must have an up-to-date version of anti-virus software running. Although this is not an exhaustive list of free anti-virus software, the following is provided for parent and student convenience.
  - Windows-based devices:
    - Avast: <https://www.avast.com/en-us/index>
    - Microsoft Security Essentials: <http://windows.microsoft.com/en-us/windows/security-essentials-download>



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### **BYOD: Logging In, Connecting to the Network, and Basic Troubleshooting**

Each student is expected to use his/her own username and password to access the CVUSD WiFi network via any student or family-owned devices. CVUSD makes every reasonable effort to ensure that the WiFi network (at available schools) remains in proper working order and is available to students for connection via BYOD. However, the nature of modern technology lends itself to occasional down time.

In the interest of best supporting classroom instruction, the following basic troubleshooting tips are provided:

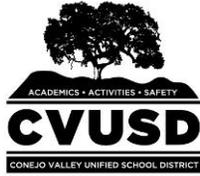
- BYOD Network Access
  - *TBD based on selection of Device Onboarding System*
- Technical Support
  - If the device will NOT power on:
    - Ensure device has been charged or is plugged into a power outlet.
  - If the student is unable to login to the device:
    - Ensure the CAPS lock is not turned on.
    - Check the student's username and password combination to ensure appropriate one is being used. Each student's teacher may print a copy of student passwords for Windows-based devices, Google Apps, and Q Student Connect via the Q Reports screen.
  - Peripherals not functioning properly:
    - Is the peripheral plugged into the device?
    - Unplug the peripheral from the device, wait 10 seconds, plug the peripheral back into the device.
    - Plug the peripheral into a different port on the device (if available).
  - When all else fails, try rebooting the device.

Student and family technology brought to school remains the sole property of the student. As such, any technical support for the device must be provided by the student and family. Any student and family-owned devices brought to school will not receive direct technical support from CVUSD Technology Staff.

### **CVUSD Liability for Parent and Student-Owned (BYOD) Devices**

BYOD technology brought to school is purchased by and remains the sole property of the student, parent, and/or family. Purchasing of these devices is optional.

CVUSD makes every reasonable effort to maintain a safe learning environment for all students. CVUSD assumes no responsibility for damage, loss, or theft of devices a student brings to school. As with any other student property, devices brought to school from home are the responsibility of the student. It is recommended that families stress the important responsibilities students have when bringing their devices to school.



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### Student Responsible Use Agreement

After reviewing the presented guidelines and expectations available at [www.conejousd.org](http://www.conejousd.org) or in print by request, students and parents acknowledge the following by signing this policy. As a Conejo Valley Unified School District student, I understand that:

1. MY USE OF THE SCHOOL NETWORK AND EMAIL IS A PRIVILEGE, NOT A RIGHT.
2. MY SCHOOL AND DISTRICT'S NETWORK AND EMAIL ACCOUNTS ARE OWNED BY THE CVUSD AND ARE NOT PRIVATE. CVUSD HAS THE RIGHT TO ACCESS MY INFORMATION AT ANY TIME.
3. CVUSD ADMINISTRATORS, LOCAL TEACHERS, AND LAW ENFORCEMENT WILL DEEM WHAT CONDUCT IS INAPPROPRIATE USE IF SUCH CONDUCT IS NOT SPECIFIED IN THIS AGREEMENT.
4. I UNDERSTAND THAT I AM TO NOTIFY AN ADULT IMMEDIATELY IF I ENCOUNTER MATERIAL THAT VIOLATES APPROPRIATE USE.
5. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.
6. I WILL NOT ALLOW OTHERS TO USE MY ACCOUNT NAME AND PASSWORD, OR TRY TO USE THAT OF OTHERS.
7. I WILL USE TECHNOLOGY IN A MANNER THAT COMPLIES WITH LAWS OF THE UNITED STATES AND THE STATE OF CALIFORNIA, INCLUDING COPYRIGHT LAWS.
8. I AM RESPONSIBLE FOR MY LANGUAGE AND CONDUCT.
9. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY, INCLUDING THE SECURITY OF THE CVUSD'S NETWORK.
10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES AND THE GUIDELINES WITHIN THIS DOCUMENT WHENEVER I PUBLISH ANYTHING ONLINE.

### **Student:**

I understand and will obey the rules of the CVUSD Acceptable Use Policy. I will use CVUSD technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the CVUSD Discipline Handbook and/or prosecution under state and federal law.

Student Signature (above Grade 2): \_\_\_\_\_ Date \_\_\_\_\_

### **Parent or Guardian:**

As the parent or guardian, I have read the CVUSD Acceptable Use Policy and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of CVUSD, and that student use for any other purpose is inappropriate. I recognize it is impossible for CVUSD to restrict access to all inappropriate materials, and I will not hold the school or District responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use technology resources at Conejo Valley Unified School District.

Parent or Guardian's Name (please print) \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_