

## AUSD TECHNOLOGY STUDENT ACCEPTABLE USE POLICY

A commitment to an exemplary student education in the 21st Century is at the core of Alisal Union School District's (AUSD) various technology initiatives. While technology can complement and assist education when used appropriately, it can distract and disrupt the process when abused. This Student Acceptable Use Policy (SAUP) acts as a guide to ensure technology is a help rather than a hindrance to learning both on and off campus.

This document defines the Student Acceptable Use Policy (SAUP) regarding AUSD Technology, from the use of devices to Internet access.

### **Student AUP**

This Student Acceptable Use Policy is intended to promote responsible use and protect students and the school from liability resulting from the misuse of a District-issued device (i.e., laptop or tablet, and any related accessory provided by the District), or District provided web-based service (i.e. an education application) (collectively referred to herein as "District-issued device" or "District-issued devices").

Technology, on or off-campus, must be used in accordance with the mission and philosophy of AUSD. District-issued devices, assigned to a particular student, shall remain the property of AUSD. Therefore, there is no assumption of privacy when using a District-issued device. AUSD reserves the right to inspect all District-issued devices at any time during the school year without the prior authorization of a student or the student's parent, or legal guardian. Administration and faculty reserve the right to monitor, modify, lock, erase, search, and/or confiscate the District-issued device at any time. In accordance with District and school policy, misuse of the District-issued device may result in disciplinary action up to and including expulsion.

Above all, the 1:1 Computing program in AUSD is an academic program, and the policies governing the use of the District-issued device support its academic use. To maintain the integrity of the District-issued device program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

### **I. Family Responsibilities:**

1. Students will be provided a District-issued device at the beginning of the school year. District-issued devices are to be presented to your child's respective teacher at the end of each academic year for updates and routine maintenance. If your student leaves his/her school before the end of the year, s/he must return the District-issued device to his/her teacher as part of the check-out process.
2. Students/parents are solely responsible for the care and security of the District-issued devices they receive. District-issued devices must never be left in an unsecured location or any unsupervised area. Any District-issued device left unattended and found on campus, should be turned into the main office. District-issued devices shall not be stored in campus overnight, unless required by the staff.
3. If the District-issued device is damaged or malfunctions, families must take the device to the school's main office within 72 business hours for evaluation. In the event that a student is unable to bring the District-issued device to the main office, s/he must contact Christina Palmer or Genaro Anaya via

telephone or via email ([christina.palmer@alisal.org](mailto:christina.palmer@alisal.org), [genaro.anaya@alisal.org](mailto:genaro.anaya@alisal.org)) within 72 business hours outlining the nature of the damage or malfunction. Failure to present the District-issued device or notify the main office and/or the principal within the allotted time frame may cause the family to incur the full cost of the repair or replacement and/or lose the privileges of being issued a device, subject to the terms of the Acknowledgement of Receipt.

4. Families are expected to report any problems with the charger and/or any district issued accessories including covers within 72 business hours. At the end of the year, students are expected to return the same charger, cable, and any other district issued accessories in working condition.
5. If the District-issued device is lost or stolen, the families must report the incident to the main office and/or principal and the Technology Department within 72 business hours. In the case of theft, the family must also file a police report. Families are responsible for replacing the lost or stolen student device at their own cost, subject to the terms of the Acknowledgement of Receipt. (see chart below)
6. If a student damages the District-issued device (excluding reasonable wear and tear, such as minor scratches on the casing), the families are responsible for the full expense of repairing or replacing the device, subject to the terms of the Acknowledgement of Receipt.
7. Families are not permitted to repair, alter, modify, or replace District-issued devices without express written authorization from the District. This includes, but is not limited to: replacing; writing or drawing on the District-issued device; or affixing stickers or labels to the District-issued device.
8. Under no circumstance will AUSD replace or repair a District-issued device without the required payment or paperwork from the family.
9. The District does not provide backup services for any District-issued devices. Students should store important documents where backup is provided, such as District-provided file storage locations. District technicians will not attempt to recover lost data on district issued equipment.

### Replacement Cost/Parent Deductible

iPads		
Item	District Cost	Parents Deductible
iPad Replacement	\$499.99	\$499.99
iPad Cracked Screen	\$249.00	\$50.00
iPad Brick	\$20.00	\$20.00
iPad Charger	\$20.00	\$20.00
iPad Cover	\$50.00	\$50.00
DELL Venue 10in		
Item	District Cost	Parents Deductible
Dell Venue Replacement	\$329.00	\$329.00
Dell Venue Cracked Screen	\$300.00	\$50.00
Dell Venue Charger	\$20.00	\$20.00
Dell Venue Keyboard / Case	\$89.00 / \$29.00	\$89.00 / \$29.00
Dell Venue Cover	\$50.00	\$50.00
Acer Chromebook R11		
Item	District Cost	Parents Deductible
Chromebook Replacement	\$294.00	\$294.00
Chromebook Cracked Screen	\$100.00	\$50.00
Chromebook Charger	\$20.00	\$20.00
ASUS Chromebook C202		
Item	District Cost	Parents Deductible
Chromebook Replacement	\$183.00	\$183.00
Chromebook Cracked Screen	\$100.00	\$50.00
Chromebook Charger	\$20.00	\$20.00

DELL Latitude 3340		
Item	District Cost	Parents Deductible
Dell Laptop Replacement	\$749.00	\$749.00
Dell Laptop Cracked Screen	\$300.00	\$50.00
Dell Charger	\$49.99	\$49.99
Dell Sleeve	\$26.99	\$26.99

## II. General Expectations:

1. Students may not remove or circumvent the management system installed on each District-issued device. This includes removing restrictions or “jailbreaking” the device.
2. While working on a District-issued device on campus, students must stay connected to the AUSD wireless network and shall not turn off the District-issued device’s wireless setting or connect to other wireless networks unless otherwise instructed by District staff.
3. Students are expected to have their District-issued devices at school each day and full charged. The school is not responsible for charging the device. If a District-issued device is left at home or is not properly charged, the student remains responsible for completing all coursework. Loaner District-issued devices will be not be available. Forgetting to bring the District-issued device to school does not excuse or exempt the student from any class work rendered late or incomplete. Repeat offenses may result in disciplinary action.
4. Sound from the District-issued device must be muted at all times while present on campus, unless permission is obtained from the teacher for instructional purposes.
5. Students may not change the pre-configured District-issued device’s name, ip-address or other identifying information.
6. Students may not remove or alter the “asset tag” or “name tag” located on the District-issued device.
7. Memory space on District-issued devices is limited. Academic content takes priority over personal files or applications (apps). In the case of a memory space conflict, personal files, digital media, and apps must be removed from the District-issued devices at the student’s expense.
8. Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment. Please contact your teacher immediately with any issues regarding homework. The District reserves the right to determine whether any work completed prior to the malfunction will be considered for academic credit on a case-by-case basis.

9. Unless notified by the AUSD Technology Department, the student is expected to keep the administrator's settings on the District-issued device's current operating system and apps as set by the Technology Department.
10. Overall, students shall adhere to school's expectations when using the District-issued device.

### **III. Customization:**

1. Due to the potential for misuse of District-issued devices, families will not be permitted to add media (music, images, and video files), or install apps from the Internet. Any exceptions granted will be made in writing by an authorized administrator on a case by case basis.
2. Student/Parents are not permitted to adjust the personal settings (i.e., background images, app icon arrangement, multi-touch swipe settings, etc.) of a District-issued device without the District's or site staff's prior written authorization.
3. General settings established by Technology Department (i.e., certificates, security, system preferences) of a District-issued device may not be changed or manipulated at any time.
4. If a student receives an AUSD cover/sleeve as an accessory to a District-issued device, they are not permitted to customize the cover/sleeve.

### **IV. Prohibited Use:**

Prohibited use of District-issued devices includes but is not limited to:

1. Any action that violates existing school rules or public law.
2. Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
3. Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or other content not aligned with the school's mission and philosophy.
4. Exchanging or sharing District-issued devices or accessories with another student or another family member.
5. Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
6. Photographing, audio recording, or video recording on campus without the permission of her/his teacher, and principal, for academic purposes or in support of a school program.
7. Spamming: sending mass or inappropriate emails or messages.

8. Attempting to bypass AUSD's web filter while on or off campus.
9. Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
10. Removing the installed management profile from a District-issued device.
11. Any other behavior deemed inappropriate by the faculty or administration of AUSD.
12. Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, email, or phone number.
13. Logging in to the system using another user's account or password.

## **V. Network Acceptable Use Policy**

In AUSD, the Internet and network are available to the students and staff. AUSD strongly believes in the educational value of such electronic services and recognizes the potential of such to support and expand our curriculum and student learning. Learning is enhanced through technology's endless possibilities. Students and teachers have opportunities to gather information, communicate with people all over the world, and create their own products. AUSD provides students and staff with several technology services. These services include the use of computers, student devices, servers, printers, other technological equipment, and the Internet.

Some sites on the Internet may contain offensive material. Even though it is impossible to have control over all of the information on the Internet, AUSD has in place several mechanisms to prevent access to inappropriate materials and to provide for a positive, productive educational experience. Communications on the Internet are generally public in their nature, and files stored on the Internet should not be assumed to be private.

## **VI. AUSD Rights and Responsibilities**

1. AUSD reserves the right to monitor and block access by a District-issued device to any material or activity on the Internet.
2. AUSD reserves the right to deny access to District owned technology to any individual.
3. Security on the network is a high priority. The Director of Technology shall establish procedures that will maximize system security.
4. No warranties are made or given with respect to any service, any information, or any software contained within the Internet.
5. Opinions, advice, services, and all other information expressed through District-issued devices by students, staff, information providers, service providers, or other third party personnel on the Internet are those of the individual and do not represent the position of AUSD.

6. District-issued accounts which are inactive for more than 30 days may be removed by AUSD along with the user's files without prior notice.
7. School staff is responsible for supervising student use of District-issued technology on an AUSD campus. Parents are responsible for supervising student use of District-issued technology when the students are not on campus.
8. Illegal activities will be referred to the appropriate law enforcement agency.
9. AUSD reserves the right to revise and amend this SAUP at any time.

## **VII. Liability and Precautions:**

1. In consideration for receiving the District-issued device, each student and his or her parent(s) or legal guardian(s) will agree not to sue the District, and shall release, waive, discharge, and hold harmless AUSD as well as its employees, personnel, staff, volunteers, agents, directors, affiliates and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the District-issued device. Additionally, each student and her/his parent(s) or legal guardian(s) agree to indemnify and defend AUSD against any and all claims, actions, and causes of action of every nature relating in any way to the use of the District-issued device.
2. This SAUP applies to AUSD students at all times, whether or not the students are on campus.
3. AUSD provides web filtering or network restrictions while the device is off campus and while on other Wi-Fi networks.

### VIII. Digital Citizenship Pledge

When using technology on and off campus students will abide by the following digital citizenship pledge:

- I will communicate responsibly and kindly with others online.
- I will stand against cyberbullying of myself and others, and inform an employee of the District.
- I will protect my own and others personal and private information online.
- I will give proper credit when using or referencing the work of others.
- I will visit safe and appropriate websites.
- I will do my best to maintain a positive digital footprint.
- I will use my District-issued device as an educational tool to prepare me for my future.
- I will follow the AUSD Student Acceptable Use Policy.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Teacher Name

\_\_\_\_\_  
Room #



## Media Release Form

Dear Parent/Guardian:

During the current school year, your child's image/photograph or work may be included in a classroom or school projects that could be used in one of the following ways:

- Used as a demonstration project/activity in education workshops/classes/conferences
- Used as a sample project/activity for use in education workshops and student classrooms
- Posted on the district, the school, or teacher webpages on the Internet
- Appear on media made during a student presentation, in video broadcasts, or in a project demonstrating computer multimedia in general

While your child's first name may accompany the photo, video, or work, no last name or address will be included with your child's picture/video when publishing on the Web.

There is no monetary compensation for the use of the work, but it will help many teachers get more use out of their devices, show other students a good example of what can be, and prepare students for career and college readiness.

Please consider signing the release form below and return this sheet to your child's school. Your permission grants us approval to publicize without prior notification and remains in effect unless and until you revoke this permission in writing.

Thanks!

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### Digital Media Release Form

I/We DO give permission for \_\_\_\_\_'s child's full name and image/photograph or work to be used as described above. We are willing to release this into the public domain and understand that no monetary compensation will be given for the use of the materials.

Teacher: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Please return this form to your child's teacher.

**ACKNOWLEDGEMENT OF RECEIPT**

I/We, the undersigned, have read the Student Acceptable Use Policy for AUSD, and I/we have read all applicable regulations and policies issued by AUSD in the *Student/Parent Handbook* and/or on the AUSD website <http://www.alisal.org/ParentStudent-Handbook.cfm> (collectively, the "Terms"). I/We understand the terms and agree to be bound by the terms. I/We understand that AUSD may revise and amend the terms, and I/we agree to review any revised and amended terms and be bound by them.

By signing below, I/We agree to abide by the terms and conditions of Student Acceptable Use Policy for AUSD and to be responsible for the District-issued device assigned to the undersigned student. I/We agree to care for the District-issued device appropriately. I further agree that the District-issued device is received in good condition except as noted at the bottom of this page of this form. Pursuant to Education Code section 48904, in the event that the District-issued device is damaged beyond normal wear and tear, lost or stolen, I understand that my parent/guardian or, if I am 18 years of age or older, that I, will be financially responsible and will be required to pay the District for the full cost of the damages and/or replacement, or if I and/or my parent/guardian, is unable to pay for the damages, I will be required to perform voluntary work in lieu of payment of monetary damages. If I fail to return the District-issued device, pay for damages or volunteer, I understand that the District may withhold my grades, diploma, and transcripts. The assessed value and/or damage shall be determined by the District based on actual repair or replacement cost. I further agree to return this District-issued device upon matriculation from the District, withdrawal from AUSD or at any time upon request of the school.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Teacher Name

\_\_\_\_\_  
Room #

Notes Regarding Condition of My District-Issued Device: