



GRASS VALLEY SCHOOL DISTRICT

K-8 Student Instructional Technology Acceptable Use and Internet Safety Policy

Technology provides a wealth of educational opportunities for staff and students, and access to these vast resources requires responsible use by each individual. It is important that you understand your rights and privileges when using the Grass Valley School District (GVSD) technology resources. This document covers district use of online educational services on the GVSD network, including G-Suite products, internet resources, messaging, web applications and other internet-based tools made available by the district and your responsibilities and obligations in the use of these resources.

Introduction

GVSD is pleased to offer students access to district computers, communications systems (including e-mail, web sites, blogging, podcasting, forums, wikis, and/or other emerging technologies), computer, network, and information resources, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for their use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about appropriate digital citizenship and to establish expectations when using technology.

Acceptable Use of GVSD Technology and Online Educational Services

- Students' use of digital media and environments to communicate and work collaboratively to support individual learning and contribute to the learning of others is a key performance indicator of 21st Century Skills.
- Students may interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media. In a digital environment, students will follow all established Internet safety guidelines including the following conditions:
- **Each student, along with a respective parent/guardian, must sign an Acceptable Use Policy (AUP) Agreement to be granted an account on the GVSD network and access to GVSD technology equipment.**
- Students will use their GVSD Google Drive to store only files that are educational in nature and related to course work.
- Students are expected to maintain their instructional files and media in a responsible manner, which includes backing up files at regular intervals to a memory device.
- Student accounts will be closed when a student leaves the district for any reason. It is the responsibility of the student to export or otherwise preserve any content they wish to keep prior to leaving the district. District technology personnel can assist in this process if needed.
- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide their password to anyone other than a school administrator, teacher, or parent.
- Students will immediately notify a teacher if they have identified a possible security problem.
- Students will use school resources (e.g. printers, cameras, etc.) for educational purposes only.
- Students should expect routine monitoring of computer usage and Internet browsing while logged on to the GVSD network both on campus and off campus.
- Parents have the right to request to see the contents of student files.
- All students will have filtered access to the Internet and World Wide Web information resources through computers connected to the network and through district-provided devices both on and off network.
- If students mistakenly access inappropriate information, they should immediately minimize their screen and tell their teacher. *This will help protect the student against a claim that they have intentionally violated this Policy.*
- A filtered E-mail account may be provided to students for educational purposes and not as a public or student forum.
- Students will promptly disclose to their teacher or other school employee any message or information they receive that is inappropriate or makes them feel uncomfortable while on the web, using e-mail, chat rooms, forums or other forms of messaging services.
- Students using digital media are expected to act safely by keeping ALL personal information out of their posts.

Unacceptable Use of GVSD Technology and Online Educational Resources

- Students will not make deliberate attempts to disrupt or harm the computer system and its hardware or destroy data by spreading computer viruses or by any other means. Use or possession of “hacking” tools are prohibited.
- Students will not attempt to log on or connect to the GVSD network under any identity other than their own username. These actions are inappropriate, even if only for the purposes of “browsing” and may result in disciplinary action.
- Students will not attempt to gain unauthorized access (including hacking) to the GVSD network system or to any other computer system through the GVSD network system or go beyond their authorized access.
- Students are not permitted to connect any personal devices (e.g. laptops, smart phones, etc.) to any part of the GVSD network system (wireless or directly plugged) without first gaining approval from the GVSD Technology Department. A guest network is available for use with teacher permission.
- Students will not download or upload programs or files that need to be run or launched, (i.e. executable files).
- Use of GVSD computers, network, and Internet services does not create any expectation of privacy.
- E-mail, if provided, may not be used for unlawful activities, political or commercial purposes, any form of harassment or threats, sending of spam messages or chain letters to more than five people or any use that interferes with the school computing services or its employees.
- Students may not send messages with a false identity or alter forwarded mail out of context.
- Students will not repost a message that was sent to them privately without permission of the person who sent them the message.
- Students will not post or share information that could cause damage or a danger of disruption to GVSD schools or any other organization or person.
- Students are prohibited from accessing or attempting to access instant messages, chat rooms, forums, email, social networking sites, or other messaging services during the instructional day unless authorized by a teacher or administrator for instructional purposes.
- **A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs).**
- **Do not, under any circumstances, agree to meet someone you have met over the Internet.**
- Never link to web sites from your digital environment without reading the entire article to ensure it is appropriate for a school setting.
- An image taken by any camera or video enabled device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded or the person who owns the copyright on the material appearing in that image.
- Camera and/or video enabled devices may not be used in any classroom without assigned permission from a teacher.
- Students will not engage in plagiarism or copyright infringement and will respect the rights of copyright owners.
 - *Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. It is against the law and could result in loss of grade for the assignment in addition to other consequences.*
 - *Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.*

If you are unsure whether you can use a work, you should request permission from the copyright owner.

Copyright law can be very confusing. If you have questions, ask a teacher.

- Students will not download or install pirated software, music, video or files that infringe on copyright laws onto computers. Possession of unlicensed or pirated software is illegal.
- Students will not use the GVSD network to access inappropriate material including sites that display profane or obscene (pornographic) material, advocate illegal acts, encourage the use of drugs, alcohol or tobacco, school cheating, weapons, material that advocates violence, participation in hate groups, or discrimination towards other people, or other inappropriate activities considered harmful to minors.
- GVSD expressly forbids cyber-bullying. For the purposes of this policy, “cyber-bullying” shall mean using messaging services and/or other digital communication devices to bully others by:
 - Sending or posting cruel messages or images; threatening others; Excluding or attempting to exclude others from activities or organizations; Starting or passing on rumors about others or the school system; Harassing or intimidating others; Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group; Sending or posting harmful, untrue or cruel statements about a person to others; Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger; Sending or posting material about a person that contains sensitive, private or embarrassing information,*

including forwarding private messages or images; Engaging in tricks to solicit embarrassing information that is then made public. Using camera and/or video enabled devices to bully another person or to invade another person's privacy.

- Students will abide by rules of Network etiquette by not using defamatory, inaccurate, abusive, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or prejudicial language in public or private communication.
- The use of digital media is considered an extension of your classroom. Any speech that is considered inappropriate in the classroom is also inappropriate in all digital environments. This includes but is not limited to slander, profanity, racist, sexist or discriminatory remarks.

Mobile District Device Contract

Grass Valley School District (GVSD) is pleased to provide our students with a variety of devices for daily use as part of their curriculum. The 21st century education your student receives at GVSD includes digital citizenship, internet safety, and care of mobile devices. The following are guidelines for proper use and care of GVSD's mobile devices with which you are entrusted:

1. All Devices are the property of GVSD and are for educational purposes only.
2. Devices are to be used ONLY by the student to which they are assigned.
 - The assigned student is solely responsible for the condition of and content on their device from the time it is first checked out until it is returned.
 - Any damage or loss must be reported immediately to a teacher or staff member.
 - This includes the device and any accessories issued with it such as a charger or case.
3. Applications will be pre-installed on your device when you receive it and may be installed or removed remotely by district staff. **Applications are not to be added or removed by students or guardians.**
 - Chromebooks may have access to add a few pre-approved apps in the GVSD Google Store.
 - All other apps will be added or removed by school site technicians with a teacher's request.
4. The student and guardian will be billed for the cost to repair or replace damaged or lost devices and/or accessories. Damage includes but is not limited to:
 - Physical damage and/or unauthorized alterations.
 - Attempted access of other users' data or GVSD systems other than those intended for student use.
 - Creation and/or distribution of malware, viruses, or other malicious software.
 - District Device Protection is available and can be purchased.
5. Willful or malicious damage will result in a restriction or cancelation of privileges and disciplinary action in addition to reimbursement fees for the cost to repair or replace damaged property. No repair attempts should be made by a student, guardian, or third party.
6. Accounts are not to be shared.
 - All content accessed and created with student accounts is securely stored in GVSD systems.
 - Students are responsible for all activity on their accounts.
 - Any breach of a student's user account or password should be reported to staff immediately.

Special instructions for those students issued devices for use at school and at home:

- *Students are expected to bring devices to school fully charged every day.*
- *Devices sent home are intended to be used for the educational needs of the student to which they are assigned.*
- *Guardians are encouraged to monitor the device use and care while at home. This includes email, Internet activity, storage, charging, etc.*

Mobile Device Best Practices

1. Keep devices away from food, drink, and other liquids.
2. Do not place objects on top of devices, even when in cases. Though they may appear to be ok, the weight of objects on a device may cause internal damage not readily visible.
3. Do not leave devices in areas where they may be exposed to extreme heat (over 100 degrees) or cold (below 32 degrees) for extended periods of time, such as cars.
4. Do not etch, draw or place stickers on devices.
5. Always store devices in secure locations; out of view from windows, off the floor, and away from possible damage.
6. Folding devices such as Chromebooks and laptops should not be lifted or carried by the screen.
7. Ensure that there is nothing laying on the keyboard or palm rest before closing a screen.
8. Store and transport these devices with the screen in the closed position.
9. Remember to plug in your device with time to charge before school.

Additional Mobile District Device Services

Grass Valley School District Device Protection Plan

- The Grass Valley School District is proud to provide Chromebooks, iPads, or other electronic “devices” to enhance our students’ education.
- Similar to text books, devices are the responsibility of the student to which they are assigned. This includes costs associated with damages and loss or theft (California Education Code 48904).
- Both on and off campus (in instances where students are granted take-home permissions), students are responsible for the safe and appropriate operation of the device(s) they are issued.
- Grass Valley School District offers a Device Protection Plan to cover district devices issued to

All students receiving a district device MUST complete the Grass Valley School District Device Protection Plan, either accepting or declining the plan, and return it to their school office.

Grass Valley School District Hotspot

- Grass Valley School District is loaning hotspots on an as needed bases to assist in providing students connectivity while the District is operating in an online or hybrid format.
- These devices are the property of GVSD and intended solely for the enhancement of students’ education.
- The district cannot guarantee reception or sufficient bandwidth at every residence to make student devices fully functional for all classroom tasks.
- GVSD reserves the right to restrict hotspot access to district devices or suspend service at the district’s discretion, without prior notice.
- Students will be required to return hotspots at such time as the education format returns to in-person, at the conclusion of the school term, or when requested by the student’s teacher or the GVSD technology department, whichever comes first.

All students receiving a district Hotspot to take home MUST complete the Grass Valley School District Hotspot Contract and return it to their school office.

Privacy Policies and District Responsibilities

- GVSD works diligently to ensure that all online educational services and curriculum used by the district are compliant with state and federal student privacy laws, including the Children’s Internet Protection Act (CIPA), the Children’s Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), the Student Online Personal Information Protection Act (SOPIPA) (SB 1177), the California Student Privacy Protection (AB 1584), the Protection of Pupil Rights Amendment (PPRA) and the California Consumer Protection Act (CCPA).
- Parents and guardians have a right to know who has access to their child’s information. A comprehensive list of online educational services used by the district is available on our district website: **www.gvsd.us**
- GVSD does not collect data from students for any purpose other than to inform educational process and services. GVSD does not sell student information, nor does it utilize programs who sell student information.
- GVSD actively uses filtering software to meet the Children’s Internet Protection Act (CIPA) requirement and to prevent students from accessing graphics that are (1) obscene, (2) pornographic, or (3) harmful to minors.
- GVSD retains the right to block unacceptable websites. Filtering hardware and software are continuously updated to provide the safest school environment possible. However, with an average of 500,000 new websites created each day, it may be possible for students to access inappropriate content. GVSD assumes no liability if this occurs but will take immediate action to mitigate this content.
- The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.
- Teachers will provide grade-level appropriate guidance to students as they make use of online information resources to conduct research and other studies related to the district curriculum.
- Classroom use of networked resources will be in support of educational goals.
- Teachers will provide alternate activities for students who do not have permission to use the Internet.
- Though GVSD strives for a high uptime, they do not guarantee network functionality or accuracy of information.

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts. Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Approved Chrome extensions
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Meet, Google Hangouts, Google Chat, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

- Applied Digital Skills
- Chrome Web Store (contents restricted for students)

- Google Analytics
- Google Bookmarks
- Google Books
- Google Cloud Print
- Google Custom Search
- Google Data Studio
- Google Earth
- Google Maps
- Google My Maps
- Google Public Data
- Google Takeout
- Managed Google Play
- Search and Assistant
- Third-Party App Backups
- YouTube (highest level of restriction and teacher-approved content only)

Google provides details about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html

For a complete list of content available to students at any time, please see our website at www.gvsd.us

Consequences for Policy Violation

- Students who do not abide by these terms and conditions may lose their opportunity to take part in the online portion of their instruction and/or be subject to consequences appropriate to misuse according to the school discipline policy
- If the District reasonably determines that the student has willfully damaged any school hardware, the District reserves the right to apply the liability provisions of Education code section 48904.
- In the event there is a claim that a student has violated this policy in the use of the GVSD network system, the student will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.
- If a student is found to have violated this Policy, the consequences will be, but not limited to, warnings, usage restrictions being placed on their account, and/or disciplinary action at the discretion of the site administration.
- A violation of Federal, State or local laws or ordinances, if escalated, may result in legal proceedings.



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K-8 Student Instructional Technology Acceptable Use and Internet Safety Policy

By signing this policy, I understand that I am accepting the following sections:

- **Acceptable Use of GVSD Technology and Online Educational Services**
 - **Unacceptable Use of GVSD Technology and Online Educational Resources**
- **Mobile Device Contract**
- **Additional Mobile Device Services**
- **Privacy Policies and District Responsibilities**
 - **G Suite for Education Notice to Parents and Guardians**
 - **Consequences for Policy Violation**

Student Agreement:

I understand and will abide by the Acceptable Use and Internet Safety Policy. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, school disciplinary action, and/or referral to law enforcement.

Student's Name (please print): _____

Grade Level: _____ **Teacher's Name:** _____

Student's Signature: _____ **Date** _____

Parent or Guardian Agreement:

As the parent or guardian of this student, I have read the Acceptable Conduct and Use Agreement. I understand that computer access is provided for educational purposes in keeping with the academic goals of the Grass Valley School District (GVSD), and that student use for any other purpose is inappropriate. I recognize it is impossible for GVSD to restrict access to all controversial materials and I agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. I understand that my child's computer activities at home should be supervised as they can affect the academic environment at school and acknowledge GVSD accepts no responsibility for supervision outside the school setting. I agree to indemnify and hold harmless the District and/or District personnel for any damages or costs the District personnel incur as a result of a violation of the Acceptable Use and Internet Safety Policy by my student(s).

I hereby give permission for my child to use computer resources at GVSD, and hereby accept and agree to the terms and conditions of the Acceptable Use and Internet Safety Policy and Agreement.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____ **Date** _____