



RESPONSIBLE USE POLICY
CENTRAL UNION HIGH SCHOOL DISTRICT

In today's world of social media and digital communication via the Internet, there is NO distinction between online and offline activities regarding school behavior and the assignment of disciplinary consequences. I understand that the rules for behavior set by the district and school cover both physical and digital actions by students and interactions among students. Additionally, **these policies apply to use of district and personal devices both ON and OFF campus.**

GENERAL EXPECTATIONS

I understand that I am expected to be a responsible and respectful digital citizen, and use district technology safely, responsibly, and for educational purposes only. I am responsible for the proper use and care of any technology equipment, services and tools assigned to me.

All students in the Central Union High School District are expected to be responsible 'digital citizens' and embrace the following principles as they utilize technology to enhance their learning experience, collaborate, and communicate with school community members:

- **Be empowered and be innovative.** Do awesome things. Amaze us. Share ideas and solve problems.
- **Be smart and be safe.** Make good choices. Protect yourself and others. If you have questions, reach out.
- **Be careful and be courteous.** Foster a community that is respectful, helpful, and kind. Act with integrity and remember that your words and actions matter.
- **Be responsible and support your school community.** Support your community and technology network by using it appropriately, safely and responsibly.

As a student of CUHSD, I agree to the following principles:

1. **Respect and Protect Myself**

I will make appropriate judgments about the information, images, videos and media that I view and share online. I will be careful with what personal information, images, videos and media I share about myself. I will protect passwords, accounts, and resources. I will not use district resources for inappropriate and/or unlawful activities. I will report any attacks or inappropriate behavior directed at me.

2. **Respect Privacy and Protect Others**

My treatment of others matters and I am accountable for my actions. I will not use any digital medium to bully, harass, threaten or stalk other people. I will not record, capture or share information, images, audio or videos about others without permission, and I will not tag them on social media without their consent. I will show respect for other people by not using/altering their passwords/accounts. I will report any attacks or inappropriate behavior directed at others.

3. **Respect and Protect Intellectual, Digital, and Physical Property**

I will not plagiarize the work of others and I will abide by copyright laws and not infringe on licenses, trademarks, patent, or other intellectual property rights. I will only use the school's technology, Internet, network, and resources for school-appropriate activities and encourage others to do the same. I will not disrupt or harm district technology or other district operations, install unauthorized software, hack into district systems or damage data services or equipment in anyway. I will treat the school's digital equipment with care. I will follow testing protocols and will not share or photograph testing materials.

Student Initial: _____ **Parent Initial:** _____

STUDENT PRIVACY EXPECTATIONS

I understand that since the use of district technology is intended for educational purposes, I do not have any expectation of privacy in any use of district technology.

I acknowledge that the CUHSD reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, accounts accessed or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity.

I also recognize that CUHSD will utilize technologies including, but not limited to SSL decryption, content filtering, and device management to ensure they are keeping students safe under federal and state guidelines. I am aware that, in most instances, my use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy. And I also understand that I should never share my assigned online services account information, passwords, or other information used for identification and authorization purposes, and use the system only under the accounts given to me.

STUDENT BEHAVIORAL EXPECTATIONS

I understand that students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice

By signing below, I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these guidelines will have consequences. I understand school/district administrators will deem what is inappropriate use, take appropriate action, and determine consequences. Consequences may include restriction of computer/network access, suspension/expulsion, restitution for damage/loss of property, and legal action (including, if appropriate, criminal prosecution).

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____