

TECHNOLOGY

SAN DIEGO UNIFIED SCHOOL DISTRICT Network Use Guidelines

Reference: District Procedure 4580

Please read the following carefully. This will give you information about the privileges and responsibilities of using the Internet and district networks as part of your student's educational experience. The district's SanDiNet is an electronic network with access to the Internet. The Internet is an electronic highway connecting computers all over the world and millions of individual people.

Students will have access to:

- a. Electronic mail (e-mail) communication with people all over the world.
- b. Information, online databases and news from a variety of sources and research institutions.
- c. Public domain and shareware software of all types.
- d. Discussion groups on a wide variety of topics.
- e. Many university libraries and the Library of Congress.
- f. Variety of web based and software programs to publish content to the web.
- g. Collaborative web-based programs for the purpose of project based learning.

- 1. Responsibilities.** San Diego Unified School District has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. However, on a public network it is impossible to control all materials. "Harmful matter" means matter that, taken as a whole by the average person applying contemporary statewide standards, describes in a patently offensive way material that lacks serious literary, artistic, political, or scientific value for minors (Penal Code, section 313).

The teacher/staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. San Diego Unified School District takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user's risk.

- 2. Acceptable Use.** The purpose of schools having access to SanDiNet and the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of SanDiNet must be in support of education and research and consistent with the educational objectives of San Diego Unified School District. Use of another organization's networks or computing resources must comply with rules appropriate for that network.

- 3. Prohibited Use.** Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, the distribution of:
- Any information that violates or infringes upon the rights of any other person;
 - Any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material;
 - Advertisements, solicitations, commercial ventures, or political lobbying;
 - Any information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime; and
 - Any material that violates copyright laws (District Procedure No. 7038).

Any vandalism, unauthorized access, “hacking,” or tampering with hardware or software, including introducing “viruses” or pirated software, is strictly prohibited (Penal Code, Section 502).

WARNING:

Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education Code, district procedures, and school site discipline/network use policy.

- 4. Privileges.** The use of SanDiNet and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administration, teachers, and/or staff may request the site system administrator or district security administrator to deny, revoke, or suspend specific user access.
- 5. Network Etiquette (Netiquette).** The use of SanDiNet and the Internet requires that students abide by accepted rules of network etiquette. These include, but are not limited to, the following:
- Be polite. Do not send abusive messages to anyone.
 - Use appropriate language. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. (**Note:** E-mail and web-based programs are not private and are subject to review by district staff. People who operate the system do have access to all mail. Messages relating to, or in support of, illegal activities must be reported to appropriate authorities.)
 - Maintain privacy. Do not reveal the personal address or phone numbers of yourself or other persons. Before publishing a student’s picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication (see photo/video/media release on page 37).
 - Respect copyrights. All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.
 - Do not disrupt the network. Do not use the network in a way that would disrupt the use of the network by others.
 - Cyber-bullying (refer to Policy Against Harassment and Discrimination on page 7).
- 6. Security.** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on SanDiNet, you must notify the Educational Technology Department or the security administrator at Information Technology Department of San Diego Unified School District either in person, in writing, or via the network. Do not demonstrate the problem to other users. Any user identified as a security

risk or having a history of problems with other computer systems may be denied access to SanDiNet and the Internet.

7. **Vandalism.** Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.

Cellular Telephone and Electronic Signaling Device Policy

Education Code section 48091.5 allows school boards to determine the policy on the use and possession of cellular telephones and other electronic signaling devices such as pagers on school campuses. This law repeals a previous state law that prohibited the possession and use of such devices by students on school campuses statewide.

The Board of Education Policy H-6980 allows that:

- Student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses and school buses, at school-sponsored activities, and while under the supervision and control of school district employees is permitted under circumstances described herein.
- All students (K-12) may use these devices on campus before school begins and after school ends.
- Students in high school, grades 9-12, may also use these devices during the lunch period.
- These devices must be kept out of sight and turned off during the instructional program and in the classroom. Unauthorized use of such devices disrupts the instructional program and distracts for the learning environment. Therefore unauthorized use is grounds for confiscation of device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

Use of Technology

District policy recognizes the evolving impact of technology on education and supports the appropriate use of the district's wide area network (WAN) and the Internet as tools for instruction, research, communication, and data collection. "Network Use Guidelines" are provided on page 33. Students and parents/guardians must sign the "Student Network Responsibility Contract" before the student will be provided access to the Internet or any district network. This form is available on page 36.

PARENT/GUARDIAN SIGNATURES ARE REQUIRED ON SEVERAL FORMS IN THE BACK. THEY INCLUDE: NETWORK RESPONSIBILITY CONTRACT, MEDIA RELEASE FORM, VIDEOTAPING RELEASE AND ZERO TOLERANCE FORM.

SAN DIEGO UNIFIED SCHOOL DISTRICT
Student Connect Responsibility Contract

Collaboration and communication between parents, staff and students are a priority at our school. In an effort to build on this belief, and to ensure academic success for all students, we are offering Student Connect at schools that select to implement. The Student Connect application provides students secured Internet access to a wide array of student school data such as: district, school and classroom news; student demographics; student schedules; attendance activity; class assignments; report cards and progress reports; health and immunizations; transcripts; standardized testing results; behavioral incidents; food service transactions; and e-mail links to teachers, counselors, and school administrators. This application will also be used for students to enter and edit course requests.

Please read the “Network Use Guidelines” for San Diego Unified School District before signing this document. This is a contract and must be signed before you will be given access to the San Diego Unified School District’s wide area network (SanDiNet) and Student Connect.

I understand and will abide by the above terms and conditions for access to SanDiNet and/or the Internet.

I understand that the signatures at the end of this document are binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I further understand that any violation of these regulations is unethical and some actions could constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, school disciplinary action will be taken against me, and appropriate legal action will be considered.

Student Name (please print): _____ ID#: _____

Student Password (assigned by school): _____ Grade _____

Student User’s Signature: _____

Parent/Guardian Network Responsibility Contract

(If user is under the age of 18, a parent/guardian must also read and sign this agreement.)

As the parent/guardian of this student, I have read the terms and conditions outlined in the San Diego Unified School District “Network Use Guidelines.”

I understand that this access is designed for educational purposes and San Diego Unified School District has taken precautions to eliminate controversial materials. However, I also recognize it is impossible for San Diego Unified School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network.

If this student has access to the Internet in a setting other than school, I acknowledge that the district is not responsible for any material the student may access.

I hereby give my permission for the above-named student to have access to SanDiNet, the Internet, and Student Connect.

Parent/Guardian (please print): _____

Signature: _____ Date: _____



San Diego Unified School District Photo/Video/Media Release Form

Dear Parent/Guardian:

During the school year, our school will hold events that the news media and the district may like to feature. A representative may be on campus to gather photographs and/or video footage highlighting the event and featuring the faces of the San Diego Unified School District. We value your child's participation, and ask for your permission to include him or her. Please indicate by checking the box(es) below whether your child has your permission to participate and return your form promptly, by

_____.

You may update this form at any time by contacting our main office at _____ (phone).

Principal

Check All That Apply:

- I give my permission to have my child interviewed and photographed/videotaped by the news media.
- I give my permission to have my child photographed by the district. Photos may be used on school or district websites.
- I give my permission to have the district feature my child's school work (e.g. art, essays, etc.).
 - You may provide a credit to my child if his/her work is shown.
 - First Name Only
 - First & Last Name
- I give my permission to have my child videotaped by the district. Videos may be viewed by district staff or the public.
- Please **do not** include my child in these activities. I **do not** want my child photographed or videotaped.

Comments:

Child's name (please print) _____

Parent/Guardian's name (please print) _____

Parent/Guardian's signature/date _____

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