

STUDENT USE OF TECHNOLOGY

At the beginning of each school year, students enrolled in Office of Education programs and, as appropriate, parents/guardians of minor students shall receive a copy of this administrative regulation, the accompanying policy, and the Office of Education's Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technology resources.

Students, parents/guardians and sponsoring teachers will be required to complete and sign an Acceptable Use Agreement for Educational Use of Computer and Information Technology.

The program administrator or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper use.

Teachers, administrators, and/or library media specialists shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of students.

Student Obligations and Responsibilities

Students are authorized to use the HCOE's communications and information technology resources in accordance with student obligations and responsibilities specified below and in accordance with board policy and the HCOE's Acceptable Use Agreement.

1. Acceptable Use – Students shall use the Office of Education's system safely and responsibly. The use of communication and information technology must be in support of education and research and consistent with the educational objectives of the Humboldt County Office of Education. Use of other organization's network or computing resources must comply with the rules appropriate for that network.
2. Unacceptable Use - Transmission of any material in violation of any U.S. or state regulation is prohibited.

Students shall not jeopardize or negatively impact communication and information technology users or equipment, including, but not limited to, workstations, phones, high bandwidth streaming media, computers or computer files, or the network. For example, students should avoid downloading streaming media at peak use times, thereby slowing network response time.

INSTRUCTION

Administrative Regulation 6163.4(b)

Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Office of Education policy.

Students shall not access, post, submit, publish, transmit, or display inappropriate material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as discrimination, harassment, intimidation, bullying or disparagement of others based on their actual or perceived race, national origin, sex, sexual orientation, ethnic group identity, gender, gender identity, gender expression, color, ancestry, physical or mental disability, marital or parental status, age, disability, religion or political beliefs.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors.

Students shall not use the system to engage in commercial or other for-profit activities except as authorized under teacher-approved entrepreneurial pursuits as part of the instructional program.

Students shall not distribute personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the Intent to threaten, intimidate harass, or ridicule that person.

3. Privileges - Access to these resources is a privilege. Students participating in Office of Education programs who do not abide by Office of Education policies and regulations may be subject to disciplinary action, such as revocation of student access privileges and/or legal action, as appropriate. To ensure proper use, the Superintendent or designee reserves the right to monitor the Office of Education's
4. Technological resources, including but not limited to e-mail and voice mail systems, at any time without advance notice or consent.
5. Communications and Information Technology Etiquette - Students are expected to abide by the generally accepted rules of communication and information technology etiquette. These include, but are not limited to, the following:

INSTRUCTION

Administrative Regulation 6163.4(c)

- a. Be polite.
 - b. Use appropriate language.
 - c. Do not reveal your personal address or phone number or those of students or colleagues.
 - d. Note that electronic communication, such as voice mail or e-mail, is not guaranteed to be private. Messages relating to, or in support of, inappropriate or illegal activities may be reported to the authorities.
 - e. Do not use communication and information technology in such a way that the use of these resources by other students would be disrupted.
 - f. Students may access copyrighted materials for their own use only, and only in accordance with copyright laws.
 - g. Students shall not read other students' mail or files without express permission. They shall not attempt to interfere with other students' ability to send or receive electronic or voice mail, nor shall they attempt to read, delete, copy, modify, or forge other students' mail.
6. Warranties - The Office of Education makes no warranties of any kind, whether expressed or implied, for access to or use of the communication and information technology services it provides. The Office of Education will not be responsible for any damages related to access to or use of communication or information technology. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the student's errors or omissions. Use of any information technology resource, such as the Internet, is at the student's own risk.
7. Security - Security on any computer system is a high priority, especially when the system involves many students. Students are responsible for safeguarding their individual access privileges and passwords and shall take precautions to avoid damage or destruction to equipment, accounts and files. If the student can identify a security problem on the Internet, he/she shall notify the HCOE Information Network Services Department at (707) 445-7028 or an appropriate supervisor. Purposeful attempts to circumvent or breach security will result in cancellation of privileges, disciplinary action, and/or legal action, as appropriate.
8. Vandalism - Any malicious attempt to harm or destroy communication and information technology equipment, materials or the data of any other student is considered vandalism. Vandalism includes uploading or downloading destructive programming codes and creating computer viruses. Vandalism shall result in the cancellation of student privileges, disciplinary action and/or legal action, as appropriate.

INSTRUCTION**Administrative Regulation 6163.4(d)**

The program administrator or designee shall make all decisions regarding whether or not a student has violated these regulations and may deny, revoke or suspend a student's access at any time.

Whenever a student is found to have violated Board policy, administrative regulation, or the Acceptable Use Agreement, the principal or designee may cancel or limit a student's privileges or increase supervision of the student's use of the district's technological resource, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.