

ORANGE COUNTY DEPARTMENT OF EDUCATION (OCDE)

Student Acceptable Use Agreement

Students are authorized to use the District's computer and online services when they and their parent/guardian acknowledge that they have read and understand the following Acceptable Use Agreement:

Parents/Guardian Responsibilities:

OCDE's internet system is designed for educational purposes. Students shall use the system responsibly and primarily for educational purposes.

The use of the OCDE's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges. The OCDE may place reasonable restrictions on the material pupils' post or access through the system, and may revoke access to resources if they violate this policy or law. Violations of this policy also may be addressed through the OCDE's discipline guidelines and/or referral to law enforcement.

Students are encouraged to use the OCDE's internet system for assignments, curriculum, research, collaboration and other classroom activities.

Students' work should be original; and any copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only under "fair use" provisions of copyright law.

See <http://www.loc.gov/teachers/copyrightmystery/#>

If students accidentally access inappropriate information they should immediately notify a teacher or school administrator.

Safety and Privacy:

It is important for pupils to protect personal identification information about themselves and others, which includes the full name, together with other information that would allow an individual to locate them, including home address, school address, phone number, social security number, or other individually identifiable information.

Students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians.

The student in whose name an online services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.

Pupils should not expect privacy in the contents of their personal files on the OCDE's computers or Internet based services, or in the records of their online activity. All pupils' use of the OCDE's computers and Internet based services will be supervised and monitored. The District's monitoring of Internet usage can reveal all activities engaged in using OCDE Internet system.

If there is reasonable suspicion that a pupil has violated District policy or this Agreement or if maintenance and monitoring of OCDE's computers or Internet system leads to discovery of a violation of OCDE policy or this Agreement, the discipline guidelines, or the law, an individual search

will be conducted. The investigation will be reasonable and related to the suspected violation. Parents have the right to request to see the contents of any investigation.

Unauthorized and Inappropriate Use:

Use of the OCDE's Internet facilitates student collaboration, communication and learning. In use of OCDE computers, Internet and systems, users shall not:

- Engage in discrimination, harassment, intimidation, bullying, hate violence, or threats. This includes but is not limited to conduct based on the actual or perceived characteristics of the target, such as sex, sexual orientation, race, religion, or disability. All of these behaviors are prohibited by state law and district policy.
- Read other users' electronic mail or files.
- Attempt to interfere with other users' ability to send or receive electronic mail or files, or attempt to delete, copy, modify or forge other users' mail or files.
- Intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy OCDE equipment or materials or manipulate the data of any other user, including so-called "hacking."
- Access, post, submit, publish or display harmful matter or material that is obscene, disruptive or sexually explicit. 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. (Penal Code 313) Use the system to encourage the use of drugs, alcohol or tobacco, or encourage or engage in any activity prohibited by law or Board policy, including but not limited to stealing or cheating.

Pupils will not make deliberate attempts to avoid the district network or filtering by any means, such as setting up a personal network or using a cellular provider. Any mobile device must utilize the district network for connectivity or access.

Applications Policy:

To provide the best possible educational use of the OCDE Internet, students may be provided access to various educational services including but not limited to Discovery Streaming, Haiku Learning, and Google Apps for EDU among others. These services allow students to access educational content, collaborate on assignments, communicate with teachers, and extend learning opportunities beyond the traditional school day.

If OCDE decides to operate a registered Google EDU domain, pupils will be monitored when using Google Apps and Tools. This registered Google EDU domain allows pupils to create only:

- **Calendars of school assignments and activities.**
- **Documents for individual or shared online word processing, presentations or spreadsheets.**

The free tools powered by Google EDU may be provided within the OCDE Google EDU domain enabling students to log in at school or home, from nearly any computer, tablet or SMART phone. These services assist students with staying organized, prevent lost homework, and allow pupils to collaborate on learning. When using these services students work in a safe environment because uninvited guests are not allowed to access assignments. In order to access the assignment, a person must be invited and added to the site as a "shared collaborator."

An OCDE administrator regulates pupil services depending on the guidelines in this Agreement. A pupil will not receive a Google EDU account without authorized permission from parent/guardian. This Agreement extends to all pupils for the duration of their enrollment at any of OCDE's schools. When using these services students will adhere to the OCDE Responsible Use Agreement.

Student Acknowledgement

Student Name: _____ Date of Birth: _____

I have read and understand OCDE policies related to my use of District technology/Internet access, a copy of which can be found in the enrollment packet (Internet Acceptable Use Policy) and integrated into this document. I understand that the consequences for violating the Policy or this Agreement include, but are not limited to: suspension and/or revocation of Internet access, school suspension and/or expulsion, or possible legal action. I have read and agree to abide by these rules and regulations for responsible use of electronic information resources.

Student Signature _____ Date _____

Agreement and Parent Permission Form

I have read and understand OCDE policies related to my child's use of District technology/Internet access, a copy of which can be found in the enrollment packet (Internet Acceptable Use Policy) and integrated into this document. As the parent or guardian of this child, I have read and understand these rules and regulations for responsible use of electronic information resources and understand that use of the Internet is designed for educational purposes. I understand that it is impossible for OCDE to restrict access to all controversial materials, and I will not hold the OCDE, its trustees, officers, employees or agents responsible for materials acquired on the network. I hold OCDE, its trustees, officers, employees and agents harmless from any damages, awards, or claims of liability resulting from my child's access to the Internet, the failure of any technology protection measures, violations of copyright restrictions, user mistakes or negligence, or any costs incurred by my child. Access to the Internet is a privilege, not a right. My child is expected to use good judgment and follow the above-listed rules of use. Should there be breach of the rules, my child may lose all access to the OCDE network and/or may be subjected to discipline, including suspension and expulsion. I agree to defend and indemnify OCDE, its trustees, officers employees, and agents for any damages caused by my child's intentional misuse of technology/Internet access.

Mark one:

I hereby give my permission for my child to use OCDE technology and access the Internet in accordance with the above.

My child has access to the internet
 At home Other location

OR

At this time I do not accept this agreement, nor do I give permission for my child to access the Internet.

Parent Signature _____ Name (printed) _____ Date _____