

## **Instruction**

### **STUDENT USE OF TECHNOLOGY**

The Governing board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

*(cf. 0440 – District Technology Plan)*  
*(cf. 4040 – Employee Use of Technology)*  
*(cf. 6010 – Goals and Objectives)*  
*(cf. 6162.7 – Use of Technology in Instruction)*  
*(cf. 6163.1 – Library Media Centers)*

### **On-Line Services/Internet Access**

The Board intends that the Internet and other on-line resources provided by the district be used to support the instructional program and further student learning.

The Internet contains an unregulated collection of resources. The district maintains a filter for objectionable content, but the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Internet content changes dynamically and is not under district control. Parents/guardians who do not wish their children to access Internet must submit a request in writing to the principal of any school their child attends. Acceptable Use regulations shall specify user obligations and responsibilities and shall indemnify the district for any damages.

The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet that may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and/or legal action as appropriate.

*(cf. 5125.2 – Withholding Grades, Diploma or Transcripts)*  
*(cf. 5144 – Discipline)*  
*(cf. 5144.1 – Suspension and Expulsion/Due Process)*  
*(cf. 5145.12 – Search and Seizure)*  
*(cf. 6162.6 – Use of Copyrighted Materials)*

**STUDENT USE OF TECHNOLOGY** (continued)

Staff shall supervise students while using on-line services and may ask teacher aides and student aides to assist in this supervision.

*Legal Reference:*EDUCATION CODE*48980 Required notification at beginning of term**51006 Computer education and resources**51007 Programs to strengthen technological skills**51870-51884 Education Technology Act especially:**51870.5 Student Internet access**60044 Prohibited instructional materials*PENAL CODE*313 Harmful matter**632 Eavesdropping on or recording confidential communications*UNITED STATES CODE, TITLE 20*6801 – 7005 Technology for Education Act of 1994**Management Resources:*CDE PUBLICATIONS*K-12 Network Technology Planning Guide: Building the Future, 1994*CDE PROGRAM ADVISORIES*1223.94 Acceptable Use of Electronic Information Resources*WEB SITES*CSBA: <http://www.scba.org>**CDE: <http://www.cde.ca.gov>*

**Sacramento City Unified School District  
Rules For Use of Computers and Computer Networks**

1. The Director of Information Services will serve as the coordinator to oversee the district system.
2. The school site principal will serve as the site level coordinator for the district computer system. As coordinator, he/she will approve site-level activities, ensure that staff receive proper training in the use of the system, provide information about the requirements of the policy and establish a system to inform parents/guardians of regulations for proper usage and interpret the District Acceptable Use Policy at the site level.
3. All parents/guardians and students will be notified about the district Internet Acceptable Use Policy through one or more of the following: notices sent home with each student by individual schools, the district Connection newsletter, the district Parents Rights and Responsibilities document, and/or the district web site. Notices will include a copy of a parent request to prohibit a student from using Internet privileges. Parents/guardians who do not wish to allow their children access to Internet must submit a request in writing to the principal of all schools the student attends. (Exhibit A)
4. Use of school computers and access to the Internet is a privilege. Students are expected to follow the directions of teachers and school staff and abide by the rules of the school and school district, obey the rules of any computer network you access; and be considerate and respectful of other users.
5. School computers and access to Internet is a privilege and will be used for school-related education and research. Computers will not be used for any unlawful applications such as: copyright infringement, accessing or distributing private, obscene, or pornographic material, threatening others, using inappropriate language or material that can cause congestion or damage to the systems.
6. All district rooms with access to Internet will post, in a prominent location, the acceptable use guidelines and regulations.
7. A site may provide their own independent access to the Internet without installing filtering equipment to district standards. The district Director of Information Services must approve connections.

**Sacramento City Unified School District**

**Internet and Electronic Communication (E-mail) Non-Use Policy**

\_\_\_\_\_  
Site Administrator

My child is **NOT** allowed access to Internet privileges while in a school environment. I understand that alternative methods are available for completing assignments.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*Please return to the principal at your child's school.*

***Site administrators are to place this document with original signatures in the student's folder.***

**Sacramento City School District**  
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**Important Information for Students and Staff**

**When you use school computers you agree to**

1. follow the directions of teachers and school staff
2. abide by the rules of the school and school district
3. obey the rules of any computer network you access
4. be considerate and respectful of other users
5. use school computers for school-related education and research only
6. not to use school computers and networks for personal or commercial activities
7. not change any software or documents (except documents you create)

**Use of school computers and access to the Internet is a privilege**

1. if you do not follow the rules you may be disciplined and lose your computer privileges

**Do not produce, distribute, access, use, or store information, which is**

1. unlawful
2. private or confidential
3. copyright protected
4. harmful, threatening, abusive, or denigrates others
5. obscene, pornographic, or contains inappropriate language
6. interferes with or disrupts the work of others
7. causes congestion or damage to systems

**Protect your password**

1. do not allow anyone else to use your password and do not use anyone else's password

**E-mail etiquette**

1. give only your e-mail address for communication
2. never give out personal information such as your home address or telephone number
3. protect the privacy of others. never give out personal information about yourself or anyone else
4. Check your e-mail frequently, and delete unwanted messages
5. End e-mail messages with:
  - your name
  - school name
  - Sacramento City Unified School District
  - your Internet address (no more than 4 lines allowed)
6. Follow basic guidelines for good writing:
  - be concise and brief by using use descriptive titles
  - summarize your responses and use normal punctuation
  - check your spelling
  - do not use all capital letters

**Post in all rooms where students have Internet access.**