



# Technology, Network & Internet

## Student Acceptable Use Policy

The Novato Unified School District provides its students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond it. Use of school technology, network services, and the Internet are a privilege, however, and may be restricted or revoked at any time. District technology is provided for professional and/or educational benefit and should be used as such. Students who use school technology, access network services, and the Internet, agree to follow all school rules. Students who fail to follow school rules may lose their privileges, and/or be subjected to disciplinary procedures.

Use of school technology, network services, and the Internet does not create an expectation of privacy. The school reserves the right to search and/or monitor any information created, accessed, sent, received, and/or stored in any format by students on school equipment and/or across the district network. Students may bring personal technological devices. However, such devices may also be subject to search and seizure to the extent permitted by law. Students must use the school's wireless network to access the Internet while at school. Students shall not access content on their personal technology devices that is inappropriate for the school setting and/or in violation with any school policy, regulation or law.

While the Internet is a valuable source of information to students, it is unregulated and contains materials that may be interpreted as controversial, inappropriate, or offensive. Students must be aware of their responsibility to use the Internet in a careful and suitable manner. Although the district uses a CIPA (Children's Internet Protection Act) compliant Internet filter, it is not possible to restrict access to all materials that may be interpreted as objectionable. **The parent/guardian acknowledges the district will not be held responsible for materials accessed on the Internet.**

All district network infrastructure and bandwidth are the property of the Novato Unified School District and the Novato Unified School District reserves the right to monitor all activities and restrict access accordingly. The district uses information technology in safe, legal, and responsible ways. Responsible use of the district's technology resources is expected to be ethical, respectful, academically honest, and supportive of our educational mission. Each member of our school district community has the responsibility to respect every other person in our community and on the Internet. Digital Storage and electronic devices used for school purposes will be treated as extensions of the physical school space.

Students may be granted access to a school email account for educational purposes only. Additionally, accounts provided to students under the age of 13 are limited to sending and receiving email to and from school staff and students. Parents may request that their child not be granted access to a school email account at their school.

Novato Unified School District students and staff agree that as responsible digital citizens we will:

- **Respect One's Self.** Users will represent themselves in an academically appropriate manner and consider the information and images they post online.
- **Respect Others.** Users will not use technologies to bully, tease, or harass other people.
- **Protect One's Self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use software and media others produce, as required by the copyright laws. I understand and agree to comply with the above stated district and school policies and procedures. I grant permission for my child to use the above services provided by the school.

## **ADDENDUM**

### **Notice and Guidelines for Student Participation in Online Instruction Activities**

#### **Notice Regarding Use of Web/Video Conferencing Platforms for Online Instruction**

In order to deliver distance learning, District teachers and staff may utilize web/video conferencing communication platforms to engage students in the learning process. Distance learning activities that occur via web conferencing platforms may resemble activities that have already occurred in a teacher's physical classroom, such as lessons, resource sharing, and discussion between teachers and students.

These platforms may include District approved web/video conferencing platforms, such as Zoom, Google Meets. While the features of these platforms may vary, they include the following general features: webcam viewing by participants; audio participation; screen sharing of instructional materials; chat room comments, questions, and answers; engaging students in student Q & A and peer discussion; and sharing of student work.

Distance learning instruction and educational activities that occur via District-approved web/video conferencing platforms may be recorded by the District for educational purposes. The recordings may be shared with other students enrolled in the class and/or their parents/guardians, and/or with district personnel or other school officials with a legitimate educational interest in reviewing such recordings. Students and parents are not to record, photograph, or share any distance learning instructional activities without the consent of all of the participants, or unless prior District approval for such recording has been granted.

#### **Guidelines for Student Participation in Online Instruction**

The following guidelines are intended to promote a safe and secure learning environment for all students.

- Students should not share their login information, meeting links, or passwords with others.
- To the extent possible, students should participate in virtual instruction from a quiet and neutral area that is free of distractions.
- School and classroom rules apply to the virtual instruction environment.
- It is recommended that students review NUSD's Technology, Network & Internet Student Acceptable Use Policy regarding expectations for behavior while conducting themselves online and on District devices. [Insert: Reference to any additional digital citizenship resources the District may have.]
- Students should dress appropriately for virtual instruction sessions.
- Students who use inappropriate language, share inappropriate images, or in any way behave inappropriately on a video conference may be subject to appropriate discipline.
- Students should not conduct audio or video recordings or take screenshots of virtual class meetings or activities unless they have received prior permission to do so from a teacher or authorized NUSD official.
- To the extent possible, parents should allow the student to work with the instructor or provider in a quiet, private space. Once the virtual instruction session or meeting is over, students should be sure to close out of the meeting platform entirely. Students should also ensure that cameras are covered and that microphones are turned off to avoid inadvertent transmission following the meeting.

The Novato Unified School District will continue to comply with the Family Educational Rights and Privacy Act ("FERPA") and all applicable federal and state student data privacy laws during the period of distance learning. Students participating in classes or group services at schools typically work together. The same will occur when students receive instruction virtually, i.e., they typically will be able to view the other students participating in group instruction/services. We ask parents to respect confidentiality as they would during the in-person school instruction.

Distance learning instruction is provided exclusively for educational purposes for Novato Unified School District students. Parents, students, and/or others are not authorized to audio or video record, stream, or share in any way, distance learning instruction or services. This includes instruction or services provided *via* telephone or a video conferencing platform.

August 31, 2020