



## Exhibit 6163.4 (1): Student Use of Technology - Student Acceptable Use Policy

---

### STUDENT ACCEPTABLE USE POLICY

#### Technology, Network, & Internet

The Novato Unified School District provides its students 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. District technology is provided for instructional purposes and educational benefits. The district expects students to use technology responsibly in order to keep all students and staff safe and avoid potential problems. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system. Students who use district technology, access network services, and the Internet, agree to follow all district rules, guidelines, Board policies, and administrative regulations. The district reserves the right to suspend access at any time, without notice, for any reason.

#### Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district owned or personally owned equipment or devices.

#### Student Obligations and Responsibilities

The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Novato Unified School District students agree that as responsible digital citizens they will:

- Respect One's Self. Users will represent themselves in an academically appropriate manner and consider the information and images they post online. Students will not access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
- Respect Others. Users will not use technologies to bully, harass, intimidate or threaten other students, staff, or other individuals.
- Protect One's Self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. Users will not disclose, use, or disseminate personal identification information of another student, staff member, or other person with the internet to threaten, intimidate, harass, or ridicule that person.
- Respect Intellectual Property. Users will cite any and all use of websites, books, media, Artificial Intelligence, etc. As the district begins to utilize Artificial Intelligence (AI), students will responsibly use AI tools, learn how AI functions, and question the information gathered from the tools. Students will critically engage, converse, reflect, and verify information provided by AI.



## **Exhibit 6163.4 (1): Student Use of Technology - Student Acceptable Use Policy**

---

- Protect Intellectual Property. Users will request to use software and media produced by others, as required by the copyright laws. Users will not infringe on copyright, license, trademark, patent, or other intellectual property rights.
- Protect District Technology and Operations. Users will not intentionally disrupt or harm district technology or other district operations. This disruption includes: destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers, installing unauthorized software, and “hacking” into the system to manipulate data of the district or other users, engage in or promote any practice that is unethical or violates Board policy, administrative regulation, or district practice.

### **Privacy**

Use of district technology, network services, and the Internet is for educational purposes, and students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as internet searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

### **Personally Owned Devices**

If a student uses personally owned devices to access district technology, they shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Policy. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Students must be aware of their responsibility to use the Internet in a careful and suitable manner. The district uses a CIPA (Children’s Internet Protection Act) compliant Internet filter to protect students against access to visual depictions that are harmful to minors.

Students will 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 unless explicitly granted access to a domain for educational purposes.



## **Exhibit 6163.4 (1): Student Use of Technology - Student Acceptable Use Policy**

---

### **Reporting**

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, they shall immediately report such information to the teacher or other district personnel.

### **Consequences for Violation**

Violations of the law, Board policy, or this agreement may result in a revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

NUSD looks forward to providing students with age-appropriate instruction regarding safe behavior on social networking sites, chat rooms, Artificial Intelligence, and other Internet services. NUSD will supply the necessary technology and educational support to ensure students are utilizing the digital resources appropriately and taking responsibility for their learning.

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

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

District teachers and staff may utilize web/video conferencing communication platforms to engage students in the learning process. Online 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 and Google Meet. 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.

Online 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 online learning instructional activities without the consent of all of the participants, or unless prior District approval for such recording has been granted.

### **Guidelines for the Use of Artificial Intelligence (AI)**

The use of AI can, when used appropriately, enhance student learning by improving the efficiency of education, providing new and creative ways to support learning, and encourage independent research, curiosity, critical thinking, and problem solving. AI has the potential to serve as a supplemental tool to support classroom instruction, facilitate personalized learning opportunities, and increase educational and learning opportunities.

**Exhibit 6163.4 (1): Student Use of Technology - Student Acceptable Use Policy**

---

The District has developed the following guidelines for the use of Artificial Intelligence (AI):

1. Use of AI in the classroom or on class assignments must align with the teacher's instructions and use expectations.
2. Any student use of AI on schoolwork must be cited and may not be submitted as the student's original work.
3. When using AI students should not rely on AI tools as a fact-checker to confirm their work or research as AI may not always provide accurate or up-to-date information.
4. Students are prohibited from using any AI system to access, create, or display harmful, deceptive, or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs or interact with the AI in a manner that supports any of the above.
5. Students shall not share confidential information or personally identifiable information with an open AI system of themselves, another student, staff member, or other person. Personally identifiable information includes, but is not limited to, a person's name, address, email address, telephone number, Social Security number, or other personally identifiable information.
6. Students shall not adjust any privacy settings on an AI tool unless directed to do so by a teacher or staff member.

Unpermitted use of AI may lead to penalties for academic misconduct. Inappropriate use may also result in disciplinary action and/or legal action in accordance with the law and Board Policies.

**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.
- 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.



## **Exhibit 6163.4 (1): Student Use of Technology - Student Acceptable Use Policy**

---

- 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. 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.

Online 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.



## Exhibit 6163.4 (1): Student Use of Technology - Student Acceptable Use Policy

---

### Student and Parent/Guardian Acknowledgement

Each student who is authorized to use district technology and their parent/guardian shall sign this Acceptable Use Policy as indication that they have read, understand, and agree to comply with the Student Use of Technology - Student Acceptable Use Policy.

### Student

The student understands that there is no expectation of privacy when using district technology. The student understands that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

<b>Student Name:</b>	
<b>School:</b>	
<b>Grade:</b>	
<b>Student Signature:</b>	
<b>Date:</b>	

### Parent/Guardian

The parent/guardian gives permission for their student to use district technology and/or to access the school's computer network and the Internet. The parent/guardian understands that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. The parent/guardian agrees to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from their student's use of district technology or the failure of any technology protection measures used by the district. Further, the parent/guardian accepts full responsibility for supervision of their student's use of their account if and when such access is not in the school setting.

Additionally, permission is given for Novato Unified School District to create and maintain a Google Workspace for Education account for my student and to allow student access to certain Additional Google Services that are deemed appropriate for educational use. Students will use their Google Workspace for Education account to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st-century digital citizenship skills.

Consent is also given for my student to use their Google Workspace for Education account to access certain third-party services deemed appropriate for educational use. The parent/guardian authorizes access to these third-party services and authorizes the disclosure of data as requested by these services.

Google provides information about the data it collects in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html).



Novato Unified School District  
1015 Seventh Street  
Novato, California 94945

**Exhibit 6163.4 (1): Student Use of Technology - Student Acceptable Use Policy**

---

Parent/Guardian Name:	
Student's School:	
Student's Grade:	
Parent/Guardian Signature:	
Date:	