



Secondary Student Use of Technology

WELLNESS & SAFETY ONLINE

Palo Alto Unified School District

I will be safe, respectful and responsible while thinking critically and finding balance when it comes to my technology use.

Student Expectations:

- A charged device must be brought to school everyday at 1:1 school sites
 - This may be a personal device such as a laptop/tablet or a PAUSD issued device such as a Chromebook
- Best Practices
 - Log out of and close all applications before device put into sleep mode
 - Replace and charge all portable devices you borrow (from carts, etc.)
 - Check Schoology regularly for class and school updates
- Practice responsible digital citizenship, including, but not limited to:
 - Copyright and Fair Use
 - Students are expected to always log in with their PAUSD accounts and work under their own name, never under pseudonyms or anonymously
 - Students should always “think before you post.” As citizens in a digital society, students must consider the consequences and permanent nature of technology use, often referred to as “digital footprints.”
 - Student conduct shall reflect consideration for the rights and privileges of others.
 - Access to devices and the internet network is a privilege, not a right; students must use technology in responsible and ethical ways.
 - Activities that are strictly prohibited at school: Gaming, gambling, streaming videos or other content from personal accounts. Additionally, during instructional time engaging in social media, texting or any other kind of instant messaging is prohibited.
 - Some students may find games, applications and social media available on cell phones addictive. In these cases, the education of such students is greatly disrupted, and this behavior may lead to further problems. If this behavior is witnessed by district staff the student and parents may be contacted and asked to leave the device at home.
 - Report any intentional theft, vandalism, or accidental damage to school devices.
- Avoid inappropriate behaviors including, but not limited to:
 - Discrimination, bullying, cyberbullying, harassment, intimidation, plagiarism, theft, vandalism and hacking
 - Posting to or creating a “Burn Page,” false profiles, or creating a credible impersonation of another actual student
 - Photographing/recording/videotaping individuals without their express permission
 - Consent for photographs or videos must come from the parent or guardian of any student under 18 years of age
- Technology for Personal Use
 - Students who bring personal cell phones or other devices to school must use this device in a responsible manner
 - If personal devices are judged to be disruptive the teacher, school or district has the right to confiscate the device and return it to the parent or guardian.
- No hacking or other purposefully malicious activity. This includes hacking into any websites or systems to:
 - manipulate data
 - Play with, experiment with, or test systems or devices
 - Disrupt systems

Content Creation and Curation

- Only school appropriate content should be created and stored using district devices and/or network.
- All content must be free of any hate speech, profanity, obscene or vulgar content or language, bullying, discriminatory language or images of any kind, harassment (including sexual harassment), intimidation of others, hazing, extortion, reference to violence against others, reference to illegal drug or alcohol use or anything that could endanger others, including terrorist threats.
- Content must be free of any malicious pranks, jokes or any other illegal behaviors.

About Privacy:

- All school devices as well use any personal device using a PAUSD internet connection are not private.
- Students can have any device, search history or download searched, reviewed and managed by the school district.
- Students should assume that everything they do is viewable by others, including documents, emails and instant messages.
- Student passwords - Students should always protect their passwords. Students should not write down passwords in highly visible places or share passwords with others.
- Others' passwords - Students are prohibited from having passwords, or any other secure information for other students, staff members or the district, including district passwords (example: Wifi access passwords).
- Do not share sensitive personal information online. This includes, credit card numbers (no online shopping), social security numbers, student location data or address, student first and last name, or email address on any applications or websites.

Consequences:

- School-based Consequences
 - Students can lose the privilege of using a PAUSD device or a personal device while at school.
 - In some cases, students and parents or guardians may be required to attend educational sessions about the responsible use of technology.
 - Suspension or expulsion can be used in cases of severe violations of this acceptable use policy.
- Legal and Criminal Consequences
 - For all illegal activity the police or appropriate authorities will be notified.
- No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health.

How to Report a Problem

- For any students or parents/guardians that encounter problems such as cyber bullying, unacceptable use of technology, hacking, etcetera, please report the incident as soon as possible or within 24 hours to a school site administrator.

For more information and details please review the complete PAUSD Technology Handbook on the PAUSD website.



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We have read, discussed and understand the Palo Alto Unified School District Secondary Student Use of Technology document. Please sign this with your child and keep this copy for your records.

Student Name (please print) _____ School _____

Parent/Caregiver (please print) _____ Date _____