

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

AR 6163.4

Student Use of Technology and Social Media Acceptable Use Agreement

Students are authorized to use Coastline Regional Occupational Program's (ROP) equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the ROP's Acceptable Use Agreement.

Online/Internet Services: Student Obligations and Responsibilities

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned
2. Students shall use the ROP's system safely, responsibly, and primarily for educational purposes. Personal activities will be limited and should in no way interfere with instruction.
3. Students shall not access, post, submit, publish, or display harmful 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.

(cf. 5131 – Conduct)

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 5145.7 – Sexual Harassment)

(cf. 5145.9 – Hate-Motivated Behavior)

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, and 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)

4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, social media sites, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

Personal information includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

AR 6163.4

Student Use of Technology and Social Media Acceptable Use Agreement

Online/Internet Services: Student Obligations and Responsibilities Continued

5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

(cf. 3513.3 – Tobacco-Free Schools)

(cf. 5131.6 – Alcohol and Other Drugs)

6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, bully, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy ROP equipment or materials or manipulate the data of any other user, including so-called “hacking.”

(cf. 5131.5 – Vandalism and Graffiti)

10. Students shall not attempt to interfere with other users’ ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual’s identity.
11. Students shall immediately report any security problem or misuse of the services to the teacher.

Coastline ROP reserves the right to monitor use of the ROP’s systems for improper use without advance notice or consent. This is to inform students that computer files and electronic communications, including email, are not private and may be accessed by the ROP for the purpose of ensuring proper use. *There is no expectation of privacy.*

(cf. 5145.12 – Search and Seizure)

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

AR 6163.4

**Student Use of Technology and Social Media
Acceptable Use Agreement**

Online/Internet Services: Student Obligations and Responsibilities Continued

Whenever a student is found to have violated Board policy, administrative regulation, or Coastline ROP's Acceptable Use Agreement, the Superintendent or his/her designee may cancel or limit a student's user privileges or increase supervision of the student's use of ROP's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5144 – Discipline)

(cf. 51441 – Suspension and Expulsion/Due Process)

(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))

**Student Use of Technology and Social Media
Acceptable Use Agreement**

Social Media: ROP Student Obligations and Responsibilities

The purpose of this policy is to clearly define what social media is, establish guidelines for the use of social media throughout ROP, and ensure adherence to policies and laws including, but not limited to, The Family Educational Rights and Privacy Act (FERPA), The Children’s Internet Protection Act (CIPA), Children’s Online Privacy Protection Act (COPPA), and The Deleting Online Predators Act (DOPA).

Definition of Social Media: A group of Internet-based applications that build on the ideological and technological foundations of Web 2.0, and that allow the creation and exchange of user-generated content.

Examples of Social Media include:

- **Facebook:** An online social networking site where after registering, users can create a user profile, add other users as “friends”, exchange messages, post status updates and photos, share videos and receive notification when others update their profiles.
- **Twitter:** An online social networking service that enables users to send and read short 140-character messages called “tweets”. Registered users can read and post tweets, but unregistered users can only read them. Users access Twitter through the website interface, SMS, or mobile device app.
- **Texting:** The act of composing and sending brief, electronic messages between two or more mobile phones, or fixed or portable devices or a phone network.
- **Instagram:** An online mobile photo-sharing, video-sharing and social networking service that enables its users to take pictures and videos, and share them on a variety of social networking platforms, such as Facebook, Twitter, Tumblr, and Flickr.

Student guidelines for the use of social media include, but are not limited to, the following:

1. It is the requirement for students within the ROP to adhere to a professional and discreet manner of behavior regarding all communication on ROP-related social media sites.

Student Use of Technology and Social Media
Acceptable Use Agreement

Social Media: ROP Student Obligations and Responsibilities Continued

2. This responsibility concerns the use of such with ROP teachers, ROP staff members, fellow ROP students, and parents of fellow ROP students.
3. Activity on personal social media sites referring to any such sites used for non-school related activities must be restricted to non-school hours.
4. Electronic communication with ROP teachers, ROP staff members, fellow ROP students, and parents of fellow ROP students should always be **TAPed**:
 - a. **T**ransparent – maintain openness, visibility and accountability.
 - b. **A**ccessible – consider all electronic communication to be a matter of record.
 - c. **P**rofessional – use correct grammar and tone, choose appropriate subject matter and choose words that are courteous.
5. It is the ultimate responsibility of all ROP students to be concerned with and follow:
 - a. Common sense in respecting and being considerate of others as you would similarly want to be considered.
 - b. The maintenance of confidentiality and respect of privacy, in words as well as in visual displays, such as videos and images.
 - c. Avoid inappropriate interactions with ROP teachers, ROP staff members, fellow ROP students, and parents of fellow ROP students on all social media sites.
 - d. Be aware and protect others from cyberbullying and/or online predators.

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

AR 6163.4

**Student Use of Technology and Social Media
Acceptable Use Agreement**

Student and Parent/Guardian Signature of Agreement

I have read the *Student Use of Technology and Social Media Acceptable Use Agreement*, and will adhere to these obligations and responsibilities. By signing this Agreement, I acknowledge that I understand and accept the conditions stated herein.

My signature also indicates that I release from any liability ROP, its Governing Board, its officers and other employees from any claim that may arise related to the use of ROP-owned technology and/or social media.

Should I breach this Agreement, I understand that I will lose all ROP-related Internet and technology privileges, be subject to possible disciplinary action, and/or may also be subject to prosecution under federal and state laws.

Printed Student Name

Student Signature

Date

Parent/Guardian Signature

Date

Course Title

Instructor Name

Return this page to your instructor.