



SPA

Contra Costa School of
Performing Arts

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Responsible Use Policy (RUP)

For the use of computers, email, mobile devices, the Internet and Internet applications

Definitions:

- "User" includes anyone, including employees, students, and guests, using SPA technology, including, but not limited to, computers, networks, Internet, email, chat rooms and other forms of technology services and products.
- "Network" is wired and wireless technology networks including the school network, cellular networks, commercial, community or home-based wireless networks accessible to students.
- "Mobile devices" are cell phones, 'Blackberry' (smartphone) type devices, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, iPads, desktops, tablets and netbooks, as well as portable storage devices.

Technology provides students with unique and powerful ways to enhance their learning. Contra Costa School of Performing Arts (SPA) supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to computer networks so that they can access school-supplied technology to enhance learning.

It is one of the technology goals of SPA to ensure that each User's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through SPA-owned devices inside or outside of our school that degrades or defames other Users or members of our community is unacceptable. SPA also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in the Responsible Use Policy (RUP).

Access to SPA's network is a privilege, not a right.

The use of technology whether owned by SPA or devices supplied by the Users entails personal responsibility. It is expected that Users will comply with SPA rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher and SPA. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

With the increased usage of free educational applications on the Internet, digital storage areas, containing less sensitive User information, may or may not be located on property of the school or county. In most cases, data is not stored on local servers and is instead hosted by Google. Therefore, Users should not expect that files and communication are private. SPA reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of SPA property, network and/or Internet access or files, including email. In addition, all network activity and email is archived and can be searched at any time.

SPA has a private and secure system for sensitive school records, which will be managed by SPA Information Technology Staff.

Best Practices for Use

These are examples of inappropriate activity on the SPA network, but SPA reserves the right to take immediate action regarding any activities that create security and/or safety issues for the SPA network, Users, schools, network or computer resources; that expend SPA resources on content it determines lacks legitimate educational content/purpose; or other activities as determined by SPA as inappropriate.

1. Violating any state or federal law or municipal ordinance, such as accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials
2. Criminal activities that can be punished under the law
3. Selling or purchasing illegal items or substances
4. Obtaining and/or using anonymous email sites, spamming, spreading viruses
5. Causing harm to others or damage to their property
6. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others; accessing, transmitting, or downloading offensive, harassing, or disparaging materials
7. Sharing and/or sending confidential information such as, but not limited to, testing materials
8. Deleting, copying, modifying, or forging other Users' names, emails, files or data, disguising one's identity, impersonating other Users; sending anonymous email
9. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance
10. Using any SPA computer/mobile devices to pursue "hacking", internal or external to SPA, or attempting to access information protected by privacy laws.
11. Accessing, transmitting or downloading large files maliciously including "chain letters" or any type of "pyramid schemes"
12. Using web sites, email, networks, or other technology for political uses or personal gain

13. Intentionally accessing, creating, storing or transmitting material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others
14. Advertising, promoting non-SPA sites or commercial efforts and events
15. Using the network for non-academic related band-width intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.
16. Using the Internet to plagiarize content (copying or using another's work without proper citation) including images, words, movies and additional content.
17. Chromebooks should be charged on a nightly basis and brought to school with a full battery – continually failing to bring a device that is not fully charged will result in disciplinary action.

Cybersafety and Cyberbullying

Staff shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

All Users

Despite every effort for supervision and filtering, all Users and Students' parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every User must take responsibility for his or her use of the network and make every effort to avoid such content. Every User must report security or network problems to a teacher, administrator, or system administrator.

Personal Safety

In using the network and Internet, Users should not reveal personal information such as home address or telephone number.

Confidentiality of User Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

Active Restriction Measures

SPA will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are (1) obscene; (2) pornographic, or; (3) harmful to minors. Attempts to circumvent or 'get around' the content filter are strictly prohibited, and will be considered a violation of this policy. SPA will also monitor the online activities of Users through direct observation and/or other technological means. Students will be prevented

from using the SPA network on their personal mobile devices; however, SPA will not block students from using mobile phones or tablets that utilize a data connection from a mobile carrier (AT&T, T-Mobile, Verizon).

Online Tools

Technology provides an abundance of opportunities for Users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction.

Users may be held accountable for the use of, and information posted on, these sites if it detrimentally affects the welfare of individual Users or the governance, climate, or effectiveness of the school. From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge, are legitimate and safe. As the site is "public", the teacher and SPA are not in control of it; therefore, all Users must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions in this RUP also apply to User-owned devices utilizing the SPA network.

Student Use of Online Tools

Online communication is critical to the students' learning of 21st Century skills, and tools such as, blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers.

Therefore, teachers need to ensure the use of cloud-based documents and applications, classroom blogs, student email, podcast projects, email chat features, or other online tools follow all established Internet safety guidelines including:

- Students using online tools such as, but not limited to, email, cloud-based documents, blogs, podcasts are considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs podcasts, or other online tools. This includes, but is not limited to, profane, racist, sexist, or discriminatory remarks.
- Students using email, cloud-based documents, blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students should NEVER post personal information on the web (including, but not limited to, last names, personal details such as address or phone numbers, or photographs).
- Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet.
- Any personal blog a student creates in class is directly linked to the class blog, which is typically linked to the student profile and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use the blog login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and should follow these guidelines.
- Students should NEVER link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.

- Students using such tools agree to not share their username or web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Student Supervision and Security

SPA does provide content filtering controls for student access to the Internet using SPA's network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent SPA technology security and supervision.

Students using mobile and cellular devices while at school, during school-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

1- to-1 Technology Program

The mission of the 1-to-1 program at Contra Costa School of Performing Arts is to create a 21st century rigorous and relevant learning environment. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

Device Purpose

SPA is supplying students with a Chromebook device. This device is property of the Contra Costa School of Performing Arts. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to PLP, PowerSchool, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at SPA by students or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Personalizing the Chromebook

Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin or a case. Spot checks for compliance will be done by SPA staff.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the SPA RUP.

Software on Chromebooks

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software

Students are unable to install additional software on their Chromebook other than what has been approved by SPA.

Personal Devices

Students will not bring personal laptops, computers or tablets to CoCoSpa instead of their Chromebook. Personal devices cannot be monitored and will not be allowed for any reason on campus or in the classroom and the Chromebook should be brought every day.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Chromebook Identification

Chromebooks and corresponding power supplies will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy identification labels.

Care and Storage of Chromebooks

Proper care of Chromebooks is covered in the Student Chromebook Manual. When students are not monitoring their Chromebook, they should be stored securely. Nothing should be placed on top of the Chromebook (weight can crack the screen). Students need to take their Chromebook home with them every night. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle. Students are responsible for securely storing their Chromebook during extracurricular events as well.

Under no circumstance should a Chromebook be stored in an unsupervised area during school or extracurricular activities. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook

Loaner Chromebooks may be issued to students if their Chromebook has been turned in for repair. If a student has forgotten their device, a loaner will be issued for 48 hours. If the loaner is not returned within two school days, a call/email will be sent home to locate and ensure return of the device. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook. Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device. Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

Accidental Damage

SPA will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Lost, Stolen or Intentionally Damaged Device or Accessories

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook - \$220
- AC Adapter & Power Supply - \$40
- Screen - \$75

Failure of the parent, legal guardian or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook will be turned over to a collection agency.

Student Responsible Use Agreement

SPA reserves the right to amend, delete or otherwise modify this document at any time. Any written changes to the RUP will be distributed to all parents and students. All parents and students will be responsible for reviewing and complying with any written changes to the RUP that are distributed by SPA.

Student and Parent/Guardian acknowledge that they have received and reviewed the SPA RUP and agree to abide by the expectations and guidelines stated in the RUP and any written amendments thereto.

Student and Parent/Guardian understand that any violations of these provisions may result in disciplinary action, revocation of my user account, and appropriate legal action. Student and Parent/Guardian also agree to report any misuse of the information system to a ContraCostaSchoolofPerformingArtsadministrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, discrimination, inappropriate language, gossip, and other issues described herein.

Parent/Guardian further understands that it is impossible for Contra Costa School of Performing Arts to restrict access to all controversial materials, and will not hold SPA responsible for materials acquired on the network. Parent/Guardian fully accepts responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.