

Holtville Unified School District Acceptable Use of Technology Agreement

In accordance with BP6163.4 and California Ed. Code 48901.5, the use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Holtville Unified School District. Access to Holtville Unified School District's technology is a privilege and not a right.

Students are responsible for their ethical, socially appropriate, and educational use of the technology resources provided by the Holtville Unified School 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 phones, personal digital assistant, 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.

Before a student is authorized to use technology, the student and his/her parent/guardian shall sign and return the Annual Parent Notification. Under no circumstances should any electronic device be used while in the restroom or locker room within the Holtville Unified School District school sites.

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including but not limited to, prohibitions against:

- Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited, to the following: confidential information, copyrighted material, and threatening or obscene material.
- Student in whose name an online service 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.
- Accessing, posting, submitting publishing, or displaying 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.
- Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "bullying".
- Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
- Any attempt to alter data, the configuration of a District owned device, or the files of another user, without the consent of the Administration or Technology Specialist, will be considered an act of vandalism and subject to disciplinary action.
- Any cheating, plagiarizing, or falsifying of information will be subject to disciplinary action.

Lost or Intentionally Damaged Device and Accessories

Under no circumstances should District owned technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, break areas, unlocked classrooms, bathrooms, buses, personal vehicles, and hallways. Unsupervised devices will be confiscated by staff and taken to the administrative office. Disciplinary action may result. Each student is responsible for his or her issued device.

A device 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. Replacement cost will be based on the replacement price of item.

Holtville Unified School District

Acceptable Use of Technology Agreement

Personal Electronic Devices

Holtville Unified School District recognizes the right of students to utilize personal electronic devices during non-academic activities and hours, while maintaining the needs of the school to regulate access to and use of those same devices at times and during activities during which such devices may constitute a significant distraction to orderly school operations. In compliance with HUSD Board Policy and California Education Code 48901.5, has established this policy regulating the possession and use of electronic device during school hours.

Cellular Phones and Wearable Technology

Cellular phones must be kept out of sight in the student's pocket, purse, or backpack at all times throughout the school day, unless noted otherwise by the teacher, school staff, administrator or in the event of a life-threatening emergency.

Wearable technology are allowed to be used on campus responsibility and must abide by all rules and regulations.

It is critical that cellular phones and wearable technology be put on silent during the school day to prevent disruption of the learning environment and to prevent using the messaging function to cheat during exams.

Students are to go to the office to make phone calls home. Parents are encouraged to call the school office. The school office staff is excellent at relaying messages from parents to students. Emergency phone calls can always be made in the main/office during school hours; so cellular phones are not needed during school hours.

Music Players, Gaming and Similar Devices

Music players, gaming and other similar devices are not to be used on HUSD property during school hours, including lunch and passing periods. Such electronic devices must be turned off and stored out of sight at all times during the school day while students are on HUSD property.

Calculators and Computers

Calculators and computers are allowed to be used on campus for academic purposes. Limitations on usage may vary from class to class, therefore it is the responsibility of each student user to find out and comply with each teacher's classroom policies regarding the use of such devices in class. Use of calculators and computers for non-academic purposes (i.e. playing games, et.al.) during school hours is strictly prohibited unless part of a designed and approved class, school, or club activity.

Cameras – (Digital or Film, Still or Video)

Due to privacy and legal concerns, cameras of all types are prohibited from use during class-time unless part of a designed and approved class, club or school activity.

At no time are cameras of any type to be used in any school bathroom or locker room.

Hold Harmless Clause

Holtville Unified School District shall not be held responsible for the loss or damaging of any student's electronic device on or off school property. Possession and usage of any and all electronic devices carries with it the inherent risk of loss (both by theft and accident) and damage (both accidental and intentional) and it is expected that students who bring such devices to school will bear responsibility for any such loss or damage which might occur.

Holtville Unified School District Acceptable Use of Technology Agreement

Confiscation

Electronic devices which are used in violation of this policy are subject to confiscation by any employee of the Holtville Unified School District. Any device which is confiscated shall be turned over to the school administration for securing. Teachers and other employees are not to keep, store, or return to the student, any device confiscated due to violation of this policy.

Recovery

Any device which has been confiscated and delivered to school administration may be recovered under the following conditions:

First Offense: Student may pick up the device no earlier than the end of the same school day on which the device was confiscated. Student will complete the "Confiscated Items" log requirement for a first offense, and the item will be returned.

Second Offense: A parent must come to the school office, no earlier than the end of the same school day on which the device was confiscated and meet with the school administration or designee to pick up the device. The parent must sign the "Confiscated Items" log for a second offense and the item will be returned. (Should the parent refuse to sign, a notation will be made on the log and the item returned)

Third Offense: The item will be stored in the school vault for a period of seven school days prior to being eligible for return. The student and parent will meet with the school administration to discuss the violation and review the school's policy. The parent and student will sign the "Confiscated Items" log and the device will be returned.

Additional Offenses: The item will be stored in the school vault for a period of fourteen school days prior to being eligible for return. The student and parent will meet with the school administration to discuss the violation and review the school's policy. The parent and student will sign the "Confiscated Items" log and the device will be returned.

NOTE: Any student in possession of cellular phone or other device which in some form becomes a distraction and/or disruption during class by ringing, vibrating, or turning-on will be subject to standard school disciplinary measures as outlined the school site's Discipline Plan in addition to facing the confiscation of their device.