



Responsible Use Agreement for Student Use of PVSD Technology Resources

The Portola Valley School District provides technology resources, including its network and internet services, to enhance student learning. Using these resources is a **privilege**, and students must use them safely, responsibly, and in alignment with this agreement and [Board Policy](#) and [Administrative Regulation](#) 6163.4 (Student Use of Technology).

Acceptance and Consent

All students and parents/guardians must agree to these terms via the PowerSchool Annual Update before accessing PVSD technology. No student will be allowed to access PVSD technological resources, including the Internet, until the parent/guardian signs and submits the PVSD Acceptable Use Agreement as part of the Annual Update to confirm understanding and agreement to abide by these guidelines. Unauthorized or inappropriate use may result in suspension or revocation of technology privileges.

Scope of PVSD Technology

PVSD technology includes, but is not limited to: computers, the PVSD network (servers, Wi-Fi), the internet, email, wireless access points, routers, Chromebooks, tablets, smartphones, smart devices, telephones, cellular phones, wearable technology, mobile hotspots, and any future technological innovations. This applies whether accessed on or off campus, or through PVSD-owned or personally owned equipment.

Google Workspace for Education

PVSD manages and owns all student [Google Workspace for Education](#) accounts. These accounts are provided as tools for learning and collaboration and are configured and managed by PVSD.

Students use Google Workspace for Education for:

- Assignments
- Communication with teachers
- Chromebook sign-ins
- Developing digital citizenship skills

Core Services include Calendar, Classroom, Cloud Search, Drive and Docs, and Gmail. PVSD may also enable access to **additional third-party services** through these accounts.

Privacy Information: Google's use of student personal information in Core Services is primarily to provide and improve educational services, make recommendations, offer support, protect users, and comply with legal obligations. For comprehensive details on data collection, use, and disclosure, refer to the [Google Workspace for Education Privacy Center](#), [Privacy Notice](#), and [Google Privacy Policy](#).

Data Retention: Upon graduation or termination of enrollment from PVSD, student Google Workspace accounts will be suspended and eventually deleted. It is the student's responsibility to save any personal, educational files they wish to keep prior to their departure.

Personally Owned Devices

Students **must not use personal devices (including smartphones, smartwatches and other wearable technology), personal email, or social media on PVSD technology** unless specifically authorized by a teacher or administrator for educational purposes. When using a personal device to access PVSD technology, all PVSD policies and this agreement apply. Be aware that content on personal devices used with PVSD technology may be subject to disclosure under lawful requests. PVSD is not responsible for lost, stolen, or confiscated personal devices.

Recordings

Recording in classrooms is prohibited without the prior consent of both the teacher and the principal (California Education Code § 51512). This applies to all individuals, including students, to prevent disruption.

Technology Services Disclaimer

PVSD does not guarantee uninterrupted or error-free technology resources, nor the accuracy or quality of information obtained. Students will encounter diverse content from various sources. PVSD is not liable for any direct, indirect, incidental, special, or consequential damages arising from the use or inability to use its network or the internet.

School-Issued Devices

School-issued devices are PVSD property and for educational use only. They may be collected for maintenance, cleaning, or upgrades at any time, and **must be returned** at the end of each school year or upon termination of enrollment.

Equipment Care and Identification

Students are responsible for the general care of school-issued equipment. **Report any broken, malfunctioning, lost, or stolen equipment to the school office immediately.** In accordance with California Education Code § 48904, parents/guardians may be held financially liable for repair or replacement costs resulting from willful, intentional damage, or gross negligence.

Consequences of Unacceptable Use

Violation of this agreement, applicable laws, or district policies may result in:

- Restriction, termination, denial, suspension, or revocation of PVSD technology privileges.
- Disciplinary action, including suspension or expulsion.
- Referral to legal authorities.

Student Obligations and Responsibilities

When using PVSD technology, on or off campus, students must adhere to the following:

- **Lawful Use:** Obey all federal, state, and local laws. Do not engage in illegal activities like copyright infringement, plagiarism, or unlawful downloading.
- **Educational Purpose Only:** Use PVSD technology solely for educational purposes. Commercial, political, or non-educational personal use is prohibited.
- **No Tampering:** Do not disable security measures, damage equipment, or attempt repairs. Vandalism, hacking, or spreading viruses is forbidden and may result in financial or criminal charges.
- **Online Safety:** Protect yourself and others. Never share personal information (name, address, photos, etc.) about yourself or others.
- **No Cyberbullying:** Do not access, share, or display obscene, disruptive, sexually explicit, harassing, or disparaging content. Cyberbullying is strictly prohibited. Online behavior occurring off-campus, even on personal devices and non-district networks, may result in school disciplinary action if it creates a substantial disruption to the educational environment or poses a threat to students or staff.
- **Respect Privacy and Property:** Do not access, read, delete, copy, or modify others' electronic files or messages without permission. Do not interfere with others' electronic communication.
- **Copyright:** Do not post or share copyrighted material without permission. Download copyrighted material only for your own academic use as permitted by law.
- **No Illicit Content/Activities:** Do not use technology to promote drugs, alcohol, or tobacco, or to engage in cheating, plagiarism, or any other illegal or unethical activities.
- **Security Measures:** Do not use software or services (like proxy services, VPNs or personal hotspots) to bypass PVSD's security or obscure online activity.
- **Reporting Suspected Issues:** Report suspicious emails in your student Gmail account to your teacher immediately. Do not mark internal PVSD messages as spam or phishing.

Artificial Intelligence (AI) Tools

PVSD values academic integrity. Using AI to complete assignments without teacher permission and/or proper acknowledgment is considered **plagiarism**.

- **Originality:** Assignments must reflect independent thinking. Sole reliance on AI-generated content without personal input is unacceptable.
- **Attribution:** If AI-generated content or tools are used for research, provide proper attribution and cite the AI-generated material like any other source.
- **Learning Purpose:** AI can support learning, but should not replace critical thinking or personal effort.
- **Academic Integrity:** Upholding honesty and authenticity is fundamental to PVSD and to a student's academic journey.
- **Data Privacy:** Students must never input Personally Identifiable Information (PII) such as full names, addresses, student ID numbers, or sensitive district data into public or unapproved AI tools.
- **No Malicious AI Generation (Deepfakes):** Students must not use AI tools or any other software to create, manipulate, or share fake images, audio, or video (often known as "deepfakes") of other students, staff, or community members.

Access and Security

Some PVSD technology requires individual accounts with usernames and passwords. Students identified as security risks may be denied access. Safeguard your passwords; **sharing account information or**

accessing others' files is prohibited and will result in access revocation or suspension. Notify an administrator immediately if your account is compromised.

Internet Safety (CIPA & COPPA)

In compliance with the Children's Internet Protection Act (CIPA), PVSD uses filtering and blocking software to restrict access to harmful content for minors. However, no filter is foolproof. If you encounter inappropriate content, contact your teacher or principal immediately. In addition to filtering, PVSD provides age-appropriate, ongoing digital citizenship instruction regarding safe online behavior, interacting with others online, and cyberbullying awareness.

In accordance with the Children's Online Privacy Protection Act (COPPA), PVSD utilizes third-party web-based educational tools. To use these, limited personal identifying information (e.g., student name, email) may be provided to the service operator. By signing this agreement, **parents/guardians consent to PVSD providing this information** for instructional purposes.

PVSD complies with the Family Educational Rights and Privacy Act (FERPA) and California's Student Online Personal Information Protection Act (SOPIPA). District-approved educational vendors are strictly prohibited from selling student data or using it for targeted advertising.

Privacy and Monitoring Policy

All information accessed, created, sent, received, or stored on the PVSD network or devices is the **property of PVSD**. Students should **not have any expectation of privacy** regarding their use of PVSD-provided accounts, tools, and technology.

PVSD reserves the right to monitor and record all use of its technology and accounts at any time without prior notice for legal purposes, including record retention and investigation of improper activity. Use of PVSD technology (e.g., web searches, emails) generally cannot be erased or deleted. All passwords used on PVSD technology are PVSD property, and their use does not create a reasonable expectation of privacy. PVSD will not remotely activate a student's web camera or microphone for surveillance.

Parent and Student Agreement for Technology Acceptable Use:

We, the student and parent(s)/guardian(s), have read and understand this Acceptable Use Agreement and agree to **all** its conditions.

I, parent, agree to support my child, the school and the district with adherence to these guidelines. The parent/guardian signing acknowledges they have provided this agreement to any other legal guardians and are authorized to sign on their behalf.

_____ Yes, I agree to the Acceptable Use Agreement for Student Use of PVSD Technology Resources.

Student Name: _____ Grade: _____