

## **Student Digital Citizenship Policy**

The following rules and principles are designed to keep you and others safe while using the District's network and technology resources in an efficient and responsible manner. They also are intended to establish boundaries of acceptable online behavior that will cultivate healthy patterns of digital citizenship for your adult life to come. They are meant to clarify or extend to the digital world other school rules and regulations.

Video, still image or audio recording in a classroom without specifically defined permission from the instructor, is prohibited as is recording anywhere else on campus without permission of the school administration. Recording in restrooms and other areas where privacy is expected is never permitted.

You, your classmates and your teachers have a right to reasonably expect freedom from embarrassment or ridicule that can result from appearance, nervous behaviors, comments taken out of context, etc. These expectations vary according to the environment one is in and the social setting. Whether simply for private posterity or exposure to a larger audience, recording groups or individuals without their knowledge and consent is unethical and, in many cases, illegal. Even consenting participants in inappropriate behavior are subject to disciplinary action or criminal prosecution.

During any testing, the use of personal electronic devices which record, transmit or receive is prohibited unless expressly allowed by the teacher or proctor.

If it could be used to cheat, it's not allowed.

Students may not install, store or introduce unauthorized software, devices, data or configurations on or to District-owned devices or networks, nor shall the District's network be used to conduct personal tasks or communications that are not directly related to the completion of authorized school work.

Even otherwise useful software, hardware and electronic utilities can interfere with the normal operation of machines and networks. The GUHSD Information Technology staff works hard to maintain a complex array of devices and technologies that work together without interference. What may be perfectly reasonable to use at home may have disastrous consequences if used at school.

The District's network resources are not limitless; the combined activity of even a few individuals who use resource-intensive tools for purposes other than school work can negatively impact the ability of others to study, learn or perform their jobs. Examples include streaming video, online gaming and sharing or retrieving large files.

The District can be held financially liable for software on its machines or network

that are not properly licensed.

Students may not deliberately employ methods to bypass or reduce the effectiveness of District-employed web filtering or security software or access restricted examination material or personal information about others.

To do so is considered defiance and/or cheating.

You may not misrepresent your identity online except where anonymity or role-play is part of an instructor-authorized activity.

You may not use the username or password of another or share your password with anyone else.

If inappropriate activity is linked to your account, you can be held responsible. Likewise, if you use someone else's account information in an attempt to conceal inappropriate behavior, you may be subject to more severe disciplinary or legal action. Information that belongs only to you could be misused by someone else and vice versa.

You may not expose your identity or that of another person to others outside of your school learning environment except where authorized by your instructor and as part of supervised school work-related activities. Never share your or another's home address, personal telephone number or other private information.

If you receive communication from anyone whom you do not know, or which you do not believe is appropriate, or which makes you feel uneasy, threatened or demeaned, notify your instructor or a school administrator at once, whether you feel you received it in error or not.

<sup>1</sup>Cyberbullying is bullying or harassment that happens online. It can happen in an email, a text message, a game, or on a social networking site. It might involve spreading rumors or images posted on someone's profile or passed around for others to see, or creating a group or page to make a person feel left out.

If you experience cyberbullying, do not respond in kind but preserve evidence where possible and alert your teacher or an administrator immediately. If you are at home, let your parents know immediately.

Likewise, don't be a bully. Even mean-spirited comments can constitute cyberbullying and you cannot hide behind images or words you post online. You will be held accountable.

The use of social media while at school shall be limited to those systems, features and communities authorized by your school and the Grossmont Union High School District.

The unintended consequences of unsafe behavior can be disastrous and you cannot control where they may end up except by avoiding them in the first place.

If you believe you have crossed the line or have first-hand knowledge that someone else may have crossed the line of inappropriate behavior, notify your instructor or school administrator at once.

You may not use any part of the work of others, whether text, images, video or audio, without their permission except in brief portion or excerpt in an assignment that will only be shared within your classroom. The use of any work that is not your own must be correctly identified and credited. You may never use the work of another without their permission when the use will be available to others beyond your classroom, e.g., a publicly accessible web page, forum or downloadable file. You must assume that all works acquired over a network are copyright protected unless you have verified that they are in the Public Domain or covered under a public license with which your intended use complies.

Copyright law gives the owner exclusive rights to control how, when and where their creation is distributed, reproduced, performed, displayed or re-used in other works. In addition to the items previously listed, sculpture, architectural creations, choreography and dramatic works are also copyright protected. They do not need to have the copyright symbol © attached to them. Ideas, facts and raw information are NOT copyright protected but names, slogans and short phrases may be protected by trademark law.

All of these rules and principles apply equally to the use of personally-owned or licensed devices or services where authorized for use on campus by the Grossmont Union High School District and the school administration.

Acceptable or not?

1. Your teacher has password-protected an area of her instructor web site where she keeps copyright-protected study materials for use by your class. You have forgotten your personal password so you ask a classmate if you can use his to get to the materials you need to study for tomorrow's test.
2. Your school has approved the use of personally owned smart phones in class as a study and research tool. While in class your phone is attached to the District wireless network and you find that a web site you are trying to access is blocked by the school web filter as pornography. You switch your phone's connection to your wireless carrier to access the site.
3. Between periods on campus, you capture pictures on your smart phone of fellow students in questionable poses and post them after school to your Facebook page.
4. During lunch at school, a student sends you a threatening text message and you feel fearful. What should you do first? \_\_\_\_\_

(1-3 are all unacceptable) 1. Never share passwords or use that of another. 2. School network rules apply to your personal device while at school. 3. Privacy is protected. 4. Inform a school employee immediately. Do not respond to the sender.

<sup>1</sup> Ref: [onguardonline.gov](http://onguardonline.gov)