

# Gratton School District Electronics Agreement for Fieldtrips and Other Activities where Applicable

I agree to abide by the following rules and conditions in order to be allowed to bring and use electronic devices on field trips:

- I have permission to bring my electronic device from my parent.
- I will not access the internet.
- I will only listen to appropriate music previously approved by my parents.
- I will only play appropriate games previously approved by my parents.
- I will not send inappropriate, obscene or vulgar texts.
- I will take responsibility for the safety of my electronic device.
- I will use my electronic device wisely and responsibly.
- I understand that irresponsible behavior will result in the confiscation of my electronic device and I will lose the privilege for the rest of the year.

\_\_\_\_\_, agree to abide by the above rules.

\_\_\_\_\_, am aware of the above rules.

Date \_\_\_\_\_

# GRATTON SCHOOL DISTRICT

*The following form must be read and signed by student, parent or legal guardian.*

*(You may use one form for all of your children enrolled at Gratton.)*

## **Internet Access Consent and Waiver**

By signing this Consent and Waiver form, I (parent) \_\_\_\_\_,  
and my students \_\_\_\_\_,  
agree to abide by the following internet restrictions and I have discussed the rights  
and responsibilities listed below with my student(s).

The District believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities, far exceed any disadvantages of access. Ultimately, the parent(s) or guardian(s) of minors are responsible for setting and conveying the standards that their student should follow.

Although the District will attempt to provide prudent and available barriers, it does not have absolute control of the information on the internet. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While Gratton School District's intent is to make Internet access available to further its educational goals and objectives, account holders may have the ability to access other materials as well.

Student access to the Gratton School District network exists to support the District's educational responsibilities and mission. The specific conditions and services may change from time to time. In addition, the Gratton School District makes no warranties with respect to the District's network service, and it specifically assumes no responsibilities for:

-The content of any advice or information received from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice;

-Any costs, liability or damages caused by the way the student chooses to use his/her District network access.

While Gratton School District supports the privacy of electronic mail, students must assume that this cannot be guaranteed.

**By signing this form, I agree to the following terms:**

1. Student use of Gratton School District's network must be consistent with Gratton School District's primary goals.
2. Students will not use Gratton School District network for illegal purposes of any kind.
3. Students will not use Gratton School District network to transmit threatening, obscene, or harassing materials. The District will not be held responsible for such activities.
4. Students will not use Gratton School District network to interfere or disrupt network users, services, or equipment. Disruption includes, but is not limited to distribution of unsolicited advertising, propagation of computer viruses, and using the network to make unauthorized entry to any other machine accessible via the network.

I understand and will abide by the above conditions, rules and acceptable use agreement. I further understand that any violation of the above conditions, rules and acceptable use agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Student name: _____	Grade: _____
Student Signature: _____	Date: _____
Student name: _____	Grade: _____
Student Signature: _____	Date: _____
Student name: _____	Grade: _____
Student Signature: _____	Date: _____

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Gratton School District  
Social Media Protocol  
Exhibit B 4040

Gratton School District recognizes the importance of the Internet in shaping public thinking about the district. Gratton School District also recognizes the importance of employees joining in and helping shape conversation and direction through web interactions. These interactions can take place in many ways on the web as it evolves and develops new ways to communicate: personal websites, social sites such as Facebook, My Space, Twitter, Feedback forums, online networks, interest groups such as Google groups and video hosting sites such as YouTube.

Gratton School District is committed to supporting employee rights to interact knowledgeably and socially on the Internet.

Consequently, this attachment to our Policies and Regulations will help employees make appropriate decisions about work-related postings and comments, and in responding to comments from others either publicly or via email. Gratton School District board policies and administrative regulations remain in effect in the workplace.

The points listed below will help encourage a respectful, knowledgeable interaction with people on the Internet. They also protect the privacy, confidentiality, and interests of employees, partners and customers of Gratton School District.

Note that these apply only to work-related sites and issues and are not meant to infringe upon an employee's personal interaction or commentary online. There is a clear distinction between work expression and personal, non work expression.

1. The role of the employee contributor is to add value, provide worthwhile information and perspective. Gratton School District is best represented by its people and what is published may reflect on Gratton School District's reputation within the community.

Employee contributors should know and follow Gratton School District Policies, Administrative Regulations and related documents.

2. Employee contributors are personally responsible for the content they publish on Websites or any other form of user-generated media. Employees should be mindful that what is published will be potentially archived and available for public search and scrutiny for many years.

3. When discussing Gratton School District or related matters, employees will identify themselves- by name and, when relevant, role at Gratton School District. The employee must make clear that he/she is expressing a personal comment and not on behalf of Gratton School District.
4. When content is published to sites outside of Gratton School District which is related to work or subjects associated with Gratton School District, employee contributors should use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent Gratton School District's positions, strategies or opinions."
5. Employees should respect and follow laws and policies for copyright, fair use and financial disclosure laws.
6. Employees may not provide Gratton School District's or another's confidential or other proprietary information. Prior permission must be obtained to publish or report on conversations that are meant to be private or internal to Gratton School District. This includes information that has not been publicly released by Gratton School District. More guidance for this can be provided by administration before releasing information that could potentially harm the organization or current and potential programs and services, employees, partners, customers.
7. Employee contributors may not cite or reference partners or suppliers without their approval; when referenced there should be a link back to the source.
8. Employee contributors should speak respectfully about Gratton School District and current or potential employees and partners. Postings should be civil and not include postings that will reflect negatively on Gratton School District's reputation. Employee contributors should respect the audience: ethnic slurs, name-calling, personal insults, obscenity, or any conduct that would not be acceptable in Gratton School District's workplace should not be used. Any posting should show proper consideration for other's privacy and for topics that may be considered objectionable or inflammatory.
9. Note that the use of copyrighted materials, unfounded or derogatory statements, or misrepresentation is not viewed favorably by Gratton School District and can result in disciplinary action up to and including employment termination. Gratton School District encourages contributors to write knowledgeably, accurately, using appropriate professionalism. Despite disclaimers, internet posts can result in members of the public forming opinions about Gratton School District and its employees, partners, programs and services.

10. Employees should remember that they are individually legally liable for anything he/she posts online. Employees can be disciplined by the company for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Employees can also be sued by other Gratton School District employees or any individual or company the views commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.
11. Contributors should honor the privacy rights of current Gratton School District employees by seeking their permission before writing about or displaying internal organization activities that might be considered to be a breach of their privacy and confidentiality.
12. Employee contributors should be aware of their association with Gratton School District in online social networks. If identified as a Gratton School District employee, contributors should ensure the profile and related content is consistent with Gratton School District guidelines and policies.
13. Gratton School District logo and trademarks may not be used without explicit permission in writing from the organization. This is to clearly distinguish official Gratton School District postings from personal ones. More guidance is available from administration.
14. Media contacts about Gratton School District or employees should be referred for coordination and guidance to the administration. This does not specifically include personal opinions, writing, and interviews on topics aside from Gratton School District.

Gratton ESD | BP 4040 Personnel

### **Employee Use Of Technology**

The Board of Trustees recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

(cf. 0440 - District Technology Plan)

(cf. 1113 - District and School Web Sites)

(cf. 4032 - Reasonable Accommodation)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6163.4 - Student Use of Technology)

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their employment.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

#### **Online/Internet Services**

The Superintendent/Principal or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The Superintendent/Principal or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

To ensure proper use, the Superintendent/Principal or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at

any time without advance notice or consent. When passwords are used, they must be known to the Superintendent/Principal or designee so that he/she may have system access.

The Superintendent/Principal or designee shall establish administrative regulations and an Acceptable Use Agreement which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent/Principal or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the district's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the district's Acceptable Use Agreement.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

#### Use of Cellular Phone or Mobile Communications Device

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

(cf. 3513.1 - Cellular Phone Reimbursement)

(cf. 3542 - School Bus Drivers)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

#### Legal Reference:

##### EDUCATION CODE

51870-51874 Education technology

52270-52272 Education technology and professional development grants

52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program

##### GOVERNMENT CODE

3543.1 Rights of employee organizations

##### PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

VEHICLE CODE

23123 Wireless telephones in vehicles

23123.5 Mobile communication devices; text messaging while driving

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Department of Education: <http://www.cde.ca.gov>

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

Policy GRATTON ELEMENTARY SCHOOL DISTRICT

adopted: February 9, 2010 Denair, California

Gratton ESD | AR 4040 Personnel

## **Employee Use Of Technology**

### Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the district's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account number to which they have been assigned.
2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.
3. Employees 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. 4030 - Nondiscrimination in Employment)  
  
(cf. 4031 - Complaints Concerning Discrimination in Employment)  
  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.  
  
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)
5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent/Principal or designee.
6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.  
  
(cf. 6162.6 - Use of Copyrighted Materials)
7. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.
8. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission of the Superintendent/Principal or designee. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete material on any such online communications.

(cf. 1113 - District and School Web Sites)

9. Users shall report any security problem or misuse of the services to the Superintendent/Principal or designee.

Regulation GRATTON ELEMENTARY SCHOOL DISTRICT

approved: February 9, 2010 Denair, California