

**STUDENT USE OF TECHNOLOGY**

A priority of the County Office is to assist in advancing the use of technology to enhance student learning. Access to LACOE technology is a privilege, not a right, and students enrolled in LACOE programs or activities must follow LACOE guidelines and procedures regarding acceptable use of technology. The County Board intends that technology resources provided by LACOE be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

*(cf. 0440 - District Technology Plan)*  
*(cf. 1113 - District and School Web Sites)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 5131 - Conduct)*  
*(cf. 6163.1 - Library Media Centers)*

The County Superintendent or designee will notify students and parents/guardians about authorized uses of LACOE computers and other devices, technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with LACOE regulations and LACOE's Acceptable Use Agreement.

*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*  
*(cf. 5145.12 - Search and Seizure)*

LACOE will make a diligent effort to filter the inappropriate or harmful content accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful content or facilitate illegal or prohibited activity while using LACOE technology. LACOE will monitor the use of LACOE's systems for improper use without advance notice or consent. Violation of this policy may result in disciplinary action and/or civil or criminal liability.

Before a student is authorized to use LACOE's technology resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. (For incarcerated students enrolled in LACOE programs, the signature of a parent/guardian is not required.) In that agreement, the student and his/her parent/guardian shall agree not to hold LACOE or any LACOE staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. Students and parents/guardians shall also agree to indemnify and hold harmless LACOE and LACOE personnel for any damages or costs incurred. LACOE will retain a copy of the agreement in the student's file.

*(cf. 6162.6 - Use of Copyrighted Materials)*

Students are expected to conduct themselves in accordance with LACOE policies regarding

**STUDENT USE OF TECHNOLOGY (continued)**

student conduct and expression.

Students must also take responsibility to avoid unacceptable or inappropriate use of technology while accessing LACOE resources. When in doubt, students shall ask LACOE staff prior to accessing information that may be unacceptable or inappropriate in accordance with the LACOE Acceptable Use of Technology Agreement. Students shall follow general rules of digital etiquette and shall not participate in the following unacceptable activities:

1. Intentionally or knowingly accessing harmful content
2. Copyright infringement
3. Plagiarism
4. Unacceptable use of resources
5. Fraudulent access
6. Unauthorized access
7. Cyberbullying

LACOE reserves the right to monitor use of technological resources, including Internet and email, for audit and review purposes. Users should not have an expectation of privacy when using LACOE technology resources. Consequences of violations of this policy, including the unacceptable activities listed in policy and regulations, include, but are not limited to:

1. Suspension or revocation of Internet access
2. Suspension or revocation of network privileges, including email
3. Suspension or revocation of computer access
4. Suspension or expulsion from school
5. Civil or criminal action against the offender

**STUDENT USE OF TECHNOLOGY (continued)****Use of LACOE Computers and Any Other Devices for Online Services/Internet Access**

Note: 20 USC 6777 mandates that districts adopt an Internet safety policy as a condition of receiving technology funds under Title II, Part D of the No Child Left Behind Act (20 USC 6751-6777) for the purpose of purchasing computers with Internet access or paying for direct costs associated with accessing the Internet. 47 USC 254 mandates that districts adopt an Internet safety policy in order to qualify for federal universal service discounts for Internet access (E-rate discounts). This mandate applies to districts that receive E-rate discounts for Internet access, Internet services, or internal connections, but not to districts that receive discounts for telecommunications services only.

Both 20 USC 6777 and 47 USC 254 require that the district's policy include the operation and enforcement of a "technology protection measure" that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors. As part of the funding application process, a district is required to certify that it has the required policy in place and is enforcing the operation of the technology protection measure. For the first year that a district is applying for funds, 20 USC 6777 and 47 USC 254 allow the district to certify that it does not yet have the policy or technology protection measure in place, but that it is in the process of putting the policy or measure in place for the second funding year.

The following paragraph is mandated for districts that use E-rate or federal technology funding sources and may be adapted by other districts that choose to install technology protection measures.

The County Superintendent or designee will ensure that all LACOE computers and any other devices with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

The County Superintendent or designee will develop regulations and guidelines for appropriate student use of LACOE computers and any other devices to access the Internet, including social networking sites and chat rooms.

LACOE recognizes and supports a policy of Internet safety for the protection of students. The Office will comply with the requirements of the Children's Internet Protection Act (CIPA), and the Protecting Children in the 21st Century Act and is committed to assuring the safe conduct and well being of students while online.

Students may not access prohibited materials at any time, for any purpose. This includes material that is obscene, child pornography, or material that is considered harmful to students, as defined by the Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

The Children's Internet Protection Act (CIPA) defines "harmful to minors" to mean: any picture, image, graphic image file, or other visual depiction that (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks

**STUDENT USE OF TECHNOLOGY (continued)**

serious literary, artistic, political, or scientific value as to minors. (47 U.S.C. § 254(h)(7)(G))

Students will not disclose personal information about themselves or others. For example, students shall not reveal their name, home address, telephone number, or display images of themselves or others.

Students will follow established regulations and procedures to ensure their safety and security when using electronic communications, including the use of email, instant messaging, blogs, wikis, and other similar interactive communication technologies.

Students will not engage in unauthorized access, including hacking, and other unlawful activities while online or compromise the security or effective performance of the Office's network infrastructure.

Students must abide by all laws, this Acceptable Use Policy and security policies established at their local school site.

Note: Districts receiving E-rate discounts for Internet access, Internet services, or internal connections are also mandated by 47 USC 254 to adopt policy that addresses (1) access by minors to "inappropriate matter" on the Internet; (2) safety and security of minors when using email, chat rooms, and other forms of direct electronic communication; (3) unauthorized access, including "hacking" and other unlawful online activities by minors; (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (5) measures designed to restrict minors' access to harmful materials.

On October 8, 2008, the President signed the Broadband Data Improvement Act (P.L. 110-385) which amended 47 USC 254 to mandate that the district's Internet safety policy now include educating students about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms as well as cyberbullying awareness and response. See BP 5131 - Conduct for additional language prohibiting cyberbullying and outlining the district's response to a report or complaint of cyberbullying.

The remainder of this section addresses these mandates and may be revised to reflect district practice. See the accompanying administrative regulation for additional language implementing these mandates. Districts that do not receive E-rate discounts may choose to use or adapt this material at their discretion.

The County Superintendent or designee will provide age-appropriate instruction regarding safe and appropriate behavior when using the internet and other forms of direct electronic communication, including: electronic mail, social networking sites, chat rooms, and other internet services. Such instruction will include staff and students and 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 cyber-bullying, and how to respond when subjected to cyber-bullying.

The County Superintendent or designee also will establish regulations to address the safety and security of students and student information when using email, social media sites, and other forms of electronic communication.

**STUDENT USE OF TECHNOLOGY** (continued)

The County Superintendent or designee will educate students about appropriate online behavior according to LACOE policy, regulations, and guidelines.

*Legal Reference: (see next page)*

**STUDENT USE OF TECHNOLOGY (continued)**

*Legal Reference:*

EDUCATION CODE

51006 *Computer education and resources*  
51007 *Programs to strengthen technological skills*  
51870-51874 *Education technology*  
60044 *Prohibited instructional materials*

PENAL CODE

313 *Harmful matter*  
502 *Computer crimes, remedies*  
632 *Eavesdropping on or recording confidential communications*  
653.2 *Electronic communication devices, threats to safety*

UNITED STATES CODE, TITLE 15

6501-6506 *Children's Online Privacy Protection Act*

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 16

312.1-312.12 *Children's Online Privacy Protection Act*

CODE OF FEDERAL REGULATIONS, TITLE 47

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

*Management Resources:*

CSBA PUBLICATIONS

*Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007*

FEDERAL TRADE COMMISSION PUBLICATIONS

*How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000*

MY SPACE.COM PUBLICATIONS

*The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues*

WEB SITES

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

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

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

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

Center for Safe and Responsible Internet Use: <http://csriu.org>

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

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

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

Web Wise Kids: <http://www.webwisekids.org>

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The County Superintendent or designee will implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The County Superintendent or designee also will establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of electronic communication.

The Principal or designee shall oversee the maintenance of each school's technology resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and LACOE's Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technology resources. All students using these resources shall receive instruction in their proper and appropriate use.

*(cf. 0440 - District Technology Plan)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 4131- Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

*(cf. 6163.1 - Library Media Centers)*

**Definitions**

*Acceptable Use:* use of LACOE technology that has educational value and does not violate relevant state or federal laws or regulations, or LACOE policies, procedures, rules, or regulations.

*Educational Value:* material that enhances the learning experience of the student in the school setting and does not violate relevant state or federal laws or regulations, or LACOE policies, procedures, rules, or regulations.

*Internet:* a global network of computer networks connecting the education, research, and business communities. The Internet provides LACOE participants with access to vast, diverse, and unique worldwide resources and the ability to share information that is current and relevant.

*Electronic Communication:* email, instant messaging, blogs, wikis, and other similar interactive communication technologies or service that sends messages via local or global networks.

**STUDENT USE OF TECHNOLOGY** (continued)

*Harmful matter:* includes matter, taken as a whole, that the average (reasonable) person, applying contemporary statewide standards, appeals to the prurient interest and is matter that depicts or describes, in a patently offensive way, sexual conduct and that lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

*Cyberbullying:* when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones.

*Netiquette:* the rules of etiquette on the Internet; includes respect for copyrighted materials and private information.

*Copyright Infringement:* use of copyrighted materials without the prior permission of the author.

*Plagiarism:* copying the work of another and presenting it as your own original work; with or without permission or agreement.

*Personal information:* includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.

*Unacceptable Use:* using LACOE technological resources for commercial advertising; copyright infringement; political lobbying; accessing pornography; sending/receiving discriminatory messages; creating or copying a computer virus and placing it on the network; using the network to send/receive messages using someone else's user name/address or depicting someone else as the originator of the message; using the network in a manner inconsistent with other student policies and codes of conduct; using the network to access and distribute confidential, personal or private information. Any use of LACOE technology, computers, or other devices for personal use is prohibited.

*Fraudulent Access:* inappropriate or unacceptable use of technological resources without permission with the intent of avoiding, attempting to avoid or assisting to avoid lawful charges.

*Unauthorized Access:* hacking, including accessing networks using another person's identity, tampering, interference, damage, unauthorized use of lawfully created computer data and computer systems, including security systems or activity that compromises the effective performance of the network infrastructure.



**STUDENT USE OF TECHNOLOGY (continued)****Online/Internet Services: User Obligations and Responsibilities**

The County Superintendent or designee will determine which students are authorized to use LACOE equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and LACOE's Acceptable Use Agreement.

1. The student in whose name an online services 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.
2. Students shall use LACOE's system safely, responsibly, and primarily for educational purposes.
3. Students 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, gender identity and expression, age, disability, religion, or political beliefs.
4. Students understand they may be provided with online instruction by LACOE staff. This instruction may include live and/or prerecorded audio and/or video communication between Student, LACOE staff, and/or Student's classmates. Services may be provided through the online platform(s) of LACOE's choosing. LACOE may record such services and/or communications.
5. Unauthorized Recording of Online Instruction: Any unauthorized recording or distribution by Student of online instructional services, whether by photograph, audio or video, is expressly prohibited, and shall be subject to all applicable LACOE disciplinary policies

*(cf. 5131 - Conduct)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

6. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, social media sites, or other forms of electronic communication. Students also shall be instructed not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

**STUDENT USE OF TECHNOLOGY (continued)**

7. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

*(cf. 3513.3 - Tobacco-Free Schools)*  
*(cf. 5131.6 - Alcohol and Other Drugs)*

8. Students shall not use the system to engage in commercial or other for-profit activities.
9. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
10. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.

*(cf. 5131.9 - Academic Honesty)*  
*(cf. 6162.6 - Use of Copyrighted Materials)*

11. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called “hacking.”

*(cf. 5131.5 - Vandalism and Graffiti)*

12. Students shall not attempt to interfere with other users’ ability to send or receive email, nor shall they attempt to read, delete, copy, or modify electronic content-
13. Students shall report any security problem or misuse of the services to the teacher, or other LACOE staff.

**Online/Internet Services: Monitoring and Restrictions**

LACOE reserves the right to monitor use of LACOE’s systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by LACOE for the purpose of ensuring proper use.

*(cf. 5145.12 - Search and Seizure)*

**STUDENT USE OF TECHNOLOGY** (continued)

Whenever a student is found to have violated County Board policy, administrative regulation, or LACOE's Acceptable Use Policy or Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of LACOE's technology resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and County Board policy.

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

## STUDENT USE OF TECHNOLOGY

### Acceptable Use of Technology Agreement For Student Enrolled in LACOE Programs or Activities

Print Full Name of Student \_\_\_\_\_ Name of LACOE Site \_\_\_\_\_

I hereby acknowledge that I understand the Los Angeles County Office of Education student policy regarding acceptable use of technology, Los Angeles County Office of Education Board Policy (BP) 6163.4, and I agree to the following:

1. I will take responsibility to avoid unacceptable or inappropriate use of LACOE technological resources, as defined in BP 6163.4
2. I will ask my teacher or other LACOE staff prior to accessing material that may be unacceptable or inappropriate as defined in BP 6163.4
3. I will NOT use LACOE technology resources to infringe on the copyright of another
4. I will NOT use LACOE technology resources to plagiarize any work, in part or in whole, that I am assigned to create myself as part of the LACOE program or activity I am enrolled in
5. I will NOT use LACOE technology resources to access and/or distribute personal, private or confidential information
6. I will NOT use LACOE technology resources to engage in cyberbullying behavior including posting of harassing messages, direct threats, or harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using telephone, computer, or any wireless communication device
7. I will NOT use LACOE technology resources to advertise products or services
8. I will NOT use LACOE technology resources to lobby for votes
9. I will NOT use LACOE technology resources to send or receive discriminatory messages
10. I will NOT use LACOE technology resources to create or copy a computer virus and place it on the network
11. I will NOT use LACOE technology resources to send or receive messages using someone else's user name and address or make it appear as if someone else sent or received the message

**STUDENT USE OF TECHNOLOGY (continued)**

- 12. I will NOT use LACOE technology resources to tamper, interfere with, damage, or use without permission any lawfully created computer data or computer system, including security systems
- 13. I will NOT use LACOE technology resources in a way that is inconsistent with LACOE policies, procedures, rules and regulations.
- 14. Agreement to Accept Online Instruction: By signing this agreement Parent and student agrees that Student may be provided with online instruction by LACOE staff. This instruction may include live and/or prerecorded audio and/or video communication between Student, LACOE staff, and/or Student’s classmates. Services may be provided through the online platform(s) of LACOE’s choosing. LACOE may record such services and/or communications.
- 15. Unauthorized Recording of Online Instruction: Any unauthorized recording or distribution by Student of online instructional services, whether by photograph or video, is expressly prohibited, and shall be subject to all applicable LACOE disciplinary policies

LACOE, school and network administrators and their authorized employees monitor the use of technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data, media, and other resources found on the school’s and LACOE-associated networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. LACOE may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. Students will be provided age appropriate instruction about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response.

I further understand that LACOE reserves the right to monitor my use of LACOE technology resources, and I should not expect privacy in my use of LACOE technology resources. I also understand that if I violate any of the above-listed conditions, I may face suspension or revocation of technology use privileges, disciplinary action, and/or legal action. I understand that LACOE will abide by applicable local, state, and federal laws.

Signature of Parent or Guardian \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of LACOE Staff \_\_\_\_\_ Date Signed \_\_\_\_\_

Exhibit  
approved: July 22, 2020

**LOS ANGELES COUNTY OFFICE OF EDUCATION**  
Downey, California