

# **Da Vinci Schools**

## ***Board Policy***

### **STUDENT USE OF TECHNOLOGY POLICY, ACCEPTABLE TECHNOLOGY USE AGREEMENT, AND CODE OF CONDUCT**

The Da Vinci Board of Trustees intends that technological resources provided by the schools be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or staff are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Chief Executive Officer or designee shall notify students and parents/guardians about authorized uses of Da Vinci Schools technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the Da Vinci Schools Acceptable Technology Use Agreement.

Da Vinci Schools technology includes, but is not limited to, computers, Da Vinci'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 telephones, personal digital assistants, 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 Da Vinci-owned or personally owned equipment or devices.

Before a student is authorized to use Da Vinci Schools technology, the student and his/her parent/guardian shall sign and return the Acceptable Technology Use Agreement. In that agreement, the parent/guardian shall agree not to hold Da Vinci Schools or any Da Vinci staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the Da Vinci Schools and Da Vinci Schools staff for any damages or costs incurred.

Da Vinci Schools reserves the right to monitor student use of technology within the jurisdiction of the schools without advance notice or consent. Students shall be informed that their use of Da Vinci technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by Da Vinci for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the Da Vinci Schools technology. Students' personally owned devices shall not be searched

except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, policy, or school rules.

The Da Vinci Schools Chief Executive Officer or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any Da Vinci student in accordance with Education Code 49073.6 and Board Policy- Student Records.

Whenever a student is found to have violated Board policy or the Da Vinci's Acceptable Technology Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of Da Vinci's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

The Chief Executive Officer or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using Da Vinci Schools technology and to help ensure that the district adapts to changing technologies and circumstances.

#### Internet Safety

The Chief Executive Officer or designee shall ensure that all Da Vinci Schools computers with Internet access have a technology protection measure that protects against 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; 47 CFR 54.520)

To reinforce these measures, the Chief Executive Officer or designee shall 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.

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

Da Vinci Schools Acceptable Technology 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:

1. 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.

2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy Da Vinci Schools equipment or materials or manipulate the data of any other user, including so-called "hacking".
3. 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.

The Chief Executive Officer or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Legal Reference:

#### EDUCATION CODE

49073.6 Student records; social media

51006 Computer education and resources

51007 Programs to strengthen technological skills

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

Exhibit A follows: Da Vinci Students Acceptable Technology Use Agreement

Exhibit B follows: Da Vinci Schools Code of Conduct for Virtual Learning Opportunities

Board Approved and Adopted on 4/15/2020.

## DA VINCI STUDENTS ACCEPTABLE TECHNOLOGY USE AGREEMENT

Da Vinci Schools authorizes students to use technology owned or otherwise provided by Da Vinci Schools as necessary for instructional purposes. The use of Da Vinci Schools technology is a privilege permitted at the Da Vinci Schools discretion and is subject to the conditions and restrictions set forth in applicable Board policies, regulations, and this Acceptable Use Agreement. Da Vinci Schools reserves the right to suspend access at any time, without notice, for any reason.

Da Vinci Schools expects all students to use technology responsibly in order to avoid potential problems and liability. Da Vinci Schools may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use Da Vinci Schools technology and his/her parent/guardian shall sign this Acceptable Technology Use Agreement as an indication that they have read and understand the agreement.

### Definitions

Da Vinci Schools technology includes, but is not limited to, computers, Da Vinci Schools 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 telephones, personal digital assistants, 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.

### Student Obligations and Responsibilities

Students are expected to use Da Vinci Schools technology safely, responsibly, and for educational purposes only. The student in whose name Da Vinci Schools technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student,

staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.

4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm district technology or other district operations (such as destroying Da Vinci equipment, placing a virus on Da Vinci computers, adding or removing a computer program without permission from a teacher or authorized personnel, changing settings on shared computers).
6. Install unauthorized software.
7. "Hack" into the system to manipulate data of the district or other users.
8. Engage in or promote any practice that is unethical or violates any law or Board policy, regulation, or Da Vinci practice.

### Privacy

Since the use of Da Vinci Schools technology is intended for educational purposes, students shall not have any expectation of privacy in any use of Da Vinci Schools technology.

Da Vinci Schools reserves the right to monitor and record all use of Da Vinci technology, including, but not limited to, access to the Internet or social media, communications sent or received from Da Vinci Schools technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any Da Vinci Schools technology are the sole property of Da Vinci Schools. The creation or use of a password by a student on Da Vinci Schools technology does not create a reasonable expectation of privacy.

### Personally Owned Devices

If a student uses a personally owned device to access Da Vinci Schools technology, he/she/they shall abide by all applicable Board policies, regulations, and this Acceptable Technology Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

### Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of Da Vinci Schools technology, he/she/they shall immediately report such information to the teacher or other school personnel.

Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to Da Vinci Schools technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Da Vinci Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Technology Use Agreement and other applicable laws and district policies and regulations governing the use of Da Vinci Schools technology. I understand that there is no expectation of privacy when using Da Vinci Schools technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please print)

School: \_\_\_\_\_

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

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Technology Use Agreement. By signing this Agreement, I give permission for my child to use Da Vinci Schools technology and/or to access the school's computer network and the Internet. I understand that, despite Da Vinci's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the Da Vinci school, administration and personnel against all claims, damages, and costs that may result from my child's use of Da Vinci Schools technology or the failure of any technology protection measures used by the Da Vinci Schools. Further, I accept full responsibility for supervision of my child's use of his/her access account when such access is not in the school setting.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

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

## **Da Vinci Schools**

### ***Code of Conduct for Virtual Learning Opportunities***

Although our classroom environment has transitioned to virtual (online) instruction as a result of the COVID-19 safety requirements, the standards of behavior are as important as they were in our typical brick and mortar school programs. In other words, our Da Vinci virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that all of our Da Vinci students understand how to behave in an online environment, we have developed a code of conduct that all students are required to follow. This code of conduct addresses student interaction with Da Vinci staff, and other Da Vinci students, as well as their individual actions.

#### Interactions with Da Vinci Staff

1. Students should address all Da Vinci staff members as adults with the courtesy expected for education professionals.
2. Students should phrase communications with Da Vinci staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.
3. Since our online environment is a learning environment, students should not use excessive “slang” or language that they might use in other environments. It is recommended that students communicate with teachers in language that is acceptable such as in complete sentences.
4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with staff. These actions are prohibited as indicated in our student handbook and board policies for student discipline.
5. Students must use the school authorized email address appropriate for the educational environment. Email addresses that use profanity or may otherwise be construed as offensive, shall not be permitted in correspondence with staff. Posting of any profile pictures should be a head-shot of the student only and may not be offensive or inappropriate in any manner. The Da Vinci administration reserves the right to determine if a student email address and/or profile picture is inappropriate. Students using an inappropriate email address and/or profile picture will be required to update their user profiles.

### Interactions with Other Da Vinci Student Users

1. All communications with other students enrolled in Da Vinci must be of a course-related nature. Any sending of unsolicited email to other Da Vinci classmates that is not course-related is prohibited.
2. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous and respectful.
3. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in removal from our courses. Students are expected to abide by the Academic Integrity Policy that is accepted as part of enrollment in our courses.
4. With the exception of project based learning activities, do not collaborate with other students (work with) on your Da Vinci assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so. In addition, parent support for your on-line lessons are indicated through parent communication portals and teacher communications.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other Da Vinci students. These actions are prohibited as indicated in the student handbook relating to student discipline and in the Da Vinci Board Policies.

### Appropriate Use of the Internet (See Da Vinci Schools Student Use of Technology Policy and Da Vinci Students Acceptable Technology Use Agreement)

1. Da Vinci students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.
2. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.



3. Any student that violates this policy will be subject to disciplinary action that may result in removal from Da Vinci course(s), as well as other disciplinary or legal action.

### Disciplinary Action

Violations to the Da Vinci Student Code of Conduct will initiate the following procedure:

1. Upon the violation, the teacher will complete and submit the Da Vinci Student Code of Conduct Reporting Form. This action will alert the Da Vinci Student Services Team.
2. The teacher and/or administrator will notify the student and parent that the student has violated the code.
3. Based on the report, the administrator will determine what, if any, disciplinary action must be taken. A violation of the Da Vinci Student Code of Conduct will result in a disciplinary action and may result in the withdrawal of the student in the Da Vinci course(s) or removal of the student from the Da Vinci program.
4. A student in violation of the Da Vinci Student Code of Conduct is also subject to discipline by his/her home district/school per the district/school's discipline policy.

Board approved on: 4/15/2020