

**GLENN COUNTY OFFICE OF EDUCATION**  
**Information Technology Department**

**Technology Acceptable Use Policy for Students**

**ACCEPTABLE USE POLICY FOR STUDENTS USE OF COMPUTERS, INTERNET, AND  
RELATED TECHNOLOGY SERVICES**

The Glenn County Office of Education provides students access to computers and internet access for educational purposes.

Violations of this policy may result in civil liability, monetary damages, criminal prosecution and disciplinary actions.

**Policy Violations**

Conduct that violates this policy includes the following:

- Abusing access to the internet.
- Abusing the access to internet for personal use, including email, audio/video downloading, instant messaging, music streaming, electronic video gaming, blogging, and participation on social networking websites that use chat rooms such as MySpace and Face Book.
- Accessing the internet in any manner that results in an unauthorized monetary expense to the Glenn County Office of Education.
- Accessing the internet to obtain pornographic materials and/or harmful matter, or accessing other inappropriate web sites and subject matters. Under no circumstance is a student to access subject matters concerning illegal activities, gambling, militant/extremist organizations, drugs, satanic rituals, satanic cults, intolerance, gross depictions, violence, profanity, sexual acts, and nudity.
- Installing and using any software or hardware, without prior written authorization.
- Violating copyright laws and/or terms of applicable software licensing agreements through inappropriate reproduction or dissemination of copyrighted text and images including file sharing of audio/video files through P2P or other file sharing means.
- Any other use of the internet or computer, which violates any state or federal statute or any Glenn County Office of Education policy or procedure.
- Sharing of usernames and passwords with others. You will assume the responsibility if a policy violation occurs and possibly forfeit your network privileges.
- Bullying and Cyber-Bullying both on and off school district premises (see attached Cyber Bullying Policy)

**No Expectations of Privacy**

Students of the Glenn County Office of Education shall have NO expectation of privacy concerning the use of Glenn County Office of Education computers, the internet, e-mail, instant messaging, and any and all files, documents and/or records stored therein. Any and all files, documents and/or records that are prepared, maintained and/or stored on any Glenn County Office of Education computer may be accessible by any other person, including other Glenn County Office of Education employees, at any time, and without prior notice.

**Public Records**

Any and all files, documents and/or records that are prepared, maintained and/or stored on any Glenn County Office of Education computer may be classified as a public record. Public records are susceptible to disclosure, and possibly made available for inspection by the public.

**Computer Files, Documents and/or Records**

Any malicious attempt to harm or destroy data (including the upload, downloading or creating of computer viruses) and/or any malicious attempt to harm or destroy Glenn County Office of Education equipment, materials, and/or files, documents and/or records will not be tolerated. It will result in disciplinary action against the individual(s). It may result in civil and/or criminal prosecution.

## **Bullying / Cyber Bullying Policy**

### **Policy:**

The Glenn County Office of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. GCOE will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while on route to or from school-sponsored activities and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

### **Policy Violations**

Conduct that violates this policy includes the following:

- Aggressive Behavior
- Bullying
  - Physical
  - Verbal (oral or written)
  - Electronically transmitted (cyber or high-tech)
  - Psychological
- Cyber Bullying -  
Includes, but is not limited to the following: posting slurs, rumors, mean threatening disparaging remarks, or images about a student on e-mail, cell phone, pager, text messages, instant messaging (IM), personal web sites, and online social networking web sites, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education.
- Harassment -  
Includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).
- Hazing -  
Performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.
- Intimidation -  
Includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.
- Menacing -  
Includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

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**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge having received a copy of the Glenn County Office of Education's policy concerning acceptable use policy for student use of computer, internet, and related technology services. I have thoroughly read this policy and I agree to abide by each term and condition set forth in this policy.

I understand that I have no expectation of privacy in the use of any of the Glenn County Office of Education computers and that all files maintained on any of the Glenn County Office of Education computers may be considered public record.

I understand that if I violate ANY of the terms and conditions of this policy concerning the use of the Glenn County Office of Education computers, I may be subject to civil liability and/or criminal prosecution. I also understand that if I violate any of the terms and conditions of this policy, I am subject to disciplinary action which may result in the loss of technology privileges, suspension, and/or expulsion.

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

Date: \_\_\_\_\_  
Parent/Guardian Signature

**Student Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Parents Name/Phone: \_\_\_\_\_

Assigned Teacher: \_\_\_\_\_

**Network Account Information**

Username: \_\_\_\_\_

Temporary Password: \_\_\_\_\_

New Password: \_\_\_\_\_