

## VENTURA COUNTY BOARD OF EDUCATION

### ADMINISTRATIVE

**REGULATIONS NO. 6163.4 and 6163.5**

**ADOPTED: 06/29/98**

**CLASSIFICATION: Curriculum/Instruction**

**REVISED: 09/24/12**

**SUBJECT: Student Use of Technology  
Student Use of the Internet**

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Technology in general, and the Internet in particular, provide tremendous educational opportunities for schools and students which allow students to go far beyond the traditional school library in their research. At the same time technology and the Internet provide risks of misuse which do not exist with the traditional school library. The purpose of this administrative regulation is to provide guidance for Office employees on how to protect students from such misuse.

In keeping with Board Policy 6163.4 and 6163.5, the principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. The principal or designee shall ensure that all students using these resources receive training in their proper use as well as copies of related Board/Office policies and regulations. The principal or designee shall also see to it that all students using VCedNet access to Internet or intranet technology and their parents or guardians have read and signed the Office's Student Acceptable Use Policy. Efforts will be made to assure that no student uses the Office intranet or Internet unless that student and the student's parents have signed off on the Student Acceptable Use Policy.

For purposes of this regulation and the Student Acceptable Use Policy, the term Net refers to any and all Internet or intranet access provided through the use of Office technology.

### ON-LINE SERVICES: USER OBLIGATIONS AND RESPONSIBILITIES

No student is authorized to use Office technology for Internet or intranet purposes unless the student, as well as the student's parent or guardian, signs a Student Acceptable Use Policy. (Attached as AR 6163.4 / 6163.5 Exhibit 1)

### ON-LINE SERVICES: STAFF OBLIGATIONS AND RESPONSIBILITIES

Staff shall provide reasonable supervision under the circumstances for students who are using on-line services and may ask teacher aides and student aides to assist in such supervision. The purpose of such supervision shall be instructional as well as to prevent students from misuse of the VCedNet access to the Internet as defined in the Student Acceptable Use Policy.

## DISCIPLINARY ACTION RELATED TO MISUSE OF THE NET

Student failure to abide by the Student Acceptable Use Policy may result in disciplinary action following disciplinary procedures established by the Office with the following qualifications:

1. Student misuse of the system is defined in the Student Acceptable Use Policy. The definitions therein are not exclusive. If a student is clever enough to invent a new way of misusing the system, and it is reasonable that the student would know that what he/she is doing is improper, the student may nonetheless be disciplined.
2. Student use of the VCedNet is a privilege granted to students by the Office, not a legal right. Since it is a privilege, the Office may restrict any student's use of its Net system if the student abuses that privilege.
3. Suspension or Expulsion. If the student has violated the Student Acceptable Use Policy in a way that leads to suspension or expulsion, discipline shall be administered, appealed, and controlled by the board policy on discipline: BP 5144(a) et seq. In all other situations, the following procedures apply.
4. Teacher Level. In situations where the student is suspected to have misused the system, the instructor shall discuss the matter with the student, informing the student of what the student is suspected to have done, hear the student's side of the story, and institute action deemed appropriate by the teacher, short of prohibiting the student from the Net for the remainder of the school year. The student may be prohibited from using the system for any length of time which is reasonable and pedagogically suited to obtaining the student's cooperation and adherence to the Student Acceptable Use Policy.
5. School Level. In situations where there have been repeated infractions, or where the student has engaged in extreme misuse of the system which will not directly result in suspension or expulsion, the principal or assistant principal may completely bar the student from further use of the system for the remainder of the school year.
6. Agency Level. In extreme situations which will not directly result in suspension or expulsion, the Superintendent or designee may bar the student from any use of the system for not just the current school year, but the students' entire time with the Office.
7. Appeals. Except in situations where the discipline administered was suspension or expulsion, students or parents may appeal any decisions at the Agency level of appeal under this regulation by using the Superintendents' Uniform Complaint Procedures. Where the student is suspended or expelled, appeal procedures in BP 5144.1. may apply.