

# **Da Vinci Schools**

## ***Board Policy***

### **STUDENT USE OF TECHNOLOGY POLICY, CODE OF CONDUCT, AND ACCEPTABLE TECHNOLOGY USE AGREEMENT (INCLUDING USE OF ARTIFICIAL INTELLIGENCE)**

The Da Vinci Schools (“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, 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 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 its technology 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 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 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 Da Vinci 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.

4. Using a Virtual Private Network (VPN) while on school premises or for circumventing network security measures, accessing restricted content, or engaging in unauthorized activities.

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.

Exhibit A follows: Da Vinci Schools Code of Conduct for Virtual Learning Opportunities  
Exhibit B follows: Da Vinci Students Acceptable Technology Use Agreement

Board Approved and Adopted on 4/15/2020.

Update Approved on 5/22/2024.

Update Approved on 6/25/2025.

## **Da Vinci Schools**

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

Da Vinci Schools (“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 in any online or virtual setting at Da Vinci.

#### 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 and Parent/Guardian Handbook and Da Vinci 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. Upon enrollment, Students and families agree to abide by the policies and procedures outlined in the Student and Parent/Guardian Handbook, including the section on Academic Honesty.
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 and Parent/Guardian 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. Any student that violates this Code of Conduct or any Board 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.

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## **DA VINCI STUDENT ACCEPTABLE TECHNOLOGY USE AGREEMENT**

Da Vinci Schools ("Da Vinci") 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 and this Acceptable Use Agreement. Da Vinci Schools reserves the right to suspend access at any time, without notice, for any reason. The Chief Executive Officer or designee shall have sole discretion to determine what constitutes appropriate use of Da Vinci technology.

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, 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.

### **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 Da Vinci technology for improper purposes, including, but not limited to, use of Da Vinci 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 Da Vinci technology or other Da Vinci 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 Da Vinci or other users.
8. Engage in or promote any practice that is unethical or violates any law, Board policy, or Da Vinci practice.

#### Virtual Private Network (VPN) Usage

The goal of this Acceptable Technology Use Agreement is to maintain a secure and educational online environment and to help ensure the safety and well-being of students, staff, and the schools' digital infrastructure. The Da Vinci network is designed to provide a secure and filtered internet experience for educational purposes. The use of Virtual Private Networks (VPNs) can compromise the overall security and integrity of the network and hinder the effectiveness of content filtering. VPN usage can pose security risks, including, but not limited to, the potential for malware, unauthorized access, and compromising sensitive information.

Students are strictly prohibited from using VPNs while on school premises.

The use of VPNs for circumventing network security measures, accessing restricted content, or engaging in unauthorized activities is forbidden.

#### Artificial Intelligence (AI) Usage

Da Vinci Schools is committed to preparing students for a technology-rich world while upholding academic integrity and responsibility for digital citizenship. This section outlines appropriate student use of Artificial Intelligence (AI) tools in support of learning and ethical behavior. This section will be reviewed annually to reflect changes in AI technology and evolving educational practices at Da Vinci Schools.

##### Acceptable Use:

Students may use AI tools (such as ChatGPT, Grammarly, Canva AI, etc.) when:

- A teacher gives explicit permission for a class assignment or project.
- AI is used to support, not replace, original student work.
- Any AI-generated content is properly cited or disclosed when required.

#### Unacceptable Use:

The following uses of AI tools are not allowed:

- Submitting AI-generated work as one's own without permission or citation.
- Using AI to complete assessments such as quizzes, tests, or essays unless approved by a teacher.
- Creating or sharing harmful, misleading, or inappropriate content using AI.
- Bypassing school filters or using unapproved AI platforms.

#### Academic Integrity:

Improper use of AI that results in academic dishonesty—such as plagiarism or cheating—will be addressed under the Da Vinci Schools Academic Honesty Policy, which is found in the Student and Parent/Guardian Handbook

#### Privacy & Data Guidelines:

Students must protect their own privacy and the privacy of others by:

- Avoiding the entry of personal or identifiable information (names, addresses, student ID numbers) into AI tools.
- Using only those AI platforms approved by the Da Vinci Schools Technology Department.

#### Digital Citizenship Expectations:

Students are expected to:

- Engage critically and thoughtfully when using AI.
- Use AI tools ethically, responsibly, and respectfully.
- Understand and consider the long-term implications of AI use.

Teachers and administrators may:

- Prohibit or limit AI use on specific assignments.
- Request revisions or resubmissions of work if AI was used inappropriately.
- Provide additional guidance on appropriate AI use.

Violations of this policy may result in:

- Verbal or written warnings.
- Loss of technology access privileges.
- Academic penalties aligned with the Academic Integrity Policy.
- Further disciplinary action, as outlined in the Da Vinci Schools Student Code of Conduct and Da Vinci Student Acceptable Technology Use Agreement.

#### 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.

Parents/guardians are responsible for supervising their student's use of Da Vinci technology while at home or outside of school hours.

#### 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 and this Acceptable Technology Use Agreement.

#### 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. Students/Parents/Guardians may be liable for replacement cost for technology loaned to a student that the student fails to return, or that are willfully defaced or otherwise damaged. The liability of the parent/guardian shall not exceed ten thousand dollars, adjusted annually for inflation. (Education Code 19911 and 48904).

### Da Vinci Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Technology Use Agreement and other applicable laws and Da Vinci policies 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 and I 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 Da Vinci Schools and its directors, officers, and employees 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 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: \_\_\_\_\_

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