

### UHS Internet and Social Networking/Media Policy

With new means of communication via technology constantly emerging, UHS recognizes students will frequently use tools such as Twitter, Facebook, email, and texting to communicate with each other and their community. Because of its ability to reach a vast audience with a new level of permanence than other forms of communication, technology is a powerful tool that is best used with care so as to protect oneself from unintended social and emotional harm, or even legal action and criminal charges. While use of some forms of social media appears to be anonymous, no communication is actually so and one's identity is easily traced (especially on a college campus).

In the past, people could more easily maintain separate public and private lives. But now, when things in one's private life are shared electronically, they can easily become public. People are now being defined not only by their public actions, but also by the private things that they say and do. We must be more careful with our electronic communication.

At UHS, while we allow the use of social media, we expect students to adhere to the following guidelines and rules for their own safety and the integrity of our school community:

1. NEVER post any message, text, or picture about another person, especially STUDENTS, TEACHERS, or STAFF, that could be interpreted as negative or indecent by the person mentioned or by an objective reasonable observer, even when using a feature where there is a perception of anonymity (such as yik-yak or social media accounts under false names).
  - a. UHS does not condone using social media in regards to others without their consent if it could be construed or interpreted in any sort of negative way. Additionally, students are obligated to remove or rescind a post, photo, video, audio-file, etc. containing another person if the person requests them to do so.
  - b. While you may post things about yourself, NEVER post or send a picture, video, audio-file, etc. of yourself that could be interpreted as indecent or denigrating, even when using a feature where there is a perception of anonymity.
2. When using electronic communication, NEVER use racist or derogatory language - even when joking with a friend or when using a feature where there is a perception of anonymity.
3. Avoid electronic communication that could be construed as sexual harassment or hate speech, or communication that suggests that you support or may conduct a violent act against yourself or others, even when using a feature where there is a perception of anonymity. Such postings may be investigated if brought to our attention.
4. UHS does not allow posting of recordings of classroom lessons or pictures of tests, homework, or other sensitive teacher work without teacher permission, and you are NEVER allowed to take pictures of or post about standardized test information (e.g. CST, AP, PSAT, CAHSEE).
  - a. Always be sure that if you are discussing school work in your postings,

you are not violating the UHS cheating policy.

If you are in a private group (such as Facebook) and someone in that group violates one of the above rules, you could find yourself guilty by association, especially if you have commented positively about what the other person posted. To protect yourself, you must speak out against posts that violate the rules posted above (or report to a school official) so that others know that you are not party to it and that you uphold the UHS Internet and Social Networking/Media Policy.

It is a common belief that students have a right to privacy and freedom of speech. It is important for students to understand these freedoms can be restricted legally in order to prevent harm to others. **It is UHS policy that if something you post (whether at school or away from school) that becomes a topic of conversation at school, or affects a person at school, the school can take disciplinary action against you, as they deem appropriate, for what you have posted.**

**The above rules are designed to be guidelines for safe social media usage to protect you. To the extent that you choose to ignore or violate the guidelines, UHS reserves the right to take disciplinary action against you.**

#### Online Posting

Because student character matters, UHS wants to reinforce good student behavior both on and off campus. As such, UHS reserves the right to investigate student behavior that influences the welfare of students and/or faculty. This includes, but is not limited to, online postings. See Cyber Bullying.

#### Cyber Bullying

Cyber Bullying is defined as the use of any electronic communication device to convey a message in any form (text, image, phone, audio, game, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true, false, or misrepresented identity. Any communication of this form that disrupts or prevents a safe and positive educational or working environment will be considered cyber-bullying. Use of personal communication devices or school property (including property of CSUF) to harass, intimidate, or bully another is prohibited.

Examples of Cyber Bullying include, but are not limited to, the following:

Sending or posting mean, vulgar, or threatening messages or images.

Posting sensitive, private information about another person on a blog, Facebook, Instagram, Snapchat, Twitter, etc.

If you use a blog, Facebook, Twitter, Instagram, Snapchat, or other form of social media, gossiping about UHS students is neither appreciated nor appropriate, even when in subtext or indirect reference (i.e. “subtweeting”).

Purposefully excluding a student in tags, groups, posts, or other forms of communication.

### Dress Code and Grooming Guidelines

The dress code and grooming guidelines at UHS are consistent with the standards of educational institutions and places of business. Remember, school is for teens what work is for adults. At home you can wear whatever your family standards allow, but at school your clothes should be appropriate for the work we are doing. Use common sense. **When in doubt about whether clothing or grooming is appropriate for school, don't wear it.**

All clothing should be within the bounds of decency and good taste, neat, clean, and comfortable. A favorite piece of clothing may not be appropriate for school. Any teacher or school employee may direct a student to report to the Office for clothing or grooming he or she deems inappropriate. If a student is sent to the Office, he or she may be asked to call a parent to provide different clothing or to deal with a grooming issue. A student may be loaned clothing to wear for the day and return it laundered.

### Specific Dress and Grooming Rules

1. Revealing, provocative or bizarre attire or hair colors and styles, tattoos, or unusual body piercing that interfere with school work or create a distraction are inappropriate including:
  - a. Skimpy, see-through, ragged or ripped attire
  - b. Shirts, tops, blouses and/or low-cut/low-worn pants, slacks or shorts which result in several inches of skin showing, revealing necklines, or bare midriffs
  - c. Articles of clothing which display profanity, vulgarity, or slogans which promote tobacco, alcohol, drugs, violence, gang affiliation, or sex
  - d. Body piercing and/or jewelry which is distracting, or which could be a safety/health issue
2. Undergarments should not be visible.
3. For safety and health reasons, shoes must be worn at all times.
4. Shirts must be worn at all times and no more than the top 2 buttons undone.
5. Headgear (hats, caps, visors, etc.) are to be removed when entering classrooms, offices, or buildings, unless prevented by religious observation. Sunglasses are to be removed in buildings unless medically necessary.
6. Pants legs must not completely cover shoes or drag on the ground. Pants, shorts, or belts must fit at the waist and not be more than one size too large. Gang-related, oversized or overly baggy attire is inappropriate.

### Dress Code & Grooming Penalties