

****LAST PAGE REQUIRES PARENT / STUDENT SIGNATURES***

BP 6163.4(a)

Wisburn Unified School District
Acceptable Use Policy

**Guidelines on the Acceptable Use of Technology Resources
and Electronic Information**

Information resources offer access to computers and people throughout the world. Students will have access to online libraries, information and news from a variety of sources and research institutions, software of all types, and discussion groups on a wide variety of topics.

Security

The security on any computer system is a high priority. If you identify a security problem, notify the school office and/or system administrator at once. Never demonstrate the problem to other users. All use of the system must be under your own account or generic student account. Any user identified as a security risk will be denied access to the information system.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user on networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

Penalties

The use of Wisburn Unified School District technology resources and electronic information services is a privilege and inappropriate use will result in the loss of that privilege. Any user who is found to be in violation of these rules may be subject to the following consequences:

- Disciplinary action for inappropriate use of technology according to school guidelines in student handbook
- Suspension and/or termination of computer use privileges
- Suspension and/or expulsion from school
- Referral to law enforcement authorities for criminal prosecution
- Other legal action, including action to recover damages and penalties

Technology Resources and Electronic Information Contract

The Wisburn Unified School District has technology resources and electronic information services that are available to all students in our district. The Wisburn Unified School District strongly believes in the educational value of such resources and services, and recognizes the potential of such to support our curriculum and student learning in our district.

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Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The District will make every effort to protect students and other users from any misuses or abuses as a result of their experiences with these resources and services. All users must be continuously on guard to avoid inappropriate and illegal interaction with these resources and services.

Please read this document carefully. When signed by you and your parent/guardian, it becomes a legally binding contract. We must have your signature and that of your parent/guardian before we can provide you with access.

Listed below are the provisions of this contract. Users who violate these provisions will be denied access to information services and subject to appropriate disciplinary actions.

Terms and Conditions of This Contract

Personal Responsibility

As a representative of this school, I accept personal responsibility for reporting any misuse of the network to the school office and/or system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or requested that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues of harassment or bullying as outlined in this document.

Acceptable Use

My use of technology resources and electronic information services must be in support of education and research with the educational goals and objectives of the Wiseburn Unified School District. I am personally responsible for this provision at all times when using these resources and services. In addition, the following restrictions apply:

Restrictions

- Transmission of any material in violation of United States or other state organizations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets
- Use of commercial activities by for-profit institutions is generally not acceptable
- Use of product advertisement or political lobbying is prohibited
- Use of someone else's network account is not acceptable
- Use of access for non-school related activities is not acceptable
- Use of unauthorized copies of commercial software is not acceptable
- Copying commercial software is not acceptable
- Attempting to access unauthorized or inappropriate resources is not acceptable
- Use of a network account to harass or bully someone is not acceptable
- Use of another organization's network or computer resources must comply with rules appropriate to that network

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I am aware that the inappropriate use of technology resources and electronic information services can be a violation of local, state, and federal laws and that I can be prosecuted for violating those laws.

Privileges

The use of technology resources and electronic information services is a privilege, not a right, and inappropriate use will result in a cancellation of privileges.

The school office or other designated school official (operating under the aegis of the Board of Education and the Superintendent) may close an account or deny, revoke, or suspend specific user privileges at any time as deemed necessary or appropriate.

Network Etiquette and Privacy

Be polite. Never send, or encourage others to send, abusive messages.

Use appropriate, respectful language. Remember that you are a representative of the Wiseburn Unified School District on filtered and monitored system with no expectation of privacy. Always use appropriate and respectful language in your messages.

Privacy. Do not reveal your home address or personal phone number or the address and phone numbers of another person. Report to the school office or system administrator any person who asks you for personal information.

Information. The information accessed by the use of electronic services may or may not be accurate. The Wiseburn Unified School District makes no guarantee of any kind concerning the accuracy of information obtained online.

E-Mail. At this time only middle school students are provided with e-mail privileges. E-mail is filtered and monitored to ensure that it is appropriate with no expectation of privacy and access can be canceled if guidelines are not followed. Always have permission from the sender of a message before you forward it to others. Messages relating to or in support of illegal activities must be reported to the authorities.

Services

The Wiseburn Unified School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, missed deliveries, or services interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The District specifically disclaims any responsibility for the accuracy of information obtained online through its services.

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Wisburn Google Domain Accounts and Student Email

The Wisburn Unified School District provides computer use and Internet access to enhance teaching and learning opportunities for students and staff. Your child will be learning important skills using Internet resources that are of significant value in preparation for life and work in the 21st century. The unregulated availability of information and communication on the Internet, however, requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology. With your permission, your child will use the Internet which is monitored and filtered by the District to access resources that are of significant value in preparation for life and work in the 21st century. Wisburn Google domain accounts will be assigned to students to allow for collaborative communication and use of digital productivity tools through Google Apps for Education (GAFE). Middle school students will also have email access and be allowed to send and receive messages through a monitored and filtered email system. These accounts are accessible at school and other places where access to the Internet is available. Please note these email accounts are restricted and can only be used to send and receive messages from Wisburn students and staff and district approved educational sites.

G Suite for Education Tools: The wisburn.org G Suite domain is a closed system available only to Wisburn students and staff. Student domain accounts allow access to Google Docs (word processor, spreadsheet, drawing and presentation software) and other digital learning tools. All district policies are in effect and apply when students are logged into district Google Domain “st.wisburn.org” and digital learning tools at school and at home. It is important that you and your child read this Acceptable Use Policy (AUP), and discuss these requirements together. Although safety and security mechanisms are in place, the district cannot assure that users will not be exposed to unsolicited information. Users are expected to use information and technology in a safe, legal and responsible manner. Users are to follow all school rules, teacher directions and procedures and are required to report any inappropriate use or material to school personnel. As explained in this Acceptable Use Policy, the use of school technology, networks, and Internet services does not create any expectations of privacy. The Wisburn Unified School District reserves the right to search and/or monitor any information created, accessed, sent, received and/or stored in any format by students on District equipment. Inappropriate system use can result in the loss of the privilege to use this educational tool, as well as result in possible disciplinary and/or legal actions.

Inappropriate Use

Our District internet access is filtered and monitored by two independent systems in compliance with California law and Children’s Internet Protection Act (CIPA). Even with these precautions in place, it is possible for inappropriate content to evade the filters. If a student inadvertently gains access to inappropriate material, this should be immediately reported to a staff member. While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes the avenues for reaching students and parents. The following represents some of the inappropriate uses that may occur:

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- Using the network for commercial advertising
- Using copyrighted materials in reports without permission
- Using the network to lobby for votes
- Using the network to access content that contains pornographic material
- Using the network to send/request material that is racist
- Using the network to send/request inflammatory material
- Creating a computer virus and placing it on the network
- Using the network to send/request materials that are inconsistent with the school's code of conduct
- Using the network account/tools to harass or bully someone
- Using the network to send/request materials that are sexist and/or contain obscenities
- Using the network to request home phone numbers or other personal information for inappropriate use
- Using the network to provide addresses or other personal information that others may use inappropriately
- Using the network to make purchases or conduct other personal business
- Using the network for sending and receiving a large number of personal messages
- Using the network to distribute mass mailings (SPAM) that has no educational value or purpose

All users should be aware that the inappropriate use of technology resources and electronic information can be a violation of local, state, and federal laws. Violations can lead to prosecution.

Policy

Adopted: May 30, 2013

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