



PASADENA UNIFIED SCHOOL DISTRICT

Acceptable Use Policy (AUP) for Students

The District's Acceptable Use Policy ("AUP") is designed to outline the technology resources available and establish guidelines and limitations of their use in order to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using direct electronic communications or equipment provided by the District.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network, and/or Internet access or files, including email, which may be accessed by the district for the purpose of ensuring proper use including encrypted traffic.

Acceptable Uses of the PUSD Devices, Network, or the Internet

All users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Students shall use the District's devices, network, and the Internet responsibly and primarily for educational purposes. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor, or other appropriate District personnel.

Unacceptable Uses of the Device, Network, or Internet

These are examples of inappropriate activity on the District website, but the District reserves the right to take immediate action regarding activities: (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources; (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose; or (3) other activities as determined by the District as inappropriate.

Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;

- Criminal activities that can be punished under law;
- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:
 1. Using profane, abusive, or impolite language posting, submitting, publishing, or displaying harmful or inappropriate content 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. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).
- Using the network or Internet for Commercial purposes:
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access PUSD accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;

2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have only met on the Internet.
4. Students must abide by all laws, this Acceptable Use Policy and all District security policies.
5. Students will receive district supported digital citizenship instruction.

District Email Accounts

Web-based student email accounts are made available to Pasadena Unified School District's students for instructional reasons. Student access to e-mail is a privilege with a consequent degree of responsibility for the user. Email accounts are provided to support the instructional process and consequently any and all messages are open for review by ITS and District Administrators. In maintaining and securing the system, ITS will have access to ALL message traffic.

As administrators of the student email system, ITS will:

1. Enable and disable student accounts as needed for instructional reasons.
2. Access and read student e-mail for the purpose of monitoring appropriate student use.
3. Supervise student use of the e-mail system and report incidents to the appropriate District administrator for action.

Student responsibilities include:

1. Students must not use e-mail in an inappropriate or offensive manner.
2. Students should never put personal information in their e-mail messages (name, phone number, age, home address, social security number etc.).

The Student email system has been configured with the following constraints:

1. To prevent the spread of computer viruses, the ability of the system to send and receive attachments will be controlled.
2. Student email accounts can only send or receive emails within the pusd.us domain.
3. All student emails will be archived for 10 years.

Follow these guidelines and apply common sense to evaluate your actions in using the system:

1. Messages will not contain profanity, obscene comments, or sexually explicit materials.
2. Messages will not contain racist, sexist, religious, or generation derogatory content.
3. User identity will be accurately reflected in all message traffic.
4. No virus, program, or addition will be introduced into the system, which alters its operation, destroys or damages data or renames or relocates files.
5. Passwords, or other access identifiers, are not to be shared by student users. No student is authorized to use any other person's password or e-mail account.

Penalties for Improper Use

Misuse may lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Digital Citizenship

PUSD K-12 students participate in classroom lessons on digital citizenship, designed to educate and guide young people to harness the power of the Internet and digital tools so they become safe, responsible, and respectful digital citizens. We encourage you to talk with your children about the responsibilities of being on the Internet. Ask whether they have accounts with Twitter, Facebook or similar sites. If your child is using such sites with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted. We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. CommonSenseMedia.org, located online at www.commonsensemedia.org offers resources and guidance for Internet safety and to support learning at home. The Pasadena Unified School District will continue to provide Internet security within our schools. It is important that parents also monitor Internet use at home.