

Electronic Information Resource Acceptable Use Policy
(BP 6162.7)

The Redlands Unified School District strongly believes in the educational value of electronic services and recognizes its great potential to support the curriculum and student learning in the district. The goal of the district in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Redlands Unified School District will make every effort to protect students from any misuses or abuses as a result of their experiences with an information service. Access to the internet will enable students to explore thousands of libraries, databases, and online resources. Families should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Additionally, students may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, educational applications, podcasts, and online meeting sessions. In providing web-based educational materials, these resources may necessitate accounts that collect students' personally identifiable information. Parents/guardians will be deemed to have given consent for students under the age of 13 to access such educational resources, unless the parent/guardian affirmatively opts out of allowing student access to the educational program. To opt a student under the age of 13 out of access to online educational resources, not including state mandated assessments, parents/guardians should contact the site principal to process this request.

While the intent of the District is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is believed that the benefits to students from access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Students are responsible for good behavior on the school computer network just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The school computer network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. Access entails responsibility. Individual users of the school's computer network are responsible for their behavior and communications over the network. It is presumed that users will comply with school standards and will honor this Acceptable Use Policy.

Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Administrators may review files kept on District-managed storage systems to maintain system integrity and ensure those users are using the system responsibly. Users should not expect that files stored on school district computers will always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. "Electronic information resources" include, but are not limited to, any computer use, any information available via the Internet, any information available via the local area network, accessed using RUSD computers, computer software of any kind including CD-ROM and network resources, and video resources. Please read this document carefully. Listed below are the provisions of this Acceptable Use Policy. If any user violates these provisions, access to information services may be denied and you may be subject to disciplinary action.

TERMS AND CONDITIONS OF THIS CONTRACT

1. Personal Responsibility: As a student in the RUSD, I will accept personal responsibility for using electronic resources in accordance with the acceptable use guidelines outlined below. In addition, I will accept personal responsibility for reporting any misuse of electronic resources to the classroom teacher, computer lab instructor or the school principal. Misuse can come in many forms, but it is commonly defined as any information sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, excessive violence, drug or alcohol use, gang related material, and/or other issues described below. All the rules of conduct described in the District publication entitled "Board Policy 6162.7 - Use of Technology in Instruction" apply when you are using the network to access information services.

2. Acceptable Use: The use of any electronic information resource must be in support of education and research and with the educational goals and objectives of the Redlands Unified School District (these may be found in the District document entitled, "Board Policy 6162.7 - Use of Technology in Instruction"). I am personally responsible for this provision at all times when using electronic information services.

- a. RUSD provides access to electronic information resources for use in support of education and educational research only.
- b. The use of personal electronic mail accounts is NOT acceptable. This includes any and all email access including, but not limited to, web-based mail services such as those provided by Microsoft, Yahoo, and many others. Electronic mail access is only acceptable when the account has been provided by a representative of the RUSD.
- c. The use of chat rooms and instant messaging services is NOT acceptable. Chat access is only acceptable when moderated by a representative of the RUSD.
- d. Any personal data stored on removable media (including, but not limited to, CD-ROM, DVD, or USB drive) or accessible via the Internet (including personal web pages, social media, etc.) accessed using RUSD equipment must also meet the standards of acceptable use outlined in this document.

- e. The use of RUSD equipment for playing games of any kind, including, but not limited to, games available online or via CDROM is strictly prohibited with the exception of games that are included as part of an educational software package or program supplied by the district.
- f. The use of RUSD equipment for the purchase and/or ordering of merchandise or services for personal use is not acceptable
- g. Use of other organizations' networks or computing resources must comply with rules approved by the District. This includes unauthorized use and access of wireless networks and the installation of personally owned network equipment.
- h. Transmission of any material in violation of any United States statutes and laws or other state organizations laws is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secrets.
- i. Sending or displaying offensive messages or pictures, using obscene language, and harassing, insulting or attacking others is prohibited on or off campus.
- j. Violating copyright laws, using another user's password, trespassing in another user's folders, work or files is prohibited.
- k. Use of commercial activities by for-profit institutions is not acceptable.
- l. Use of product advertisement or political lobbying is also prohibited.
- m. Student home folders stored on district computers cannot be used to store non-educational related data, such as music files, images, and personal data files.
- n. Student home folders stored on District-managed storage may be reviewed by authorized district employees to ensure compliance with the above stated policies.
- o. Inappropriate use of electronic information resources can be a violation of local, state and federal laws and the individual can be prosecuted for violating any of those laws and this may result in loss of computer access privileges.
- p. Students further agree to follow the below guidelines and policies when conducting any school-related electronic communication, including but not limited to texts, emails and communications on third-party platforms, or cloud computing technologies such as Google Docs, Office 365, Blackboard, and social media sites.

3. Privileges: The use of the District information system is a privilege, not a right, and inappropriate use (as defined above) will result in a cancellation of those privileges. The Redlands Unified School District system administrator(s) (operating under the aegis of the Board of Education and the District Office) will decide what appropriate use is and their decision is final. The system administrator may close an account at any time deemed necessary. The administration, staff, or faculty of the Redlands Unified School District may request that the system administrator deny, revoke, or suspend specific user accounts.

4. Services: The Redlands Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Redlands Unified School District will not be responsible for any damage suffered while using this system. These damages include loss of data as a result of delays, non-deliveries, or service 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 Redlands Unified School District specifically disclaims any responsibility for the accuracy of information obtained through its services.

5. Security: Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the classroom teacher, computer lab instructor or the school principal at once. Never demonstrate the problem to other users. Never use another individual's account. All use of the system must be under your own account. Never distribute your password to other users. Any user identified as a security risk will be denied access to the information system. Examples of security risk behavior include attempting to access the account of another user, attempting, in any way, to access data or software that the user has not been given privileges to, attempting to modify the configuration of a computer workstation or server in order to gain access to restricted data or software and distributing your password to others.

6. Vandalism: Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, executing, uploading or creating computer viruses, and any attempt to disrupt network services. Vandalism includes any activity that can be described as "hacking, "cracking," and the like. Vandalism also includes the intentional damage of computer hardware, peripherals, and software media. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

7. Updating: The information service may occasionally require new user registration and account information from you to continue the service. You must notify the classroom teacher, computer lab instructor or the school principal of any changes in your account information.