

Liberty Union High School District

Administrative Regulation

Classification: Instruction

Policy No. **AR 6163.4**

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Effective 1996

Revised 08/08/12

Subject: Use of Technology

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the district's Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use. The principal or designee shall ensure that all students and staff adhere to regulations relative to the use of technology.

Criteria for On-Line Privileges

Parents and student have read, understood, and signed the Liberty Union High School District Electronic Information Resource Access Contract. (Acceptable Use Policy)

On-line Training

Student Internet accounts shall be active from the date all application criteria are met until the end of the academic year. Student accounts must be reissued each academic year. Student accounts may be cancelled at any time for improper use.

Staff accounts shall be active for the duration of the employee's tenure in the district.

On-Line Services: User Obligations and Responsibilities

Students and staff are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below.

1. The user in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. The system shall be used only for purposes related to education. Commercial, political, and/or personal use of the district's system is strictly prohibited. The district reserves the right to monitor any on-line communications for improper use.
3. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
4. Students shall not access, post, submit, publish, or display 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.
5. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material in accordance with Board Policy and Administrative Regulations 6162.6, Use of Copyrighted Materials only.
6. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm, change, or destroy district equipment or materials or the data or programs of any user or information service.
7. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify, or forge other users' mail.
8. Users are expected to keep messages brief and use appropriate language.
9. Users shall report any security problem or misuse of the network to the teacher or principal.
10. Users shall follow the policies set by information service providers while accessing those services on the Internet.

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11. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
12. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."