

## **Acceptable Use Agreement for Internet and Other Electronic Resources**

The Laguna Beach Unified School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Laguna Beach Unified School District encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Laguna Beach Unified School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to fully control. Therefore, the Laguna Beach Unified School District adopts this policy governing the use of electronic resources and the Internet in order to provide our expectations to individuals and groups obtaining access to these resources on Laguna Beach Unified School District-owned equipment.

### **Laguna Beach Unified School District Rights and Responsibilities**

It is the policy of the Laguna Beach Unified School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Laguna Beach Unified School District recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Laguna Beach Unified School District retains the following rights and recognizes the following obligations:

1. To remove a user account on the network.
2. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
3. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Laguna Beach Unified School District-owned equipment and, specifically, to exclude those who do not abide by the Laguna Beach Unified School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Laguna Beach Unified School District reserves the right to restrict online destinations through software or other means.
4. To provide expectations and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

### **Staff Responsibilities**

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Laguna Beach Unified School District.

2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

### User Responsibilities

1. Use of the electronic media provided by the Laguna Beach Unified School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff and students at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

### Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Laguna Beach Unified School District.
2. Proper codes of conduct in electronic communication must be used. When using the Internet, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. Exhibit exemplary behavior on the network as a representative of your school and community.
5. The Laguna Beach Unified School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Employees/Students shall not create, contribute to, reproduce, 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.

9. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
10. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
11. Employees/Students shall not create, contribute to, or distribute content that is false or misleading. Create or alter content to impersonate or misrepresent an individual or institution.
12. Employees/Students shall not create or submit work inconsistent with school expectations for academic honesty. Misrepresent (through action or omission) the authenticity or originality of submitted work.
13. Use of the network for any unlawful purpose is prohibited.

#### Disclaimer

1. The Laguna Beach Unified School District cannot be held accountable for the information that is retrieved via the network.
2. Since the use of district technology is intended for use in conducting district business, no employee/student should have any expectation of privacy in any use of district technology. The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees/Students should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.
3. The Laguna Beach Unified School District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. The Laguna Beach Unified School District makes no warranties (expressed or implied) with respect to:
  - a. the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - b. any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. Employees/Students are advised that employee/student emails and other electronic communications pertaining to the business of the District may be public records which must be disclosed to members of the public upon request unless the records are

specifically exempt from disclosure under the California Public Records Act. Moreover, documents may be subject to disclosure by subpoena or other legal process.

6. Violations of these rules and regulations may result in revocation (temporary or permanent) of user access and/or discipline, up to and including employee termination, in accordance with District policies.
  - a. Employees shall adhere to all applicable local, state, federal, and international laws relating to the access and use of computer systems, software and online services. The District will cooperate fully with appropriate authorities to provide information related to actual or suspected activity not consistent with the law.
  - b. Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.
7. The Laguna Beach Unified School District reserves the right to change its policies and rules at any time.

# **Student Chromebook/Device Checkout & Bring Your Own Device Policies and Procedures**

## **Chromebook/Device Check Out**

- Parents may be liable for the cost of repair or the full replacement cost (up to \$375) if a district-owned Chromebook/device is lost or damaged.
- No attempts will be made to modify, reconfigure, take apart, or repair a district-owned device.
- A protective sleeve will be provided at the time of checkout.
- Students will keep the district device clean.
- Students will not attach stickers to a district device.
- If a district device is lost, stolen, or damaged, students will notify their school library.

## **Bring Your Own Device Policies**

- Students in 9th-12th grade are allowed to bring in their own computer.
- Students are responsible for the security and maintenance of their device.
- Students will be required to install filtering extensions and certificates.

## **General Procedures**

- Students will bring their device to school each morning with the battery fully charged.
- Students will transport their device to and from school securely.
- Students will use their device during class time for academic purposes only.
- Students will only use LBUSD student wireless network connections at school and will not connect to any cellular network or non-district wireless access point while at school.
- It is impossible for the Laguna Beach Unified School District to restrict access to all controversial or inappropriate materials, and I will not hold the District responsible for materials acquired at school or at home.

User Agreement (to be signed by all employees and student users above grade 5)

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by the Laguna Beach Unified School District. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

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User Name (please print)

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User Signature

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Date

Parent Agreement (to be signed by parents of all student users under the age of eighteen)

As parent or guardian of [please print name of student] \_\_\_\_\_, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Laguna Beach Unified School District has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold the Laguna Beach Unified School District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet, that are available through Laguna Beach Unified School District.

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Parent Name (please print)

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Parent Signature

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Date