

**El Segundo Unified School District  
El Segundo, California  
ESUSD Student Acceptable Use Policy  
For Electronic Resources**

Guidelines on the Acceptable Use of Electronic Information  
(Updated July 2016)

Information resources offer access to computers and people throughout the world. Students and staff will have access to electronic and college and university 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, and much more.

*Please be advised that all activity conducted on El Segundo computers or networks, including emails, can be monitored by the Superintendent or his designee. Monitoring may occur at any time without advance notice or consent.*

*Please be advised all activities and exchanges conducted via personal cell phone, iPad, iTouch, laptops, or any other personal electronic device while on school grounds, during school hours, or during school related activities, are bound by the terms of this Student Acceptable Use policy.*

*Any student who engages in any form of cyberbullying via any social media or electronic device, either on school premise or off campus, using either personal or ESUSD issued technology, in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.*

***Electronic Information Resource Contract***

The El Segundo Unified School District has electronic information services that are available to students and teachers in the district who qualify as a result of participation in an orientation or training course. The El Segundo Unified School District strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our district.

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 teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Please read this document carefully. When signed by you, and if appropriate, your parent/guardian, it becomes a legally binding contract. We must have your signature and that of your parent/guardian (if you are under 18) before we can provide you with an access account.

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

***Terms and Conditions of This Contract - Inappropriate Use***

While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students and parents. The following represent some of the inappropriate uses that may occur.

- 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, or perceived sexual orientation or gender, sexual orientation, age, disability, religion, or political beliefs. This includes all activities that could be construed as “cyberbullying.” Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity, or creating a false identity for the cyberbully, in order to damage that person's reputation.
- Students shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, administrative regulations or school code of conduct.
- Students shall not use the system to engage in commercial or other for-profit activities.
- Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
- Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify or forge other users' email.
- Users shall report any security problem or misuse of the services to the Superintendent or designee.
- Students shall not use the network to lobby for votes.
- 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.”
- Students shall not use the network to request home phone numbers, provide addresses, or other personal information that others may use inappropriately.
- Students shall not use the network to send or receive a large number of personal messages, or make purchases or conduct other personal business.
- Students shall not access peer to peer file sharing networks such as, but not limited to, Kazaa, Limewire, Audio Galaxy & Morpheus, or to download or install, duplicate or execute illegal software.

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

### ***Waiver of Privacy Rights***

Users expressly waive any right of privacy in anything they create, store, send or receive using ESUSD's technology and network. Students using personal technology, similarly, waive their rights to privacy while on school property. Users consent to allow school personnel access to and review of all materials created, stored, sent, or received by a user through any ESUSD network or Internet connection. The supervising staff can and do monitor network activity for inappropriate use. Student files may be reviewed as a part of this process and any disciplinary investigations. Any technology brought to campus is subject to search if "justified at its inception and reasonable in scope." (New Jersey v. T.L.T. (1985). "Reasonable grounds for believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school." (1985)

### ***Security***

Security on any computer system is a priority. If a security problem is found, the Network Administrator should be notified at once. Students should never use another individual's account or create an account anonymously or use a false identity or an identity of another (SB 1411). Students should never reveal their home addresses, personal phone numbers, or the addresses and phone numbers of other students and members of the ESUSD community. Parents are encouraged to discuss other forms of personal information not to be shared online including vacation plans, financial information and family issues. Remember that all information online is NOT private and therefore can be shared, redistributed and even manipulated. Unauthorized installation of programs or any software on school computers is forbidden. Bypassing filters or any attempt to access restricted areas of the network is also strictly forbidden. No programs or software except data files in identified folders may be copied from school computers.

### ***Vandalism***

Vandalism is defined as any reckless or malicious attempt to harm or destroy data of another user on any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses tracking or mining software, keyloggers, and degrading or disrupting equipment or system performance. Any vandalism will result in the loss of computer privileges, disciplinary consequences (including expulsion), and possible legal action.

### ***Plagiarism and Piracy***

As the Internet has created vast sources of information, it has also created new opportunities for plagiarism and other forms of academic dishonesty. ESUSD's academic integrity policy extends to all forms of online information gathering and use; unauthorized use of copyrighted material, failure to cite references for online material, and all other unapproved practices are strictly prohibited.

Piracy is the unauthorized duplication and/or distribution of original content owned by another including music, movies and software. It is illegal to download copyrighted content from the Internet for free (in authorized venues) for academic, personal and commercial use. Share sites, although perfectly legal, may NOT be used illegally to obtain copyrighted material. Doing so is in direct violation of ESUSD's integrity policy.

### ***Wireless Network***

Students may have access to ESUSD's wireless network. Student use of the wireless network must be consistent with the district's educational purposes and district standards. All expectations outlined in the ESUSD Acceptable Use Policy apply to use of the school's wireless network. Students may only use school approved technology on school-approved networks (provisions may be made based on specific situations with permission).

### ***Personal Computers and Technology***

The use of personal laptops and other electronic devices (iPads, Kindles, Smartphones, etc.) may be allowed at the discretion of the School Site Administrator on that specific school campus. At the sole discretion of the teacher, students may use these devices for school work and during class. Students are responsible for the maintenance and security of their devices. The school is not liable for the loss, damage, or theft of private property. Students using personal electronic devices on campus are required to adhere to the ESUSD Acceptable Use Policy. Any technology brought to campus is subject to search IF "justified at its inception and reasonable in scope." (New Jersey v. T.L.O. 1985) "Reasonable grounds for believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school." (1985)

### ***User Information Updates***

The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system of any changes in your account information.

### ***User Portal and Communication***

Student portals may provide students with access to a course management system that includes course assignments and discussion forums. Students also have access to file storage, unofficial transcripts and school calendars and forms. Faculty may also create separate electronic discussion groups for student use on approved academic sites and not within social networking environments.

Electronic communication between Faculty/Staff and students should take place within the approved academic systems and NOT via social networking sites such as Facebook or Twitter. Students may NOT friend Faculty/Staff within these sites.

Parents are encouraged to communicate with Faculty/Staff through school's email. However, we do not encourage parents to friend teachers within social networking environments. Please allow 24-48 hours for a teacher to respond to any electronic communication.

### ***Fees and Services***

ESUSD's computers are not to be used for access to any Internet resource, database, or service which charges a fee for online time, services or products. Violations of this rule may result in reimbursement by students and/or their families for fees or costs incurred, cancellation of computer use privileges, and disciplinary action.

### ***Internet Use***

The school recognizes that anyone who logs on to the Internet has potential access to: (1) a worldwide network of computer users (through email, social network sites, etc.); (2) public and private databases; (3) a vast array of library and academic resources; as well as (4) various kinds of offensive (i.e. hate literature, pornography) or dangerous (e.g., bomb-making instruction) material. Although all network access is subject to monitoring and regulation by the K-12 Information Technology Department, ESUSD cannot guarantee that its supervision measures will prevent improper student usage or student access to objectionable material.

### ***Standards of Conduct***

While ESUSD does not intend on searching out content posted online, if a matter is brought to the attention of the school/district, ESUSD has the right but not the obligation to discipline students for electronic conduct occurring off campus and not during school hours. For more information please see [http://cyberbullying.us/Bullying and Cyberbullying Laws.pdf](http://cyberbullying.us/Bullying_and_Cyberbullying_Laws.pdf)

Students and parents are reminded that any ESUSD computer, iPad, iPod, or any other piece of district owned technology is a representative of the school on a public and global system. Accordingly, all computer users are expected to abide by standards of network etiquette, which will be an ongoing part of computer instruction throughout the grades. ESUSD cannot assume responsibility for claims and damages of any nature arising from students' use of, or inability to use, the ESUSD network system, including, but not limited to, loss of information. These standards include, but are not limited to the following:

***Access:*** While ESUSD filters the district networks, students are reminded that accessing inappropriate content (including websites and music) is strictly prohibited. Students should never use outside networks (including cellular networks or other hotspots) to access the Internet.

***Courtesy:*** Computer users may not send, or encourage others to send, discourteous or abusive messages. Remember that humor and satire are subject to misinterpretation.

***Use of Appropriate Language:*** Vulgarity, obscenity, sexually explicit and other language that might be considered offensive to others is strictly prohibited.

***Being Considerate:*** Network users should be mindful of their responsibility to avoid practices which may disrupt other users' access to the Internet (e.g. downloading or uploading very large files, spending excessive time in online "conversation" etc.).

***Social Media:*** Students who post inappropriate material about other ESUSD students, teachers, administrators, school itself or individuals on social networks and personal web pages are violating our standards of acceptable behavior. Furthermore, they should be advised that, they may be exposing themselves to legal action by law enforcement, another student and family or other aggrieved parties. Students are responsible for all that they say and do on their web pages. Posting personal communications (e.g., mail, photographs, video, or other images) without the author's or subject's consent is not acceptable. Any student who creates a web page or profile impersonating the school or district, or another student in order to harass, defame, threaten or embarrass is in violation of SB 1411

(this is a misdemeanor under California law) and will not only be subject to sanctions by the school/district but may be exposing themselves to legal action by law enforcement, another student and family or other aggrieved parties.

***School Community:*** Students will be held responsible for anything they post on the Internet that involves the school/district and its community. The school/district may take disciplinary action as a result of inappropriate or offensive postings, even if this activity has occurred off campus.

***Password Sharing:*** Password sharing is strictly prohibited between students. However, students are strongly encouraged to share passwords with their parents as part of their personal safety plan.

### ***Penalties***

I understand that the use of the El Segundo Unified School District 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:

- 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

### ***Personal Responsibility***

As a representative of this school I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, cyberbullying, and other issues described below and under "Inappropriate Use." All rules of conduct described in the District publication entitled "Rules of Conduct" apply when you are on the network.

I am aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and that I can be prosecuted for violating those laws. The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of privileges. Each student who receives an account will participate in an orientation or training course with an El Segundo Unified School District staff member as to the proper behavior and use of the network. The El Segundo Unified School District system administrator (operating under the aegis of the Board of Education and the Superintendent) 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 El Segundo Unified School District may request that the system administrator deny, revoke, or suspend specific user accounts.

### ***Etiquette, Privacy and Safety Issues***

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

**Use appropriate, respectful language.** Remember that you are a representative of the El Segundo Unified School District on a non-private system. Always use appropriate and respectful language.

**Privacy:** Do not reveal your home address or personal phone number or the address and phone numbers of another person. Report to a system administrator or district staff member 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 El Segundo Unified School District makes no guarantees of any kind concerning the accuracy of information obtained online.

**Electronic Mail:** Electronic mail is not guaranteed to be private. Electronic mail can be monitored to ensure that it is appropriate and access can be cancelled 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 El Segundo Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, missed 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 District specifically disclaims any responsibility for the accuracy of information obtained through its services.

**ESUSD Acceptable Use Agreement – Student Section**

I have read the Acceptable Use Policy and agree to follow these rules and guidelines when using technology. All these rules apply while I am a student in ESUSD and are not limited to my being on campus or using school computers. All behavioral policies exhibited in my school of enrollment's specific Parent-Student Handbook also apply to the use of the computer network, email, and the Internet. I agree to abide by this Acceptable Use Agreement. I understand that any violation of these rules may result in the loss of computer privileges, disciplinary consequences, and/or possible legal action.

Student Name (Please PRINT):

---

Last	First
------	-------

Signature:

---

Date:

---



**ESUSD Acceptable Use Agreement – Parent/Guardian Section  
(Students under the age of 18 MUST have the signature  
of a parent or guardian who has read this contract.)**

I hereby release ESUSD, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the ESUSD computer network; including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding the rules of use of the information technology systems contained in this document and I understand and agree that the agreements contained herein are incorporated into the contract under which my student is enrolled in ESUSD.

I understand it is impossible for ESUSD to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any misuse of the system that I become aware of to the school administration. I understand that misuse includes, but is not limited to, sending or seeking to receive messages that contain or suggest pornography, unethical or illegal solicitations, physical or sexual threats, racism, inappropriate language and information, the disclosure of which would violate another person’s right of privacy.

I accept full responsibility for my child’s use of information technology.

**Parental Permission to allow child access to the ESUSD Computer Network:**

I give permission to issue an email and network user account for my child and certify that my child and I have read and understand the information contained in this agreement and agree to abide by all rules set forth in this agreement.

Parent/Guardian Name (Please PRINT):

\_\_\_\_\_

Last

First

Parent/Guardian Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_