

Galt Joint Union High School District Student Technology Acceptable Use Policy

1.0 Overview

It is the goal of the Galt Joint Union High School District to provide quality educational experiences for all students. To this end, the District provides a variety of instructional tools and resources for students and staff. The use of technology in today's world is essential if we want to ensure that our students are competitive as they prepare for their post-secondary education and/or the workforce. In providing these resources, the District intends that technological resources provided by the District be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning. (Board Policy 6163.4 (a)). The District employs a number of safeguards to ensure that Internet and computer usage is appropriate.

2.0 Purpose

The purpose of this policy is to outline the acceptable use of Technology equipment at Galt Joint Union High School District. These rules are in place to protect students and Galt Joint Union High School District. Inappropriate use exposes Galt Joint Union High School District and Students to risks including but not limited to virus attacks, compromise of network systems and services, and legal issues.

3.0 Scope

This policy applies to all equipment that is owned or leased by Galt Joint Union High School District.

4.0 Policy

4.1 General Use and Ownership

1. While Galt Joint Union High School District's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District systems remains the property of Galt Joint Union High School District. Because of the need to protect Galt Joint Union High School District's network, management cannot guarantee the confidentiality of information stored on any network device belonging to Galt Joint Union High School District.
2. For security and network maintenance purposes, authorized individuals within Galt Joint Union High School District may monitor equipment, systems and network traffic at any time.
3. Galt Joint Union High School District reserves the right to audit networks, systems and users on a periodic basis to ensure compliance with this policy.

4.2 Security and Proprietary Information

1. If a student is assigned a unique user account, keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and any events that are associated with the account.
2. If a student is in a computer lab, student is required to sign in on a sign-in sheet indicating which computer they will be responsible for the duration of use. Student is responsible for any events that are associated with the computer that student was assigned.

4.3. Unacceptable Use

The following activities are, in general, prohibited. Student may be exempted from these restrictions during the course of their legitimate scholastic responsibilities. Under no circumstances is student of Galt Joint Union High School District authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Galt Joint Union High School District-owned resources. The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Galt Joint Union High School District.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Galt Joint Union High School District does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others.
6. Using a Galt Joint Union High School District computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any Galt Joint Union High School District account.
8. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
9. Executing any form of network monitoring which will intercept data not intended for the student.
10. Circumventing user authentication or security of any host, network or account.
11. Interfering with or denying service to any user.
12. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's access to computer, via any means, locally or via the Internet/Intranet/Extranet.
13. Providing information about, or lists of, Galt Joint Union High School District student or students to parties outside Galt Joint Union High School District with out prior approval by school officials.
14. Installing any software or peripherals.

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam) through School Loop.
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages through School Loop.
3. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type through School Loop.
4. No personal outside email access is permitted. (Hotmail, Yahoo mail, etc)

5.0 Enforcement

Any student found to have violated this policy may be subject to disciplinary action, up to and including expelled from school.

The Galt Joint Union High School District requires that parents/guardians acknowledge their responsibility to grant their student's use of Technology and Internet access provided by the Galt Joint Union High School District. Additionally, the District requires written verification that parents/guardians have read this entire "Acceptable Use Policy". We appreciate your support in discussing this "Acceptable Use Policy" with your student. Once you have reviewed this information, please fill out and sign the attached form indicating that you have read this document, and indicating the status of your student's use of the school's technology. Please then return the form to the school, where it will be kept on file.

Sincerely,

Kevin Clemons

Kevin Clemons
Director of Technology

**Galt Joint Union High School District
Student Technology Acceptable Use Policy
“ACCEPTABLE USE POLICY”**

I _____ acknowledge receiving and reviewing the “Acceptable Use
Parent/Guardian Name (print)

Policy” and hereby allow _____:
Student Name (print)

- _____ Full Permission (Allows use of Internet resources available to students)
- _____ Restricted Permission (Allows use of Internet only when part of a class assignment)
- _____ No Permission (Student is not allowed use of Internet at school)

Parent/Guardian Signature

Student Signature

Date

For Office Use:

Student Name: _____

Student Grade Level: _____

Student ID Number: _____

E-mail: _____