

Palos Verdes Peninsula Unified School District

Acceptable Use Agreement of Electronic Resources for Students and Parents

The Palos Verdes Peninsula Unified School District (PVPUSD) strongly believes in the educational value of electronic information resources and recognizes their potential to support the curriculum and student learning. Our goal in providing electronic information services is to facilitate resource sharing, innovation, and communication. The PVPUSD will make every effort to protect students and staff from any misuses or abuses as a result of their experiences with electronic information services. All users should be aware that inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to prosecution.

The PVPUSD has the right to review any material stored on any District provided system and to edit or remove any material provided the action is done in accordance with current law. The PVPUSD reserves the right to monitor and log the use of its technology and computer networks. Therefore, users cannot expect absolute privacy as it relates to the use of the District's computer networks.

The PVPUSD does not guarantee the function of software or any resources accessible through the Internet to meet any specific requirements the participant may have or that materials, software and network access will be error free or uninterrupted.

The PVPUSD will not be responsible for any damages suffered while utilizing the functions or services provide by or through PVUSD networks. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system, or your errors or omissions. Use of any data obtained via the electronic information system is at the user's own risk. The PVPUSD makes no warranties of any kind, whether expressed or implied, for the service it is providing.

Information: The information accessed by the use of electronic services may or may not be accurate. The Palos Verdes Peninsula Unified School District makes no guarantees of any kind concerning the accuracy of information obtained on-line.

User Responsibilities: Terms and Conditions

If any user violates the provisions of the Acceptable User Agreement, access to the network services may be denied and the user may be subject to disciplinary action.

Personal Responsibility: I accept personal responsibility for reporting any misuse of the network. All the rules of conduct described in this Acceptable User Agreement apply when using the network.

Prohibited Use: The use of electronic information services must be in support of the educational goals and objectives of the Palos Verdes Peninsula Unified School District.

1. Use of someone else's network account is prohibited.
2. Use of unauthorized copies of commercial software is prohibited.
3. Copying commercial software is prohibited.
4. Attempting to access unauthorized or inappropriate resources is prohibited.
5. Use of access for commercial purposes is prohibited
6. Downloading or installing software to PVPUSD systems or assets without permission is prohibited.
7. Attempting to access unauthorized or inappropriate resources is prohibited.
8. Use of access for commercial purposes is prohibited.
9. Use of another organization's network or computing resources must comply with rules appropriate to that network.
10. Transmission of any material in violation of any law of the United States, or other state organizations, is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
11. Use of product advertisement or political lobbying is prohibited.
12. Use of a network account or PVPUSD systems or assets to harass or bully someone is prohibited.
13. Cyberbullying conducted using district-owned equipment or on school premises, as well as off-campus cyberbullying that impacts school activity or school attendance, may be subject to discipline in accordance with district policies and regulations.

Privileges: The use of electronic information system is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The administration, staff, or faculty of the Palos Verdes Peninsula Unified School District may deny, revoke, or suspend specific user access. Inappropriate use can also be a violation of local, state, and federal laws.

Network Etiquette and Privacy: Users are expected to abide by the accepted rules of network etiquette. These rules include, but are not limited to, the following:

- **Appropriate Use.** Remember that you are a representative of the Palos Verdes Peninsula Unified School District on a **non-private** system. Always use appropriate and respectful language in messages.
- **Privacy.** Do not reveal personally identifiable information such as your home address, personal phone number or the addresses and phone numbers of another person. Report to an adult district staff member any person who asks for personal information.
- **Information.** The information accessed by the use of electronic services may or may not be accurate. The Palos Verdes Peninsula Unified School District makes no guarantees of any kind concerning the accuracy of information obtained on-line.

Services: The Palos Verdes Peninsula Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Palos Verdes Peninsula Unified School 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, miss-deliveries, or service interruptions caused by the system, or your errors or omissions. Use of any data obtained via the electronic information system is at the user's own risk.

Security: Security on any computer system is a high priority. If you identify a security problem, notify an adult district staff member at once. Never demonstrate a security problem to other users. Any user whose behavior is identified as a security risk will be denied access to the electronic information system.

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, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer access, disciplinary action, and legal referral.

Penalties: Use of the Palos Verdes Peninsula 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 access privileges
- Suspension and/or expulsion from school
- Other legal action, including action to recover damages and penalties
- Referral to law enforcement authorities for criminal prosecution

Requirements:

- All students must return the Terms & Agreement signature form signed by the students and parent/guardian to the school office before use of electronic information services in the classroom, computer lab or library media center.

Use of Personal Technology Devices & BYOD (Bring Your Own Device): In accordance with Board Policy 5131, students may use personal technology devices but must follow all guidelines of this policy and all campus and classroom rules. The PVPUSD is not responsible for the loss, theft or damage to any personal technology device. Access to and usage of District and campus networks with a personal device is in accordance with all District policies, rules and guidelines outlined in this Acceptable Use Policy. The PVPUSD strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students is optional. Students will be expected to comply with all class and school rules while using personal devices. Using personal devices to access campus networks is a privilege and any violation of rules or abuse may result in the loss of this privilege.

Device Types:

For the purpose of this program, the word “devices” will include: laptops, netbooks, cell phones, smart phones, tablets and eReaders.

Guidelines:

- Students and parents/guardians participating in B.Y.O.D. must adhere to the Acceptable Use Policy and all Board Policies.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes.
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise approved by school administration.

Students and Parents/Guardians acknowledge that:

- The school’s network filters will be applied to a device’s connection to the internet and any attempt to bypass the network filters or security protocols is prohibited.
- Students are prohibited from:
 - Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
 - Processing or accessing information on school property related to “hacking.”
 - Altering or bypassing network security policies.
- Personal devices must be charged prior to school and run on battery power while at school.
- The PVPUSD may collect and examine any device on campus that is suspected of causing technology problems or is the source of an attack or virus infection.

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device and should use it responsibly and appropriately. The PVPUSD takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

Usage Charges:

The PVPUSD is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the “PvnetStudent” wireless network to access the Internet. The PVPUSD does not guarantee connectivity or the quality of the connection with personal devices. The PVPUSD Technology Services department and school staff is not responsible for maintaining or troubleshooting student tech devices.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.

Parent & Student Signatures are required on the Terms & Agreements document.