



# Centinela Valley Union High School District

## Responsible Use Policy (RUP) for District Network and Computer Systems Agreement for Students

### Definitions

**NETWORK:** the “network” is defined as computers, digital programs, tools or subscriptions, Internet, email, and all other forms of electronic communication or equipment provided by the District

**USER:** As used in this policy, “user” includes anyone using the network, regardless of the physical location of the user.

### Purpose

The purpose of the District’s Responsible Use Policy (“RUP”) is to prevent unauthorized access and other unlawful activities by users online; prevent unauthorized disclosure of, or access to sensitive information; and to comply with legislation including, but not limited to, the [Children’s Internet Protection Act \(CIPA\)](#), [Children’s Online Privacy Protection Act \(COPPA\)](#) and [Family Educational Rights and Privacy Act \(FERPA\)](#). Furthermore, the RUP clarifies the educational purpose of District technology. The RUP applies even when District-provided equipment (laptops, tablets, etc.) is used off District property. Additionally, the RUP applies when non-District devices, such as personal cell phones, tablets, or computers access the District network.

The District uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. Due to recent changes in standard security protocols of many internet search providers and websites, the district must decrypt all data that is sent and received over the network in order to successfully block and filter content as required by law. The District can and will monitor users' online activities and access, review, copy, and store or delete any activities, communications or files and share them with adults as necessary. **Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access, files, including email or web/mobile applications.** The District reserves the right to search any district-owned devices and/or accounts.

The District will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to District applications, including, but not limited to: email, data management and reporting tools, and other web applications outside the United States and Canada.

### Student Responsibility

Students must adhere to this Responsible Use Policy at all times when they are physically on school district property. They must also adhere to this Responsible Use Policy when they are not on school district property if they are using district-owned technology, school accounts or programs, or any part of the District Network that is available off district property.



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***By initialing and signing this policy, you acknowledge that you understand the following:***

**\_\_\_\_\_ I am responsible for practicing positive digital citizenship.**

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology .
- I will be honest and respectful in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

**\_\_\_\_\_ I am responsible for keeping personal information private.**

- I will not share or distribute personal information about myself or others including, but not limited to: names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will not meet or arrange to meet with anyone in person that I have met only on the Internet.
- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws, this Responsible Use Policy, and all District security policies.

**\_\_\_\_\_ I am responsible for my passwords and my actions on District accounts.**

- I will not share any school or District usernames and passwords with anyone.
- I will not access, use, share, or distribute the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

**\_\_\_\_\_ I am responsible for my verbal, written, and artistic expression (Netiquette)**

- I will use school appropriate language in cyberspace and all electronic communications including: email, social media posts, audio recordings, video conferencing, and artistic works.

**\_\_\_\_\_ I am responsible for treating others with respect and dignity.**

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- I understand that bullying in any form, including cyberbullying, is unacceptable. I will not participate in any form of bullying and I will tell an adult if I become aware of bullying.

**\_\_\_\_\_ I am responsible for accessing only appropriate content when using the District Network.**

- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.
- I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network for illegal or commercial purposes is strictly forbidden.



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### **I am responsible for respecting and maintaining the security of District electronic resources and networks.**

- I will not try to get around security settings and filters to access websites blocked by the District.
- I will not install or use illegal software or files including: copyright protected materials, unauthorized software, or apps on any District computers, tablets, smartphones, or other new technologies.
- I will not access the Internet using a personal data plan or mobile hotspots at school to circumvent the district's network and content filtering.
- I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

### **I am responsible for taking all reasonable care when handling District equipment.**

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will report any damage to equipment immediately to the appropriate authority
- I will respect others' and my use and access to District equipment.

### **I am responsible for respecting the works of others.**

- I will follow all copyright (<http://copyright.gov/title17/>) guidelines.
- I will not copy the work of another person or identity and represent it as my own and I will properly cite all sources.
- I will not download illegally obtained music, software, apps, or other works.

### **Consequences for Irresponsible Use**

Misuse of the District Network may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

### **Disclaimer**

The District makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or District accounts. Users are responsible for any charges incurred while using District devices and/or network. The District also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the District, its affiliates, or employees. Students under the age of 18 should only access District network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

While students are welcome to use their personally owned devices to access the district network, the district is not responsible for any loss or damage that may occur as a result of having a personally owned device on district property or using personally owned devices on the district network.



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### Summary:

All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest and respectful in all digital communications without disclosing sensitive personal information or hurting others. What District community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

### Signature Area

*Please return this form to your teacher or administrator to be kept on file. It is required for all students that will be using a computer network and/or Internet access.*

*I have read, understand, and agree to abide by the provisions of the Responsible Use Policy of the Centinela Valley Union High School District.*

School: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_