



Lucia Mar Unified School District Acceptable Use Policy (AUP) and Computer Use Agreement for Students

Effective with the 2017 2018 SCHOOL YEAR

The District's Acceptable Use Policy ("AUP") 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 the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the "network.") regardless of the physical location of the user. The AUP also applies when District provided equipment (laptops, tablets, etc.) is used off of District property and further applies when personal devices are used to access the District network.

District's computers, network, internet access, and other technologies are important tools for you to use in your education. When you use the District's technology tools, you agree to always be responsible and safe and to follow these rules.

USE OF LMUSD COMPUTER NETWORK, COMPUTER SYSTEMS, AND INTERNET ACCESS

District computer resources are provided to support the instructional, cultural, research, professional and other educational activities of students and staff. All users are required to behave in a responsible, ethical and legal matter as defined in District board policies and further illustrated by example in this agreement.

- Your computer use must be related to educational purposes, such as school work as assigned by your teacher using software, web sites or resources identified by the teacher as appropriate for the assignments.
- No other activity is permitted. You may never use the district computer systems and networks for any personal purposes including commercial and political purposes.

PRIVACY

You should have no expectation of privacy using any of the District's computer or network resources. Your activities are monitored, your internet searches may be saved, and any attempts at accessing inappropriate or blocked material may be sent to your principal and teachers. Repeated attempts at "working around" these technology protection measures may lead to suspension, expulsion, and/or loss of computer access privileges.

Personal Information, logins and passwords

- You are not allowed to share your login with another student and you may never let anyone else log in "as you".
- You are not allowed to use any other user's login or password or attempt to "guess" or "hack" other user's accounts.
- When online, never give out yours or anybody else's full name, home address, telephone number, or any other personal information including credit cards numbers unless given permission by your teacher or parent/guardian. Do not post pictures of yourself or others without express approval by your parent/guardian and the other person or person's parent/guardian.

CYBER-CITIZEN

- When using technology treat others as you would in the classroom. Never bully, cyber-bully, defame, defraud, unlawfully discriminate, or otherwise harass fellow students and staff.
- Do not copy or plagiarize the works of others, whether from a student, teacher or material found on the internet.
- Do not download, copy, or share copyrighted music, pictures, images, videos, software, apps, files or other works on district computers and network.
- Do not delete, rename, or otherwise modify other users' files. Do not access the files of others unless you have their permission.
- Do not photograph, view, access, download, upload, procure or distribute obscene material in any form.
- Do not use technology to cheat on school assignments or exams. This prohibition includes, but is not limited to, photographing, viewing, accessing, downloading, uploading, procuring or distributing any of the following without express approval from a teacher or other district employee: exams, exam questions, exam answers, assignments, or assignment answers.
- Do not use technology to communicate profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images.

COMPUTER SYSTEMS AND NETWORK

- Do not do anything to damage or disrupt any computer system, network or other technology. Do not attempt to "hack" or "break into" any district computer or network resource.
- Never send "mass emails" or "spam" to any group of students or staff. Do not email viruses, spyware or other malicious emails and/or attachments to anyone.
- Do not install any programs, applications or apps on any district computers or networks. Only run licensed software already installed on the computer.
- Do not install any network device or software anywhere on the district's network. This includes Wi-Fi access points, routers, switches, hotspots, ad-hoc networking, or any other networking device.
- Do not plug any personal device (e.g. laptop) into any district network. Select use of personal devices on Wi-Fi is permitted and described below under "Personal Devices".
- Do not attempt to access or modify a District Computer, network, program, file or software. Do not attempt to remove any software, program, network, security measure, content filtering, or any other software from district computers and network.

Personal Devices

- Personal devices are defined under this section to include, but are not limited to, all existing and emerging technology devices that can take photographs; record or play back audio or video; input or display text; upload and download media; store data; and transmit or receive messages or images. Examples of a personally owned device include but are not limited to MP3 players or iPods, iPads, Nooks, Kindle and other tablets; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as, iPhone, or Droid; flash drives; and any electronic device with similar capabilities. An unacceptable device includes but is not limited to gaming devices or consoles, laser pointers, modems or routers, and televisions. These devices are not permitted at school except with advance written permission from an administrator.
- Use of personal devices is permitted during instructional time for educational purposes only. Educational purposes include classroom activities, career development, communication with experts, homework and limited high quality self-discovery activities. The use of personal devices must not be a distraction to teachers or students. Personal devices must not disrupt class or Private Study areas in any way. Playing games or other non-school work related activities are not permitted. Unless specifically permitted by the teacher, personal devices may not be used during class for phone calls, texting, emailing, taking photographs, making audio or video recordings, or any other non-approved or noneducational purposes. All internet access for personal devices is exclusively provided via the district's Wi-Fi network. Students are never to plug any personal devices into the wired infrastructure.
- Use of personal devices on the district networks is covered by the same rules and policies as district devices and computer resources.
- By using a personal device you agree to abide by the terms of the Acceptable Use Policy as if you were using a district device or computer resource. When using District computer resources, through either a District device or personal device, students do not have an expectation of privacy in anything they create, store, delete, send or receive through the District's computer resources, whether utilizing personal, password protected accounts or otherwise. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files utilizing District computer resources.
- Should a school employee have a reasonable suspicion that you have violated the terms of this agreement or engaged in any improper or unlawful use of a personal device while at school or while utilizing the district's network, your personal device may be seized and its contents searched as allowed by law.
- Students must check their personal device to ensure the device is free from unsuitable material and viruses, malware, or other harmful programs before bringing the device into school.

Lucia Mar Unified School District reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school sponsored events.

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access.

The District has the right to make the decision about whether these rules have been broken, or whether other inappropriate use of the District's computers and network has happened.

A parent who does not want his/her child to have access to the World Wide Web or use email at school may request in writing to the District that such access be denied to the student. In such case, the school will attempt to assign alternate activities. //