

# Los Angeles Unified School District and Reseda High School Internet, Computer Systems, and Local Area Network Acceptable Use Policy

*Your signature on the LAUSD/Reseda High School Acceptable Use Policy Agreement indicates that you have read and that you understand the following four pages.*

## I. Background

Computers, school computer networks, and the Internet allow people to interact with thousands of other networks and computers over the world. All connections to the Internet by Los Angeles Unified School District and Reseda High School students, parents, or employees are subject to the LAUSD and Reseda High School Acceptable Use Policy; this document will often refer to the Acceptable Use Policy as, the AUP.

Access to the Internet allows connections to computer systems all over the world. Users and parents of student users must understand that neither the LAUSD, Reseda High School nor any employee, controls the content of information found on these systems. Some information on the Internet may be controversial and may even be offensive to some individuals. Teachers and other school personnel should ensure that connections to the Internet are used in a responsible, efficient, ethical, and legal manner, and that all such use must be in direct support of education and school related research consistent with the educational objectives of the Los Angeles Unified School District, Reseda High School, and the State of California.

## II. Internet Access

The Internet is a public network, and as such, email communications are not private. LAUSDnet system operators will have access to all user accounts directories and data, email, personal web pages, and other files stored on Reseda High School and LAUSD computer servers. System operators may delete files at any time to conform to system storage or operational needs.

LAUSDnet and Reseda High School Internet services must be a free and open forum for expression. Any statement of personal belief in email or other posted material is understood to be the author's individual point of view, and not that of the Los Angeles Unified School District, the administrators of LAUSDnet, Reseda High School, or any other LAUSD office or School. However, since LAUSDnet access is provided solely as an instructional tool rather than a personal forum, users will not use LAUSDnet to demean, defame, or denigrate others for race, religion, creed, color, national origin, ancestry, physical handicap, sexual persuasion, or any other reasons.

## III. LAUSDnet and Reseda High School Acceptable Use Policy Rules and Regulations

Access to the Internet from LAUSDnet and the receipt of a LAUSDnet account is a privilege not a right. Access to LAUSDnet is free to actively enrolled students with a Reseda High School ID Card, and to active LAUSD employees.

Each user, as well as a minor's parents or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify, the Los Angeles Unified School District, Reseda High School, their officers, board members employees, teachers, education aides, administrators, and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use of LAUSDnet, including but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, miss-deliveries of data or service interruptions.

Each user acknowledges that the information available from other web sites may not be accurate. Use of any information obtained via the Internet is at the user's own risk. Los Angeles Unified School District and Reseda High School make no warranty of any kind, either express or implied, regarding the quality accuracy or validity of data obtained on the Internet.

**The LAUSDnet Acceptable Use Policy Rules and Regulations are listed below:**

- **The person to whom a LAUSDnet account is issued is responsible at all times for its proper use.**
- **Any inappropriate use may result in cancellation of the privilege of use, and/or disciplinary action.**
- **Any district employee who uses LAUSDnet inappropriately is subject to disciplinary action, including dismissal.**
- **LAUSDnet users should change their password frequently.**
- **LAUSDnet users shall not give their password or account information to any other person nor allow any other individual(s) to utilize their account.**
- **Students may obtain accounts on LAUSDnet only through the teacher sponsor(s) assigned by the principal of Reseda High School, after completion of the Student Internet Test and signing of AUP by the student and his/her parent or guardian.**
- **The teacher sponsor(s) must obtain and follow all the required District procedures for student accounts, including all parts of the LAUSDnet and Reseda High School Acceptable Use Policy.**
- **All student users, who access the Internet from any LAUSD or Reseda High School facility, or from any remote location that connects to any LAUSD facility, must have a STUDENT SIGNATURE; and PARENTAL RELEASE form on file at Reseda High School. This form will be renewed on an annual basis.**
- **Home use of LAUSDnet or other connections provided by Reseda High School, by students, must be supervised by parents and parents are completely responsible for the student's use of Internet resources at home.**
- **Reseda High School and individual teachers may add provisions to the District/School Acceptable Use policy**
- **Active LAUSD employees may obtain accounts by submitting a LAUSDnet account application to Information Technology Division, LAUSD.**

# Los Angeles Unified School District and Reseda High School

## Internet, Computer Systems, and Local Area Network Acceptable Use Policy

### IV. Acceptable Uses of the Internet Include but are not limited to:

Access and use of the Internet is for use in a regular instructional activity or to compile data necessary for research needed in District schools or offices. It is the user's responsibility NOT TO initiate access to material that is obscene, as defined in CA Penal Code section 311(a), or inconsistent with the goals, objectives, policies, and the educational mission of the Los Angeles Unified School District, Reseda High School, or the State of California.

- A responsible user of the Internet may keep their LAUSDnet account during the time that the user is an active employee or student in LAUSD.
- A responsible user of the Internet, from any LAUSD facility, or from a remote location that connects with any LAUSD facility, may use the Internet to:
  - Conduct or complete school related educational research, homework, projects, assignments, etc.
  - Communicate with other Internet users
  - Post information for access to others
  - Create and maintain a personal, school, region or office web site

### V. Unacceptable Uses of the Internet Include but are not limited to:

- Violating any school or school district rules
- Violating the California Education Code, or ANY state and/or Federal law (i.e., including copyright laws)
- Using profanity, obscenity, or other language that may be offensive to other users.
- Making any sort of personal attacks on other people, organizations, religions, or ethnicities.
- Harassing another person (i.e., using the Internet in a manner that bothers another person and not stopping when asked to do so by the other person).
- Sending or posting false or defamatory information about a person, group, or organization which might harm the reputation of that person, group, or organization
- Not respecting the privacy of a person by posting personal contact information, such as work or home address, telephone, email address, photographs, or names, without obtaining prior permission from the person affected.
- Student information (as indicated above) shall be posted **ONLY WITH TEACHER AND PARENT PERMISSION**, when this is necessary to receive information for instructional purposes
- Forwarding personal communications without the original author's consent.
- Using text, graphics, sound, or animation, in messages or the creation of WEB pages, or other computer presentations, projects, or assignments, without displaying a specific notice, crediting the original producer of each and every item of material, and stating how permission to use the material was obtained for every individual piece of text, graphics, sound or animation used. This violates copyright law and may be considered plagiarism.
- Using the Internet for commercial purposes, financial gain, personal business, produce advertisement, business service endorsement, or religious or political lobbying is prohibited.
- Using LAUSDnet, from a campus network or through dial up access to get and maintain an email account or Web Page hosting privileges from another service provider.
- Using Reseda High School computer systems and/or using LAUSDnet from a campus network or through dial up access to download any music, graphics, movies, computer software or any other electronic data or information in violation (or potential violation) of United States or State of California copyright laws or regulations.

### VI. Reseda High School Computer Systems & Local Area Network Use Policies

Students will, at all times use Reseda High School Computers Systems, related equipment and the Local Area Network in a responsible manner that supports the educational mission, and Expected Student Learning Results of Reseda High School and the Los Angeles Unified School District. It is understood that Reseda High School Computer Systems, Internet Connections, and the Local Area Network are provided "For Educational Purposes Only". Students will always use Reseda High School Computer Systems and the Local Area Network in a manner which demonstrates trustworthy and responsible behavior and educational pride in themselves, teachers, Reseda High School, and their parents or guardians, whether someone is directly watching, or not. Computer and Internet activities not meeting these basic standards are in violation of the Acceptable Use Policy.

Computers, networks, and the Internet, are provided by the Los Angeles Unified School District and Reseda High School for education activities. They are not for entertainment and/or recreational purposes. Playing computer games, music CD's, chat room conversations, and similar activities are only allowed when these are specifically and identified within a teacher's posted written lesson plan(s) containing instructional objectives clearly defining the specific state/district high school standards addressed, purpose, scope and specific objectives of the game activities, music, chat room conversation, or related activity, with respect to the specific lesson or unit. In all other instances, playing computer games, chat room conversations, music CD's, video streams, email, and similar activities for mainly entertainment, recreational, or passing time purposes, violate the AUP.

Students will NEVER share individual login names or passwords with other students. Each student will log into and out of computer systems or programs using only his/her own assigned login and password.

## Los Angeles Unified School District and Reseda High School

### **Internet, Computer Systems, and Local Area Network Acceptable Use Policy**

Students using Reseda High Computer Systems will be expected to immediately show school identification if requested by a teacher, technology coordinator, administrator, or other adult supervisor. Refusal to provide school ID is a violation of the AUP.

All computer work, network, or Internet activity, without exception, done by students on computers at Reseda High School, will be available for immediate review by any teacher or adult supervisor. Any work that a student feels is confidential, private, or very personal, may not be done on Reseda High School computers. All computer work is subject to authorized adult review.

Students are never authorized to, and will never make any changes to how computers look and feel, or operate. Students may not alter or change any computer settings, backgrounds, desktops, screen savers, icons, pointers, shortcuts, folder, file, or drive names, default printers, and/or settings, startup programs or scripts, or control panels of any type.

Students are never authorized to install software, applications, shareware, freeware, fonts, pictures, utility programs, games, music, graphics or other data of any type onto any Reseda High School Computer System. Students are never authorized to, and will not make any repair, alteration, correction or improvement to a Reseda High School Computer System or Local Area Network or any hardware, printers, scanners, or any other technology related LAN or computer connected equipment. The exception to this will be student computer technicians under the supervision and specific written direction of a school technology coordinator, department chair, or administrator. Classroom teachers should not ask students to perform these tasks.

Students will not connect or plug in any computer or other peripheral device (camera, scanner, recorder, CD-ROM drive, etc. to a Reseda High School computer system or Local Area Network, without the specific written permission of a school technology coordinator, administrator, or Department Chair who will then assume responsibility of problems or damages that may result from the connections.

Students will never disturb, change or purposely alter any other student or teacher's computer work, files, folders, CD's, storage disks, or media.

Students will never use Reseda High School Computer Systems or Local Area Network to create or complete schoolwork, email, projects, or information in any manner that falsifies or hides the identification of the original student author. Each student will do his/her own computer work and represent it as such. Any attempt to falsify ones identity via computer, email, or the Internet is a major violation of the AUP.

Students are to immediately inform the nearest teacher, adult education aide, administrator, or adult supervisor whenever there is a problem in the operation, appearance, or functioning of any Reseda High School Computer System.

Students are expected to know and follow all Acceptable Use Policy Rules even when a person not familiar with the rules (i.e. a substitute or new teacher, or other adult) is supervising. Acceptable Use Rules apply no matter who is supervising.

Students will use all Reseda High School Computer Systems with care and concern to keep the equipment functioning for many years to come. Students will never abuse or purposely do damage to computer equipment, cabling, attached devices or related technology equipment. Some examples of abusive or potentially destructive use of computer systems are:

- **Excessive clicking of the mouse and/or keyboard for no useful reason. This might be called computer fidgeting.**
- **Pushing buttons on computers, printers, monitors for no useful reason**
- **Disconnecting, playing with, or manipulating cables, cords or wires connecting computers, parts, or peripherals, with no purpose.**
- **Disassembling or separating any parts, pieces, cables, peripherals, or pieces of equipment for no apparent reason (and there are no allowable reasons, even when something is wrong)**
- **Writing, marking, scratching, etching, "TAGGING" or vandalizing any computer component, or related device, table, chair, or other equipment**
- **Any activity which serves no allowed purpose and may cause damage or separation of to any part or piece of a Reseda High School Computer System, peripheral, or Local Area Network.**

Students will not attempt to use Reseda High School Computers or Local Area Network to purposely gain access to material of objectionable or illegal nature including but not limited to sites, news groups, chat rooms, Bulletin Board Services (BBS's) or web pages that display or promote profanity, obscenity or offensive language, sexually explicit content, content that demeans or attempts to insult people, advertises or promotes the use of controlled substances (alcohol, tobacco, drugs), or other material that sensible adults in our community, will consider inappropriate in the high school classroom setting.

In certain situations a teacher, substitute, adult supervisor or administrator may limit or forbid computer or Internet activities that are normally acceptable. Individual students and/or groups of students are always expected to follow such instructions or restrictions, and violations of such temporary classroom or computer lab specific restrictions will be considered severe violation of the Acceptable Use Policy. In plain English, if a student is told not to do something, he or she should not do it, even if it is normally an acceptable computer related activity.

Every Reseda High School student will learn and use proper methods to credit the words, ideas, graphics, data, photographs, sounds, or other information created, produced, collected, or researched by others and used within fair use copyright law.

## **Los Angeles Unified School District and Reseda High School Internet, Computer Systems, and Local Area Network Acceptable Use Policy**

It is always expected that a student will photocopy and/or maintain original computer backup files or extra printed copies, of important documents, (college, scholarship, program or contest applications, important school forms, major assignments, term papers, significant projects, resumes, portfolios) prior to submitting such items to their teacher, counselor, college, or other agency or organization.

Printing from any Reseda High School Computer System may be done only with a teacher or adult supervisor's permission. Printing done without permission will be subject to a charge of at least 20 cents per page to pay for unauthorized materials used. School, department, teacher, and/or individual faculty will establish materials charges for printouts made with permission. Charges for authorized printing with adult permission will be no more than 10 cents per single side page.

Students may not copy, duplicate, or otherwise "pirate, steal, or download" any software residing on any Reseda High School Computer Systems, servers, Internet, or from disks, CD's or other media owned by Reseda High School/LAUSD, or NDT, for the purposes of personal home use or any other non-authorized and/or illegal distribution or installation on any other computer system in school or out of school. Duplication of software in disregard for copyright law is a violation of the AUP.

Accessing alternative email sites from LAUSDnet, i.e.: Hotmail, Yahoo Mail, AOL Mail, AOL, Netscape Mail, or AOL or other Instant Messenger services, or other free or paid email service, violates the Los Angeles Unified School District Acceptable Use Policy. A LAUSDnet email account is available for any active LAUSD student (and employee). Applications are available from the technology coordinator.

Because of the problem of computer viruses, and similar destructive computer programs, students are expected to obtain specific permission from a supervising teacher, before placing any floppy, zip, CD or other disk media into a Reseda High School Computer System. Students will be held financially responsible for computer viruses spread to school computers. Students should use virus protection software on home computer systems.

Due to the nature of computers and computer systems, students and parents must understand that problems related to the use of Reseda High School Computers, including but not limited to loss of data, inability to print or complete a project on-time, damage or malfunction of the Local Area Network or Reseda High School Computer System or Servers, may not be accepted as excuses or pardons for incomplete or unfinished assignments. Individual teachers will establish policies in this regard. Students should work to complete assignments and projects before actual due dates.

Students will refrain from eating, chewing gum, or drinking while using or while near computer equipment. Students will refrain from personal grooming, applying makeup, lotions, liquids, sprays, or powders, combing hair, or similar activities, while sitting or standing within ten feet of any computer equipment. Brushes, combs, mirrors and all personal care products are to be safely stored, OUT OF SIGHT, when around computer systems.

Students will learn to back up (make copies) of their own computer work for safekeeping. It is each student's responsibility to back up work in progress.

Students may never remove, relocate, borrow, or take possession of any Reseda High School/LAUSD technology equipment, software, or peripherals, without specific written permission from a teacher, administrator, or technology coordinator.

Students and their parents who have signed the LAUSD/Reseda High Acceptable Use Policy, for computer use and the Internet, are expected to know and understand the rules, guidelines and policies. "I didn't know or I didn't understand," will not be an excuse for violating the Acceptable Use Policy.

Students who accidentally or purposefully disregard LAUSD/Reseda High School Acceptable Use Policies can expect to receive progressive disciplinary action equivalent to the severity, number, frequency and type(s) of violation(s). Typical disciplinary actions might include (but are not limited to), parent conferencing, detention, temporary (or permanent) loss of computer use privileges, suspension, or transfer to another school and permanent loss of Internet privileges. In extreme cases where violations affect others, civil or criminal action and penalties may be requested or required.

Students and/or their parents will be financially responsible for any purposeful or flagrant rule(s) violations that result in damage to Reseda High School or LAUSD computers, software, local area network, or attached devices. This will include actual costs to repair or replace damaged equipment and/or actual costs for time involved in software reinstallation, system analysis, consulting fees, system testing, reconfiguration, or other service or labor charges required to repair or return systems to proper operation.

Teachers, or adult supervisors should not ask students to perform activities in violation of the Acceptable Use Policy.

Computers and rules and regulations such as these above are new to schools, students and their parents or guardians. They can seem complex. It will be assumed that if the student and parent/guardian signatures appear on the LAUSD/Reseda High School Acceptable Use Policy Agreement, all student/parental questions and concerns have been clarified, that students and parents understand all of the above guidelines, suggestions, and rules, and that these rules will be followed and adhered to by the student, as well as supported and reinforced parents or guardians. Address questions or concerns to the school Technology Coordinator.

Students who sign the Acceptable Use Policy Agreement understand that falsification of parent's or guardian's signature is forgery, which is a criminal action, and that the forging of parent's or guardian's signature on this (or any) form does not eliminate parental responsibilities.

**Internet, Computer Systems, and Local Area Network Acceptable Use Policy**



**Student and Parent Agreement of Understanding**

**Student Section**

I, \_\_\_\_\_ have completed the LAUSD/Reseda High School Computer Systems and Internet Acceptable Use Policy Test. If I follow all rules, regulations and suggestions, I may continue to use Reseda High School Computer Systems, the local area network and I may maintain a LAUSD Internet Account. If I do not follow the rules in the Acceptable Use Policy, I understand I will be subject to appropriate school or District disciplinary action as described in the Acceptable Use Policy. I also understand that there may be no “second chances” offered if I violate rules. My signature below indicates that I have read and understand the four pages of the Acceptable Use Policy, and I promise to follow all rules, guidelines and recommendations.

Carefully Print Last Name,

First Name

Please carefully print your email address, if you already have one.

Do you have a computer system available at home?



Yes No Soon

Do you have a working printer connected to your computer?

Yes No Soon

Are you able to connect and use the Internet at home?

Yes No Soon

Signature of student

Date of Signature

**Parent Section**

I have read the four page LAUSD/Reseda High School Internet and Computer Acceptable Use Policy and the Student Internet and Computer Use Test. I/we understand the Internet is a worldwide group of millions of computer systems and networks. I know that the Los Angeles Unified School District and Reseda High School do not control the content of these Internet networks. When using the Internet, I realize that a student may be exposed to material that I might consider controversial or offensive. The Los Angeles Unified School District has my permission to provide an Internet Account to my child and allow my child to use the Internet during school. I understand that my child may keep his or her account as long as the procedures described in the Acceptable Use Policy are followed. I understand and will support and reinforce the school computer use and Internet use rules, regulations and guidelines as described. I/we have had all questions and/or concerns clarified. I take responsibility for the actions/behavior of my student.



Print parent or guardian full name

Carefully print parent/guardian email address, if available

Signature of parent(s) or guardian(s)

Date of Signature

Area Code/Phone Number

