Los Angeles Unified School District

Responsible Use Policy (RUP) for District Computer Systems

Information for Students and Families

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. As used in this policy, "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network") regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, etc.) is used off District property. Additionally, the RUP applies when non-District devices 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. The District can and will monitor users' online activities and access, review, copy, and store or delete any 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 or files, including email.

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

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 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 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 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 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.

☐ I will use school appropriate language in 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 am responsible for accessing only educational content when using District technology.

☐ 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, political, or commercial purposes is strictly forbidden.

___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, including through the use of proxy servers 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 know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on District equipment.

☐ 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 respect my and others' 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 and represent it as my own and I will properly cite all sources.

☐ I will not download illegally obtained music, software, apps, and other works.

Consequences for Irresponsible Use

Misuse of District devices and networks 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. (For more information, see BUL-6399.0, *Social Media Policy for Students*.)

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.

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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.

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 in all digital communications without disclosing sensitive personal information. What District community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

Instructions:

Read and initial each section above and sign below. Be sure to review each section with a parent or guardian and get their signature below. Return to your teacher or other designated school site personnel.

I have read, understand, and agree to abide by the provisions of the Responsible Use Policy of the Los Angeles Unified School District.

Date:_____ School:_____

Student Name:_____ Student Signature:_____

Parent/Legal Guardian Name:_____ Parent/Legal Guardian Signature:_____

Teacher Name:_____ Room Number:_____

Please return this form to the school where it will be kept on file. It is required for all students that will be using a computer network and/or Internet access.