



## **PASADENA UNIFIED SCHOOL DISTRICT**

### **Acceptable Use Policy (AUP) for Students**

The District's Acceptable Use Policy ("AUP") is designed to outline the technology resources available and establish guidelines and limitations of their use in order to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using direct electronic communications or equipment provided by the District.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email, which may be accessed by the district for the purpose of ensuring proper use including encrypted traffic.

#### **Acceptable Uses of the PUSD Computer Network or the Internet**

Schools must verify each year that parents who wish for their student to NOT have access to the computer network and Internet for that school year have a signed AUP on file. The Acceptable Use Policy and signature page is found in the Parent/Student Handbook and on-line on the District website. Students who are under 18 must have their parents or guardians sign this page and schools must keep it on file for all families who opt out of allowing their student's access to the Internet. Once signed, that permission/acknowledgement page remains in effect until revoked by the parent.

Even with a signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Students shall use the District's Network responsibly and primarily for educational purposes. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor, or other appropriate District personnel.

#### **Unacceptable Uses of the Computer Network or Internet**

These are examples of inappropriate activity on the District website, but the District reserves the right to take immediate action regarding activities: (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources; (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose; or (3) other activities as determined by the District as inappropriate.

Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;

- Criminal activities that can be punished under law;
- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:
  1. Using profane, abusive, or impolite language posting, submitting, publishing, or displaying harmful or inappropriate content that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
  5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
  1. Using another's account password(s) or identifier(s);
  2. Interfering with other users' ability to access their account(s); or
  3. Disclosing anyone's password to others or allowing them to use another's account(s).
- Using the network or Internet for Commercial purposes:
  1. Using the Internet for personal financial gain;

2. Using the Internet for personal advertising, promotion, or financial gain; or
3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

#### Student Internet Safety

1. Students under the age of eighteen should only access PUSD 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;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have only met on the Internet.
4. Students must abide by all laws, this Acceptable Use Policy and all District security policies.
5. Students will receive district supported digital citizenship instruction.

#### Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, 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 responsible for any claims, losses, damages, costs, or other obligations arising from the 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. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.