

# Amador County Office of Education/Amador Unified School District Student Acceptable Use Policy

## **Introduction:**

The Amador County Office of Education (ACOE) is providing electronic resources to students including access to the school Local Area Network, ACOE Wide Area Network, and Internet services through the ACOE net. The goal of the Amador County Office of Education is to promote educational excellence by providing these electronic resources. The intent of the ACOE is for students to use these connections for purposes consistent with the ACOE approved curriculum.

## **Conditions of Acceptable Use Policies:**

No students will be allowed to access these electronic resources including the Internet unless the student and a responsible parent/guardian sign the Amador County Office of Education Acceptable Use Policy (AUP). The combined signatures at the end of this document indicate that student and parent/guardian have read and understand the terms and conditions of appropriate use and agree to abide.

## **Log-on Banner**

*Each time a student logs onto the system he/she accepts the terms of the following agreement:*

This is an Amador County Schools' computer system and is the property of ACOE/ACUSD. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, ACOE/ACUSD, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of the authorized site or ACOE/ACUSD personnel. Unauthorized or improper use of this system may result in administrative disciplinary actions, and/or civil and criminal penalties. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. LOG-OFF IMMEDIATELY if you do not agree to the conditions stated in this notice.

## **Access and Security:**

All uses of the ACOE electronic resources will require an individual account with username and password. Any student identified as a security risk will be denied access to these resources. Sharing username and password information with others or accessing another user's files without their knowledge or permission will result in access being revoked or suspended. In addition, inappropriate use of these electronic resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities.

## **User Responsibilities**

Users of the district network and/or Internet have a responsibility to assist in maintaining the security of the network. Therefore, users shall adhere to the following security regulations:

- Users shall only use accounts assigned to them and shall not attempt to log-in to accounts or systems for which they do not have authorized access. Users must protect their password and passwords should not be shared with anyone.
- Users shall not use non-district computers, network devices or printers on the network without written authorization from Technology Services.
- Users shall log out before leaving workstation.

## **Cyberbullying**

Students engaging in acts of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel. An "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

## **Cybersafety**

Students should be aware of online safety rules including protecting yourself and others from online predators. Students should not give out personal or identifiable information about themselves or others. Students need to be aware that there are online predators gathering personal and identifiable information to do harm.

## **Internet Safety**

In compliance with the Children's Internet Protection Act (CIPA), ACOE has filtering and/or blocking software or hardware to restrict access to Internet Sites containing child pornography, obscene illustrations, or other materials harmful to minors less than 18 years of age. However, no filtering is foolproof and there is still the risk a student may be exposed to unacceptable content. If a student accidentally connects to such a site they should contact their teacher/ supervisor immediately. If a student sees another user accessing inappropriate sites he or she should notify a teacher/supervisor immediately. Under no circumstances is a student to use the school internet for the purpose of chat.

**Acceptable Use:**

Acceptable use means that a student uses these resources in an appropriate manner, abiding by the rules and regulations described in this agreement and avoiding all unacceptable uses of these electronic resources as described below.

**Unacceptable Use:**

ACOE declares unethical and unacceptable behavior just cause for taking disciplinary action. Inappropriate use of ACOE electronic resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The following are a list of unacceptable uses of the ACOE net.

1. Violation of any local, state or federal laws.
2. Using the ACOE net for any illegal activity, including the unlawful use of copyrighted works, plagiarism and unlawful downloading of files.
3. Using the ACOE net to send or request racist, inflammatory or sexist messages, including hate mail.
4. Using the ACOE net to annoy, offend or harass people, including sending chain letters.
5. Downloading, creating, distributing, or purposely activating a computer virus or worm.
6. Downloading software without prior permission from the ACOE net administrator.
7. Unlawful downloading and illegal file sharing.
8. Stealing data, equipment or intellectual property.
9. Degrading or disrupting network performance by the use of streaming music and radio.
10. Installation or distribution of any personal software or software unlicensed by the ACOE.
11. Downloading large files (FTP) or playing any games on the Internet without supervision from teacher/supervisor.
12. Using any ACOE computer to pursue "hacking" inside or outside the district to access information that is protected by law.
13. Using the ACOE net for commercial, lobbying or political activity.
14. Using the network to access pornographic or obscene material.
15. Disguising one's identity, impersonating others, or sending anonymous messages.
16. Using profane or obscene language.
17. Using the ACOE net for chat is strictly prohibited.

**Privacy and Monitoring Policy:**

The students of the ACOE net must be aware that information accessed, created, sent, received or stored on the ACOE Network or it's school sites are the property of the ACOE. Account users do not have any right to or expectation of privacy regarding such materials. ACOE reserves the right to monitor all traffic on the ACOE network.

**Storage Capacity:**

Due to the growing number of users and limited space on the system, users are encouraged to routinely delete unwanted messages and other files or data that take up unnecessary storage space.

The ACOE network is designed to achieve and support educational goals. Any information that does not support educational business, instruction, or a curriculum program is to be avoided. ACOE wants you to explore and pursue these intellectual electronic resources, learn new things, and share that newfound knowledge with others.

**Disclaimer:**

*The Amador County Office of Education makes no guarantees or warranties of any kind, whether expressed or implied, for the service being provided hereunder. The ACOE will not be responsible for any damages you suffer while using the provided electronic resources. These damages may include, but are not limited to: the loss of data, non-deliveries, or service interruptions caused by the ACOE net. The ACOE also denies any responsibility for the accuracy or quality of any information obtained through the user's account. All account users are responsible for any losses sustained by the ACOE or its affiliates, resulting from the account user's intentional misuse of these electronic resources.*