

**Palos Verdes Peninsula Unified School District  
Acceptable User Agreement of Electronic Resources  
for Students and Parents  
2009-2010**

**Background.** Students and staff have access to electronic mail, public and university libraries, information, and news from a variety of sources including research institutions, discussion groups on a wide variety of topics, and much more. During school, teachers will guide students toward appropriate materials. Outside of school, families have the same responsibility for guidance as they have with television, telephones, movies, radio and other media. The following guidelines are intended to provide a base from which school policies can be tailored. The concerns described here are real, but they should not discourage schools from using one of education's most valuable tools.

**Inappropriate Use.** While electronic information resources offer tremendous opportunities, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others. All users should be aware that inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to prosecution.

The Palos Verdes Peninsula Unified School District strongly believes in the educational value of electronic information resources and recognizes their potential to support the curriculum and student learning. Our goal in providing electronic information services is to facilitate resource sharing, innovation, and communication. The Palos Verdes Peninsula Unified School District will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with electronic information services. Palos Verdes Peninsula Unified School District access to electronic information services is provided through the Los Angeles County Office of Education.

**Please read this document carefully. When signed by the student and, if appropriate, a parent/guardian, it becomes a legally binding contract. Both the student and the parent/guardian (if the student is under 18 years of age) must sign before the District can provide student access to electronic information services.**

**Required Signatures - Students and Parents**

**DETACH AT BROKEN LINE AND RETURN**

<b>Please sign below and return this signature form to each student's school during registration.</b>
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**ACCEPTABLE USER OF ELECTRONIC RESOURCES -- STUDENT AGREEMENT for 2009-2010**

I understand and will abide to the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, my access may be revoked, and appropriate legal action may be necessary. I also agree to report any misuse of the information system to an adult staff member of the Palos Verdes Peninsula Unified School District.

**Student Name (please print)** \_\_\_\_\_ **School** \_\_\_\_\_  
**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Grade** \_\_\_\_\_

**PARENT OR GUARDIAN AGREEMENT:  
(Students under the age of 18 must also have the signature of a parent or guardian who has read this contract.)**

I understand that it is impossible for the Palos Verdes Peninsula Unified School to restrict access to all controversial materials. I will not hold the District responsible for materials accessed on the network. I also agree to report any misuse of the information system to an adult staff member of the Palos Verdes Peninsula Unified School District. I accept full responsibility for supervision if my child's use of electronic information services is not in a school setting. I hereby give my permission for my child to access electronic information services at school.

**Parent or Guardian Name (please print)** \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Palos Verdes Peninsula Unified School District**  
**Acceptable User Agreement on Electronic Resources for Students and Parents**  
**for 2009-2010**  
**User Responsibilities: Terms and Conditions**

If any user violates the provisions of the Acceptable User Agreement, access to the network services may be denied and the user may be subject to disciplinary action.

**Personal Responsibility** - I accept personal responsibility for reporting any misuse of the network. All the rules of conduct described in this Acceptable User Agreement apply when using the network.

**Acceptable Use** - The use of electronic information services must be in support of the educational goals and objectives of the Palos Verdes Peninsula Unified School District. These may be found in the curriculum guides and other instructional documents.

1. Use of someone else's network account is not acceptable
2. Use of access for non-school related activities is not acceptable
3. Use of unauthorized copies of commercial software is not acceptable
4. Copying commercial software is not acceptable
5. Attempting to access unauthorized or inappropriate resources is not acceptable
6. Use of a network account to harass or bully someone is not acceptable
7. Use of access for commercial purposes is not acceptable
8. Use of another organization's network or computing resources must comply with rules appropriate to that network.
9. Transmission of any material in violation of any law of the United States, or other state organizations, is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
10. Use of product advertisement or political lobbying is not acceptable.
11. Cyberbullying conducted using district-owned equipment or on school premises, as well as off-campus cyberbullying that impacts school activity or school attendance, may be subject to discipline in accordance with district policies and regulations.

***Please keep this portion of the Acceptable User Agreement for future reference.***

**Privileges:** The use of electronic information system is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The administration, staff, or faculty of the Palos Verdes Peninsula Unified School District may deny, revoke, or suspend specific user access. Inappropriate use can also be a violation of local, state, and federal laws.

**Network Etiquette and Privacy:** Users are expected to abide by the accepted rules of network etiquette. These rules include, but are not limited to, the following:

**Be polite.** Never send, or encourage others to send, abusive messages.

**Use appropriate, respectful language.** Remember that you are a representative of the Palos Verdes Peninsula Unified School District on a **non-private** system. Always use appropriate and respectful language in messages.

**Privacy.** Do not reveal your home address or personal phone number or the addresses and phone numbers of another person. Report to an adult district staff member any person who asks for personal information.

**Electronic mail.** Electronic mail is not guaranteed to be private. Electronic mail can be monitored to insure that it is appropriate and access can be canceled if guidelines are not followed. Always have permission from the sender of a message before you forward it to others. Messages relating to, or in support of, illegal activities must be reported to an adult district staff member.

**Information.** The information accessed by the use of electronic services may or may not be accurate. The Palos Verdes Peninsula Unified School District makes no guarantees of any kind concerning the accuracy of information obtained on-line.

**Services:** The Palos Verdes Peninsula Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Palos Verdes Peninsula Unified School District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system, or your errors or omissions. Use of any data obtained via the electronic information system is at the user's own risk.

**Security:** Security on any computer system is a high priority. If you identify a security problem, notify an adult district staff member at once. Never demonstrate a security problem to other users. Any user whose behavior is identified as a security risk will be denied access to the electronic information system.

**Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer access, disciplinary action, and legal referral.

**Penalties:** Use of the Palos Verdes Peninsula Unified School District electronic information services is a privilege and inappropriate use will result in the loss of that privilege. Any user who is found to be in violation of these rules may be subject to the following consequences:

- Suspension and/or termination of computer access privileges
- Suspension and/or expulsion from school
- Other legal action, including action to recover damages and penalties
- Referral to law enforcement authorities for criminal prosecution

**Requirements:**

- Students in grades K - 12 must return an Acceptable User Agreement signature form signed by the students and parent/guardian to the school office before use of electronic information services in the classroom, computer lab or library media center.
- Students in grades 6-12 will place a picture ID in clear view when using campus computers to access electronic information resources.