

Palos Verdes Peninsula Unified School District

Guidelines on the Acceptable Use of Electronic Information Resources

revision 0.9

Background

Electronic information resources offer access to the world. Students and staff will have access to electronic mail, public and university libraries, information, and news from a variety of sources including research institutions, a variety of software, discussion groups on a wide variety of topics, and much more. Our schools are going online and in many homes children are accessing commercial services, private bulletin boards, and the Internet. 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. While the emphasis here is on appropriate use, there is no intent to diminish the vital nature of electronic information services. The concerns described here are real, but they should not discourage schools from planning for the appropriate use of one of education's most valuable tools.

Advisory Committee Role.

A district level Electronic Information Resource Committee will be composed of school board members, administrators, teachers, library media personnel, students and parents. It will be chaired by the administrator who has overall responsibility for student use of electronic information resources. The committee will develop and publish policies and provide current users, potential users, and parents with information that clarifies the policies related to the acceptable use of electronic information resources. The primary purposes of the committee are to devise ways to protect students, develop processes for reporting abuses, and to design methods prevent recurrences.

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, including parents. The following represent some of the inappropriate uses that may occur:

- using the network for commercial advertising
- using copyrighted material without permission
- using the network to lobby for votes
- using the network to send/receive a file that contains pornographic or illegal material
- creating a computer virus and placing it on the network
- using the network to send/receive a message with someone else's name on it

- using the network to send/receive a message that is inconsistent with the school's code of conduct
- using the network to send/receive messages that contain obscenities
- using the network to provide addresses, phone numbers, or other personal information to others
- using the network for sending and receiving an excessive number of personal electronic mail messages

All users should be aware that inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution.

Palos Verdes Peninsula Unified School District Electronic Information Resource User Contract

Electronic information services are available to students and staff in the Palos Verdes Peninsula Unified School District only after they participate in an orientation course. The Palos Verdes Peninsula Unified School District strongly believes in the educational value of such electronic information services and recognizes their potential to support the curriculum and student learning. Our goal in providing Internet and other 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. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. 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 guardian or parent, it becomes a legally binding contract. We must have your initials where indicated and your signature and that of your guardian/parent (if you are under 18) before we can provide the user with access to electronic information services.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action.

User Responsibilities: Terms and Conditions of This Contract

- **Personal Responsibility.**

As a representative of this school district, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, and other issues described below. All the rules of conduct described in this information packet apply

when using the network.

- **Acceptable Use.**

The use of electronic information services must be in support of education and research within 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. I am personally responsible for this provision at all times when using the electronic information service provided by the Palos Verdes Peninsula Unified School District.

- Use of someone else's network account is not acceptable
- Use of access for non-school related activities is not acceptable
- Use of unauthorized copies of commercial software is not acceptable
- Copying commercial software is not acceptable
- Attempting to access unauthorized or inappropriate resources is not acceptable
- Use of a network account to harass someone is not acceptable
- Use of access for commercial purposes is not acceptable
- Use of another organization's network or computing resources must comply with rules appropriate to that network.
- 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.
- Use of product advertisement or political lobbying is not acceptable.
- I am aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

- **Privileges.**

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives access will participate in an orientation course on proper behavior and use of the network with a Palos Verdes Peninsula Unified School District staff member. The advisory committee and the system administrator, operating under the aegis of the school board, will decide what is appropriate use; their decision is final. The system administrators may end an individual's access at any time. The administration, staff, or faculty of the Palos Verdes Peninsula Unified School District may request that the system administrator deny, revoke, or suspend specific user access.

- Network Etiquette and Privacy.

You 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 your messages that you know is appropriate.

- Privacy.

Do not reveal your home address or personal phone number or the addresses and phone numbers of another person. Report to a system administrator or 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 the authorities.

- 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 online.

- 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, mis-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 your own risk. The Palos Verdes Peninsula Unified School District specifically disclaims any responsibility for the accuracy of information obtained through its electronic services.

- Security.

Security on any computer system is a high priority. If you identify a security problem, notify the system administrator at once. Never demonstrate a security problem to other users. Any user identified as a security risk will be denied access to the 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 services, disciplinary action, and legal referral.

- User Information.

The information service may occasionally require new registration and access information from you to continue the service. You must notify the information system of any changes in your information.

- Other considerations.

The following relate to specific aspects of the Internet:

- Do be brief. Fewer people will bother to read a long message
- Do minimize spelling errors and make sure your message is easy to understand and read
- Do use accurate and descriptive titles for your messages
- Do get the most appropriate audience for your message, not the widest
- Do remember that humor and satire is often misinterpreted
- Do cite references for any facts you present
- Do forgive the spelling and grammar errors of others
- Do remember that all network users are human beings. Don't "attack" correspondents; persuade them with facts
- Do post only to groups you are familiar with

- Penalties.

I understand that the 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 use privileges
- Suspension and/or expulsion from school
- Referral to law enforcement authorities for criminal prosecution. Other legal action, including action to recover damages and penalties

**Palos Verdes Peninsula Unified School District
Electronic Information Resource User Contract
Required Signatures - Students and Parents**

STUDENT AGREEMENT:

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 the Palos Verdes Peninsula Unified School District system administrator.

Student Name (please print) _____

Student Signature _____ Date _____

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.)

As the parent or guardian of a student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for the Palos Verdes Peninsula Unified School to restrict access to all controversial materials, and I will not hold the District responsible for materials accessed on the network. I also agree to report any misuse of the Palos Verdes Peninsula Unified School District information system to the Palos Verdes Peninsula Unified School District system administrator.

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 to issue access to electronic information services for my child.

Parent or Guardian Name (please print) _____

Signature _____ Date _____

Palos Verdes Peninsula Unified School District
Electronic Information Resource User Contract
Required Signatures - District Staff Section

I have read this contract and agree to promote this agreement with the students. As a teacher, I agree to instruct the students on acceptable use of the Palos Verdes Peninsula Unified School network and proper network etiquette. I also agree to report any misuse of the information system to the Palos Verdes Peninsula Unified School system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, and other issues.

Teacher's Name (please print) _____

Signature _____ Date _____

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