



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

**Administrative
Regulation:**

#4040

Section: 4000

Personnel

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All Personnel

TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY

Introduction

Throughout the Acceptable Use Policy, the term "user" may be referenced. The term "user" refers to any employee, student, or community member who accesses or utilizes the district's computer system.

The district computer system includes, but is not limited to, computer hardware and software, telephone and data networks (including intranet and internet access), email systems, electronic devices (such as printers, cameras, mobile phones, and tablets), and electronically stored data, websites, or applications which may be owned, created, maintained, or authorized by CUSD, whether accessed on or off site or through district-owned or personally owned devices.

Purpose

The district computer system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. The district has the right to place reasonable restrictions on the material you access or post.

The purpose of the district system is to assist in preparing students for success in life and work by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. Additionally, the system will be used to increase district intracommunication, enhance productivity, and assist district employees in upgrading their skills through greater exchange of information with their peers. The district system will also assist the district in sharing information with the local community, including parents/guardians, social service agencies, government agencies, and businesses. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities.

Accessibility and Use

The District's Acceptable Use Policy/Procedure will govern all use of the district system. Student and staff use of the system will also be governed by applicable law. Employee use will also be governed by district policy/procedure and the collective bargaining agreement (if applicable).

All employees and students will be provided with an individual E-mail account, with the expectation that staff uses the system on a regular basis.

Guests may receive an individual account with the approval of the Director of Information Technology if there is a specific, district-related purpose requiring such access. Use of the system by a guest must be specifically limited to the district-related purpose. A signed agreement will be required.

Chico Unified School District encourages staff to utilize the internet in order to promote educational excellence in our schools by providing them with opportunities to develop the resource-sharing, innovation, and communication skills and tools that are essential to both life and work. The internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. Through the internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. The district encourages staff to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching

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educational activities. The district expects that faculty will blend thoughtful use of the school district computer system and the internet throughout the curriculum and will provide guidance and instruction to students in their use.

We believe the benefits of access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages. However, employees are expected to observe the rules, guidelines, and responsibilities outlined below:

- All passwords, system logins, and accounts are to be used only by the authorized user of the account, for authorized district purposes and in accordance with the job duties outlined by the district.
- Users may not use campus computing or network services to threaten, harass*, defame, or otherwise interfere with the legal rights of others.
 - (*Harassment is defined as the creation of an intimidating, hostile, or offensive working or educational environment.)
- Users should take care not to display on screens in shared facilities images, sounds, or messages which could create an atmosphere of discomfort or harassment to others.
- Users must respect the privacy of other users. Examples of lack of respect for the privacy of others include reading their mail, accessing their files, or using their computer account or electronic mail address.
- Users must respect the intellectual property of others and adhere to district standards of academic honesty. Examples of academic dishonesty include accessing or using the files of others without their permission, altering or destroying their files or messages, violating standard citation requirements for information accessible electronically, or using copyrighted software in violation of the copyright agreement.
- Users may not use computing and network services for uses that are inconsistent, incompatible, or in conflict with state or federal law, or district policy/procedure.
- Users may not use the district system for personal commercial purposes, defined as offering or providing goods or services. District employees and students may not use the system to communicate with their elected representatives and to express their opinion on political issues.
- Users must not intentionally disrupt the campus computing system or obstruct the work of other users, such as by interfering with the accounts of others, introducing or spreading viruses or other destructive programs on computers or the network, sending chain letters or blanket e-mail messages, or knowingly consuming inordinately large amounts of system resources.

Should an employee see any unacceptable materials or inappropriate use, they shall notify the site administrator or supervisor immediately. Report any instances where the Acceptable Use Policy or security may be violated. Report inappropriate websites to Administration so the Information Technology Department can block access to the site.

Privacy

The district supports each individual's right to private communication and will take reasonable steps to ensure security of the network. However, messages on the district computing resources are potentially accessible to



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others through normal system administration activities, in response to subpoenas or other court orders, and to the public through public records laws. Hence, the district cannot guarantee privacy of electronic communication.

The district supports each individual's right to privacy of personal files. However, in the normal course of system administration, the administrator may have to examine user files to gather information to diagnose and correct problems. Additionally, with reasonable cause for suspicion and appropriate administrative authority, files may be examined by authorized personnel to determine if a user is acting in violation of the policies set forth in this document, other district policies, or state or federal statutes.

The district will normally treat all e-mail messages, personal files, and personal data as private and confidential and will normally examine or disclose the contents only when authorized by the affected computer user(s). Requests for access to private messages/data for any other purpose than technical problem resolution will be referred to the Human Resources department, except as necessary to protect the integrity, security, and effective operation of the district's computing and communications facilities or as required by local, state, or federal law.

To protect the integrity, security, and effective operations of the district's computing and communications facilities and the users thereof against unauthorized or improper use of these facilities, the district reserves the right, without notice, to limit or restrict any individual's use of any computing and communications facility or resource and to inspect, copy, remove, or otherwise alter any data, file, or system resource. The district disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of computing and communications facilities.

Caution: Having open access to computing and communications facilities implies some risk. The district cherishes the diversity of values and perspectives endemic in an academic institution and is respectful of freedom of expression. Therefore, it does not condone censorship nor does it endorse the inspection of files other than on an exceptional basis. As a result, the district cannot protect individuals against the existence or receipt of material that may be offensive to them. However, users are subject to the appropriate district policies regarding harassment. Reasonable expectations of privacy are diminished once electronic communications are sent to other users or posted on public systems.

Like a written communication, an e-mail message received by an individual will be considered the prerogative of the recipient to dispose of (copy, delete, save, send to others, etc.) as they desire. An electronic message should be accorded care and courtesy similar to that accorded a written communication.

District/Administration Responsibilities

- The Director of Information Technology will serve as the coordinator to oversee the district system.
- The district will utilize software designed to block and/or filter access to certain sites/activities and/or to filter spam email.
- The Director of Information Technology will establish a procedure for distribution of this AUP and retention of any agreement forms, if required.
- The site principal or designee will ensure adequate supervision of students using the computer system.
- The district will notify parents/guardians about the district network and the policies governing its use.
 - The District Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the district to monitor and enforce a wide range of social values in student use of the Internet. Further, the

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district recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The district will encourage parents/guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the district system.

- When using the internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site.
- District policies on copyright and plagiarism will govern material accessed through the district system. Teachers will instruct students in appropriate research and citation practices, including requesting usage permission from copyright holders when appropriate.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the district system.
 - Violations of the District Acceptable Use Policy/Procedure will be handled in accordance with district policy, the collective bargaining agreement (if applicable), California Education Code and appropriate Penal Codes.

District Limitation of Liability

Chico Unified School District utilizes various technology protection measures to filter and/or block access to inappropriate or harmful material. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness, because the internet serves as a gateway to any publicly available file server in the world, the district may not be able to evaluate and approve or limit access to every available resource. Please note that even though the school district may use technical means to limit student internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

The district makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The district cannot guarantee that, in all instances, copies of critical data will be retained on the district system. It is ultimately the responsibility of computer users to obtain secure, backup copies of essential files for disaster recovery. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system. Users agree to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.