

LCUSD Student Technology and Internet Use Agreement: Grades 7-12 v2.1

The La Cañada Unified School District recognizes the educational value of instructional technology and has given students access to computer technology and network resources in classrooms, libraries and computer labs. The district's goal in providing access to technology resources is to promote educational excellence by building student research and communications skills while supporting critical and creative thinking. La Cañada Unified School District will make reasonable efforts to protect students and staff from potentially harmful content accessed via the internet or through district technology resources. This may entail monitoring computer use and viewing files or communications on the district network. Even so, each user must exercise individual vigilance and responsibility to avoid inappropriate or illegal activities or interactions while using district network resources.

Please read this document carefully. Students and parents must initial each section where indicated.

Listed below are the provisions of this Agreement. Please read the document carefully. If any user violates these provisions, disciplinary action will be taken under the terms of the school's Code of Conduct. In addition all users should be aware that inappropriate use of internet or technology resources can be a violation of local, state and federal laws and may lead to prosecution.

Terms and Conditions of This Agreement

1. **Personal Responsibility.** Each student signing this document accepts personal responsibility for reporting any misuse or abuse of district technology resources to a teacher or staff member. Misuse of the district network may come in many forms, including the transmission of any message or data that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language. It may also include circumventing security measures (such as gaining unauthorized entry into the network or logging on to a computer under someone else's name and password) and other issues described below. All of the rules of conduct described in the Student Discipline Policy apply when using computer and/or technology resources.

I have read and understand this provision.

Student's Initials _____ Parent's Initials _____

2. **Acceptable Use.** The use of computer technology must be in support of academic research and goals and comply with the educational goals and objectives of the La Cañada Unified School District. Each student is personally responsible for the following provisions at all times when using technology resources:
 - a. School and district technology resources shall be utilized solely for completing classroom assignments and conducting academic research. All internet sources of data must be critically analyzed and properly cited when used for school work.
 - b. Students will maintain and uphold the security of all computers and network resources. Students are prohibited from attempting to gain unauthorized access to a computer or the district's network and must log in with their own user names and passwords at all times. Students are never to use a computer logged in as anyone other than themselves, and students are not to circumvent any security measures on any computer or network. Students may not start up district computers by using removable media and students may not plug their own computers or other devices into the district network. Students may not access another user's folder on the file server. Any attempt to gain unauthorized entry into the network or district information systems is strictly prohibited and may result in severe consequences including prosecution.
 - c. Participation in on-line chat or instant messaging services using district network connected computers is not allowed. District computers are also not to be used for playing games during school hours unless the game is a specifically assigned part of a teacher's instructional program and utilized for a particular lesson.
 - d. Transmission of any material in violation of federal or state laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, and material protected by trade secret. Use of district technology resources for product advertisement, sending spam email, or political lobbying is also prohibited.
 - e. Students will maintain the standard appearance and accessibility of the desktop, hardware and software resources without modifying or damaging them. Students are explicitly prohibited from changing control panels and desktop settings.
 - f. Installation of hardware and software may **only** be performed by district technology personnel or teachers and only after the appropriate licenses have been secured with prior approval from the district technology office. Students are not allowed to install software. Downloading commercial or non-commercial software from the Internet is not permitted.

I am aware that the inappropriate use of electronic information resources can be a violation of local rules and/or state and federal laws and that I may be disciplined and/or prosecuted for violating those rules and laws.

I have read and understand this provision.

Student's Initials _____ Parent's Initials _____

3. **Privileges.** The use of district technology resources is a privilege and not a right. Inappropriate use will result in disciplinary action. Before students are granted access to district technology resources, they must first participate in an orientation with a La Cañada Unified School District staff member as to proper behavior and use of technology resources. The district's director of technology will define what is appropriate use and his/her decision is final. Student access to district technology resources may be denied at any time deemed necessary by the district's system administrators. The administration, staff, or faculty of La Cañada Unified School District may request that the system administrator deny, revoke or suspend specific user access to technology resources.

I have read and understand this provision.

Student's Initials _____ Parent's Initials _____

4. **Network Etiquette and Privacy.** Student access to electronic mail and telecommunications is determined by classroom and curricular objectives. Network users are expected to abide by the generally accepted rules of network etiquette including:
- a. utilizing technology resources for educational research and projects only;
 - b. respecting and protecting the integrity of other user's work that is stored on any computer or network;
 - c. following basic rules for using electronic mail as defined in the La Cañada Unified School District E-Mail Policy when access to e-mail is granted by the Director of Technology

I have read and understand this provision.

Student's Initials _____ Parent's Initials _____

5. **Services.** La Cañada Unified School District makes no warranties, expressed or implied, for the technology services it provides. LCUSD is not responsible for damages suffered by end users while utilizing district technology resources, including computers, file servers, and network access. Damages may include but are not limited to loss of files or data as a result of delays, equipment failure or service interruptions. It is each students' responsibility to determine the accuracy and truthfulness of any information obtained via the internet and to back up all files stored using district computers and network on their own personal media.

I have read and understand this provision.

Student's Initials _____ Parent's Initials _____

6. **Vandalism.** Vandalism of district computers and technology resources will not be tolerated. Vandalism is defined as any attempt to harm, deface, steal, or damage computers, peripherals, network infrastructure, or data stored on such systems. Data may include files, programs, or web pages of another user or agency connected to the system. Vandalism may also include creating, installing, or distributing computer viruses, spyware, or any other form of malicious computer code. **Any vandalism will result in the loss of computer services, disciplinary action, and potential referral to legal authorities.**

I have read and understand this provision.

Student's Initials _____ Parent's Initials _____

7. **Updating.** With the rapidly changing nature of technology and information resources, it may be necessary to update and/or modify this Acceptable Use Agreement. Each user will be required to review and sign this agreement annually. Each user is responsible for notifying the designated system administrator or any LCUSD staff member of changes in personal information that may compromise the integrity of the user's Acceptable Use Agreement.

I have read and understand this provision.

Student's Initials _____ Parent's Initials _____

Required Signatures

STUDENT-USER: I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action and/or appropriate legal action. I also agree to report any misuse of the information system to my teacher or a technology system administrator. Misuse can come in many forms including the following: messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, unauthorized access of the network, circumvention of security, vandalism, and other issues described above. All of the rules of conduct described in the Student Discipline Policy apply when I use technology resources at school.

Student's Name (print) _____ Signature _____ Date _____

Parent's Name (print) _____ Signature _____ Date _____