

APPENDIX A
Scott Valley Unified School District (SVUSD)
 Information Technology Department

Acceptable Use Policy (AUP)
STUDENTS and STAFF

2016-17 School Year (last updated 03-24-17)

The Scott Valley Unified School District's Information Technology Department (the 'District') provides technology and access to learning opportunities through telecommunications available to students and staff. The purpose of the District's data and telecommunications system is to facilitate communications in support of education. This document provides the stipulations, constraints and practices that each user must agree to, for access and continued use of the District's computer and internet services. Acceptable use of your account must be consistent with the educational objectives of the District as outlined below:

1. Privilege

The District has the authority to determine appropriate use and may deny, revoke, or suspend a user account based upon its determination of inappropriate use. Use of the District network and all of its resources is a privilege. Staff and students are expected to understand and to practice ethical use of computer resources.

2. Monitoring

SVUSD employees, students, nor the public has an expectation of privacy in workplace electronic communication. The District reserves the right to inspect any transmission of data or files using the District network; this includes but is not limited to private cell phones, district cell phones, private laptops, district laptops, iPads, voicemail, email, PDA's, computers or any other device using the District's wired or wireless network at the Superintendent's discretion.

The District maintains software systems to monitor and record Internet usage. Be aware that security systems are capable of recording a user's World Wide Web site visit, each chat, newsgroup or e-mail message, voice mails and each file transfer into and out of the network. No user should have any expectation of privacy using District resources, including communications sent through third-party email systems. Due to staffing constraints, not all Internet usage will be monitored; however, users should be aware that upon request, supervisors may review Internet activity for any specific employee during any period of time. Attempts to bypass or evade the District filter system will be grounds for loss of Internet privileges. (20 USC 6777,47 USC 254)

3. Network Etiquette

Users must abide by generally accepted rules of network etiquette, which are, but not limited to:

- Being polite.
- Using appropriate language.
- Maintaining privacy by not revealing personal information, usernames, passwords, telephone numbers or addresses to anyone.
- Using email for District purposes and not commercial solicitations or to conduct personal business.
- Using email for educational purposes and not to distribute hoaxes, chain letters, advertisements.

4. Security

A. Maintain complete account privacy by not sharing account information, including usernames and passwords. Protect passwords and contact the Information Technology Department (IT Dept.) to request a change if you feel it has been compromised.

B. Notify the IT Dept. if you identify a security problem on the District's network. Do not demonstrate security problems to other users.

C. Logging in as a District System Administrator is prohibited and cancellation of privileges, as well as criminal charges may result from such activity.

D. The District has the right to deny access to anyone identified as a security risk for having a history of problems with other computer systems.

5. **Prohibited Activities & Content**

Violations to any prohibited activity or content may result in cancellation of user privileges and possible criminal charges.

A. Harassment- This includes, but is not limited to: hate mail, chain letters, discriminatory remarks, and other antisocial behaviors. It also includes Cyber-bullying and/or persistent annoyance of another user or interference with another user's work, sending of unwanted email or other communications during school hours, after school hours, school events or movement to and from school. If a connection exists between the cyber bullying and school, then school administration may take disciplinary action.

B. District computer resources are for educational purposes only and may not be used for game research or to play games.

C. Supplies and products may not be removed from the District premises. Equipment must be checked out with the IT Department or Principal prior to removing from sites.

D. A user's personal information or that of another person, including home address or phone number, may not be given out. No student information will be posted.

E. Any use of the network for commercial or for-profit purposes is prohibited.

F. Excessive use of the network for personal business shall be cause for disciplinary action.

G. Any use of the network for product advertisement or political lobbying is prohibited.

H. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

I. Hardware and/or software shall not be destroyed, modified, or abused in anyway.

J. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

K. The unauthorized installation of any software, including shareware and freeware, for use on SVUSD computers is prohibited.

L. Accessing, processing or sharing of pornographic material, inappropriate text files (as determined by the system administrator) is prohibited.

M. The SVUSD network may not be used for downloading entertainment software or other files not related to the mission and objectives of SVUSD for transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the SVUSD.

N. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except where duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

(cf.6162.6 - Use of Copyrighted Materials)

O. Use of the network for any unlawful purpose is prohibited.

P. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.

Q. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

R. No user may deliberately propagate a virus or any harmful program code using District resources.

S. Post any material, text or image, allowing the identification of any individual student without prior written approval by site administration or their designee that the proposed posting meets.

T. No user shall download, install, or otherwise utilize a proxy server or Virtual Private Network (V.P.N.) while connected to the SVUSD Network.

6. **Controversial Material**

Education, by nature, is a controversial activity. However, it is against District policy to use District resources for access to inappropriate or offensive materials. In an effort to comply with the Children's Internet Protection Act (CIPA) the District uses blocking and filtering services, which will make it difficult for students to gain access to inappropriate or offensive Internet sites. Users should realize, however, that it would be impossible to find and block all objectionable content on the Internet. Therefore, if a user encounters material inappropriate to an educational environment, s/he should report the URL (Internet address) to the Information IT Department.

By clicking continue, I have read, understand and agree to abide by the Scott Valley Unified School District's Acceptable Use Policy.