

BOLINAS-STINSON UNION SCHOOL DISTRICT

EDUCATIONAL INTERNET ACCOUNT Acceptable Use Agreement

TERMS AND CONDITIONS

Please read the following carefully before signing this document.

INTERNET access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to receive.

In general this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

It is the responsibility of all Bolinas-Stinson Union School District employees, students, and others who use or access technological resources to understand and follow this Acceptable Use Policy (AUP). All school districts or other agencies connecting to the network must develop their own Acceptable Use Policy that meets or exceeds the principles contained in this document.

Definitions

1. System shall mean the technology services and equipment owned and/or provided by Bolinas-Stinson Union School District for the use of Bolinas-Stinson Union School District employees and students, and other authorized users, including but not limited to: computers, Internet, telephones, fax machines, voice mail, email, electronic pagers, cell phones and radios.
2. Access to the Internet – A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network, which has access to the Internet.
3. Minor shall mean an individual who has not attained the age of 18.
4. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
5. Child pornography shall have the meaning given such term in Section 2256 of title 18, United States Code.
6. Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:
 - i. taken as a whole and with respect to minors, appeal to a prurient interest in nudity, sex, or excretion;
 - ii. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - iii. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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7. Hacking shall mean attempting to gain unauthorized access to computer and network system connected to the Internet.
8. Gaming shall mean the practice of gambling including the playing of games that simulate gambling whether or not the gaming involves a monetary transaction.
9. Technology protection measure shall refer to a proxy server managed by Bolinas-Stinson Union School District that blocks and/or filters Internet access.
10. Authorized employee as used herein shall refer to an adult staff member appointed by the Bolinas-Stinson Union School District Technology Committee.

INTERNET - Terms and Conditions

1) **Acceptable Use** - The use of your account must be in support of education and research and consistent with the educational objectives of your district. Use of other organization's network or computing resources must comply with the rules appropriate for that network.

2) **Unacceptable Use** - Transmission of any material in violation of any U.S. or state statute or regulation is prohibited. This includes, but is not limited to: copyright infringement, threatening or obscene material, or inappropriate use of material protected by trade secret or illegal gaming. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Any transmission or reception of pornographic material is expressly prohibited.

3) **Privileges** - The use of INTERNET is a privilege, and unacceptable use will result in a cancellation of those privileges. The system administrator may close an account at any time as required. The administration, faculty, and staff of any school district may request the system administrator to deny, revoke, or suspend specific user accounts.

4) **Network etiquette** - *You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:*

- a) *Be polite.*
- b) *Use appropriate language.*
- c) *Do not reveal your personal address or phone numbers of students or colleagues.*
- d) *Note that electronic mail (e-mail) is not guaranteed to be private.*

Messages relating to or in support of illegal activities must be reported to school administration and Bolinas-Stinson Union School District.

- e) *All communications and information accessible via the network should be assumed to be private property.*

5) The Bolinas-Stinson Union School District makes no guarantees of any kind, whether expressed or implied, for the service it is providing. The Bolinas-Stinson Union School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the INTERNET is at your own risk.

6) **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the INTERNET, notify the District office. Do not use another individual's account without written permission from that individual.

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Attempts to login to INTERNET as a system administrator will result in cancellation of user privileges.

7) **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, INTERNET, or any of the above listed agencies or other networks that are connected to the INTERNET. This includes, but is not limited to, the uploading or creation of computer viruses.

8) **Access to Internet and Other Technologies by Adults** - Adults accessing the System when working as an employee or volunteer of Bolinas-Stinson Union School District; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by Bolinas-Stinson Union School District or at a facility of which Bolinas-Stinson Union School District has otherwise been granted primary custody; or when accessing the System with remote access connections shall be subject to the rules and regulations specified in the Acceptable Use Policy and the Child Internet Protection Act.

1. The employee in whose name an on-line account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses and telephone numbers private. They shall use the System only under their own account number.
2. Employees shall use the System primarily for purposes related to their employment within the County. Commercial use of the System is strictly prohibited.
3. Any illegal use of Bolinas-Stinson Union School District or use in support of illegal activities is prohibited. Illegal use includes use that violates local, state and/or federal law. This includes, but is not limited to, the following: stalking others, transmitting or originating any unlawful, fraudulent or defamatory communications, transmitting copyrighted material beyond the scope of fair use without permission of the copyright owner, or any communications where the message or its transmission or distribution, would constitute or would encourage conduct that is a criminal offense. Users shall not use any technology or system to promote unethical practices or any activity prohibited by law or district policy.
4. Activities that interfere with or disrupt network users, services, or equipment are prohibited. Such interference or disruption includes, but is not limited to, distribution of unsolicited advertising or mass mailings, "spamming," propagation of computer worms or viruses; and using systems to make or attempt to make unauthorized entry to other computational, informational or communications devices or resources. For the purpose of this AUP, "unsolicited advertising" includes any transmission that describes goods, products, or services for sale, except as permitted in the electronic Bulletin Board service as set forth herein.
5. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs, or otherwise inappropriate for training or work-related uses.
6. Users shall not engage in any type of gaming activities on the System.

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7. Users shall not engage in the playing of computer games (i.e. solitaire, free cell, etc.) except for instructional purposes when approved by the user's manager.
8. Users shall not use the System to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, voicemail messages or other property of the Bolinas-Stinson Union School District or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to and including termination.
9. Users shall not connect any equipment to the System without prior approval from Information Systems management. Computers are assigned to positions, not individuals. An individual will not move equipment unless the supervisor, in consultation with the Information Systems Department, has given permission.
10. Users shall not connect any computer while on the Network to any other Internet Service provider or Network. Users shall not connect a network computer to a modem without prior Information Systems Management approval.
11. Copyrighted material may not be placed on the System without the author's permission. Users may download copyrighted material for their own use only and only in accordance with copyright laws.
12. Users shall not read other users' electronic mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail nor shall they attempt to read, delete, copy, or modify other users' mail without authorization. Users shall not forge other users' mail.
13. Users are encouraged to keep messages brief. Personal use of the e-mail system is permitted so long as that use is appropriate, does not violate any other county policies, and is acceptable to the individual employee's supervisor.
14. The following practices are prohibited:
 - a. Sending or relaying chain letters.
 - b. Sending unsolicited jokes or similar material.
 - c. Use in support of partisan political activities.
 - d. Use for private or personal activities that exceed Bolinas-Stinson Union School District related research, instruction, or administrative applications.
 - e. Visiting pornographic, racist or otherwise objectionable Web sites.
 - f. Any other use that is unacceptable or not in keeping with the role, mission or goals of this organization as determined by the leadership of the Bolinas-Stinson Union School District.
15. Users shall report any security problem or misuse of the System to the Superintendent or designee.
16. Users shall not load or download from the Internet any software District Equipment without prior authorization of Information Systems management. This includes media players,

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screen savers, and wallpaper.

9) **Access to Internet by Minors** - Minors accessing the System, including Internet services, provided by Bolinas-Stinson Union School District when working as an employee or volunteer of Bolinas-Stinson Union School District; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by Bolinas-Stinson Union School District or at a facility of which Bolinas-Stinson Union School District has otherwise been granted primary custody; or when accessing Bolinas-Stinson Union School District Internet services with remote access connections shall be subject to the same rules and regulations as adult users. In accordance with the **Child Internet Protection Act**, minors shall be subject to the following rules:

1. Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for educational or work-related uses
2. Minors shall only use electronic mail, chat rooms and other forms of direct electronic communications for purpose related to education within the context of a school-related assignment activity or for purposes related to work, including volunteer, at Bolinas-Stinson Union School District.
3. Minors shall not disclose personal identification information on the Internet.

10) **Privacy** - Employees have no right to privacy as to any information or file transmitted or stored through the System, including the Bolinas-Stinson Union School District computer system, voicemail, text messaging, electronic mail or other technical resources. The Bolinas-Stinson Union School District reserves the right to retrieve and read any message or file. All users should be aware that when a message is deleted, it may still be possible to recreate the message; therefore, ultimate privacy of messages cannot be guaranteed to anyone. The reliability of passwords for maintaining confidentiality cannot be guaranteed.

11) **Policy Violation** - Any violation of this policy and regulation may result in the loss of access to the System, or any component part by Bolinas-Stinson Union School District, and may be referred to applicable law enforcement agencies when necessary. Any violation of this policy by a Bolinas-Stinson Union School District employee may also be grounds for disciplinary action, up to and including termination.

12) **Public Records and Retention:**

1. Information stored on the System or Bolinas-Stinson Union School District equipment, including e-mail, e-mail attachments, Web postings, and voice mail messages may become records of Bolinas-Stinson Union School District. Bolinas-Stinson Union School District records pertaining to Bolinas-Stinson Union School District's business, whether paper or computerized, are considered public records and, therefore, may be subject to disclosure under the Public Records Act ("PRA") and Title 5, section 16020, et seq., of the

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California Code of Regulations, pertaining to the retention and destruction of school records.

2. A Bolinas-Stinson Union School District e-mail account is not intended for permanent storage of e-mail. Bolinas-Stinson Union School District may retain or dispose of an employee's e-mail, whether an employee is currently or formerly employed by the Bolinas-Stinson Union School District. E-mail account in-boxes and out-boxes may be purged as often as every 90 days by Bolinas-Stinson Union School District's Information Systems department.
3. Employees shall remove or delete e-mail and other electronic files from Bolinas-Stinson Union School District e-mail accounts regularly. E-mail and other electronic files that are classified as Bolinas-Stinson Union School District records shall first be preserved in any of the three manners described in paragraph (2) above. If, for any reason, an employee believes an e-mail, voice mail, text message or other electronically-stored record should be preserved in electronic form, the employee shall notify the Information Systems department that the record should be preserved in electronic form.

I understand and will abide by the above Terms and Conditions for INTERNET. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

BOLINAS-STINSON UNION SCHOOL DISTRICT
For the 2012-2013 School Year

Student Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Administrator/Personnel Signature: _____

Reviewed: 5/11/2010
Approved: 5/11/2010