



PALISADES

CHARTER HIGH SCHOOL

Palisades Charter High School (PCHS) Acceptable Use Policy/Responsible Use Policy (AUP/RUP) For Students and Families

Purpose

The purpose of the PCHS Responsible Use Policy (“RUP”) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children’s Internet Protection Act (CIPA), Children’s Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of PCHS technology. As used in this policy, “user” includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the PCHS (the “network”) regardless of the physical location of the user. The RUP applies even when PCHS-provided equipment (laptops, tablets, etc.) is used off school property. Additionally, the RUP applies when non-PCHS devices access the PCHS network.

PCHS uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. PCHS can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of PCHS equipment, network, and/or Internet access or files, including email.

PCHS will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to PCHS applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States and Canada.

Student Responsibility

By initialing and signing this policy, you acknowledge that you understand the following:

___ I am responsible for practicing positive digital citizenship.

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.



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___ I am responsible for keeping personal information private.

- I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws, this Responsible Use Policy and all PCHS security policies.

___ I am responsible for my passwords and my actions on District accounts.

- I will not share any school or District usernames and passwords with anyone.
- I will not access the account information of others or impersonate other individuals through any form of communication.
- I understand that if I knowingly and without consent credibly impersonate another actual person through or on a Internet Web site or by other electronic means for purposes of harming, intimidating, threatening, or defrauding another person I am guilty of a public offense outlined by the *State of California Penal Code Section 528.5*.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.
- I understand that any default account username and password assigned to me by PCHS upon enrollment based on my name and birthdate is vulnerable to hacking and therefore I should change my password in a timely manner to prevent other persons privy to this information from accessing my account without my knowledge or consent.

___ I am responsible for my verbal, written, and artistic expression.

- I will use school-appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

___ I am responsible for treating others with respect and dignity.

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- I understand that bullying in any form, including cyberbullying, is unacceptable and can be grounds for suspension or expulsion [See *EDCode 48900.4 and 48900(r)*]

___ I am responsible for accessing only educational content when using PCHS technology.

- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.
- I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the PCHS network for illegal, political, or commercial purposes is strictly forbidden.

___ I am responsible for respecting and maintaining the security of PCHS electronic resources and networks.

- I will not try to get around security settings and filters, including through the use of proxy servers and/or VPN's (Virtual Private Network) to access websites blocked by PCHS.



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I will not install or use illegal software or files, including copyright-protected materials, unauthorized software, or apps on any PCHS computers, tablets, smartphones, or other new technologies.

I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on PCHS equipment.

I will not use the PCHS network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

___ I am responsible for taking all reasonable care when handling PCHS equipment.

I understand that vandalism in any form is prohibited.

I will report any known or suspected acts of vandalism to the appropriate authority.

I will respect my and others' use and access to PCHS equipment.

___ I am responsible for respecting the works of others.

I will follow all copyright (<http://copyright.gov/title17/>) guidelines.

I will not copy the work of another person and represent it as my own and I will properly cite all sources.

I will not download illegally obtained music, software, apps, and other works.

Consequences for Irresponsible Use

Misuse of PCHS devices and networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. PCHS will attempt to tailor any disciplinary action to the specific issues related to each violation. (For more information, see *PCHS Social Media Policy for Students*.)

Disclaimer

PCHS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or PCHS accounts. Users are responsible for any charges incurred while using PCHS devices and/or network. PCHS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of PCHS, its affiliates, or employees. Students under the age of 18 should only access PCHS network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

Summary:

All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal



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information. What PCHS community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

Instructions:

Read and initial each section above and sign below. Be sure to review each section with a parent or guardian and get their signature below. Return to your teacher or other designated school site personnel.

I have read, understand, and agree to abide by the provisions of the Responsible Use Policy of Palisades Charter high School.

Date: _____ School: Palisades Charter High School

Student Name: _____ Student Signature: _____

Parent/Legal Guardian Name: _____ Parent/Legal Guardian Signature: _____

Please return this form to the school where it will be kept on file. It is required for all PCHS students that will be using a computer network and/or Internet access.