



## Los Angeles College Prep Academy **Student/Parent**

### **Acceptable Email and Internet Policy**

This permission form describes the tools and student expectations for using the following services described below. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of Los Angeles International Charter High School's online presence in Google Apps for Education:

- Email- allows student to communicate and grasp the idea of using email for professional/educational purposes.
- Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignment
- Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office that will allow students the opportunity to collaboratively create, edit and share files for the school related project listed below.
- Sites - an easy way to create web pages for classroom projects in a secure environment.

Educational Objectives: Project sharing for Technology Applications

*Google Apps for education offers vast, diverse and unique resources to both teachers and students. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. As such, there will be guidelines and regulations. Please take the time to read and fully comprehend the following policies.*

#### **Internet and Email**

The Internet is a public network, and as such, e-mail is not private. LACPA system operators have access to all user account directories and data, email, personal web pages, and any other files stored on system servers\*. System operators may delete files at any time to conform to system storage needs.

#### **Student Expectations for Acceptable Use**

The use of the Internet must be in support of education and research and consistent with the educational objectives of Los Angeles College Prep Academy. Access to the Internet enables users to connect to computer systems located all over the world. Users (and parents of student users) must understand that neither the District nor any LACPA employee controls the content of the information found on these systems. However, parents teachers or other school personnel should ensure that connections to the Internet are used in a responsible, efficient, ethical, and legal manner, and such use must be in support of education and research consistent with LACPA educational objectives. LACPA Internet services must be a free and open forum for expression. Any statement in regards to personal belief in e-mail or other posted material is understood to be the creators individual point of view, and not that of the Los Angeles College Prep Academy, the administrators of LACPA, or any LACPA employee. However, since Student Email/Google Apps access is provided as an instructional tool rather than a personal forum, users will not use LACPA access to demean, defame, or denigrate others for race, religion, creed, color, national origin, ancestry, physical handicap, gender, sexual persuasion, or other reasons.

**Acceptable Use** - Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

**Privileges** - The use of Google Apps is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with a LACIHS faculty member pertaining to the proper use of the network.) Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of LACPA may request the system administrator to deny, revoke, or suspend specific user accounts.

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

Be polite and respectful. Do not write or send abusive messages to others.

Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

Do not reveal your personal address, password or phone numbers of students or colleagues.

Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Do not use the network in such a way that you would disrupt the use of the network by other users (e.g., downloading huge files during prime time; sending mass e-mail messages; annoying others user using the talk or write functions.

LACPA will not be responsible for any damages you might incur. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by it's own negligence or your error or omissions. Attempts to log in to the system as any other user will result in cancellation of user privileges. Attempts to log in to Google Apps as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to LACPA.

**Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, LACPA staff or any of the agency or other networks that are connected to LAICHS network.

**Theft:**

Attempted or detected alteration of software, data or other files as well as disruption or destruction or equipment or resources is considered theft. Violations include, but are not limited to:

Using subterfuge to avoid being charged for computer resources.

Deliberate, unauthorized use of another user's account to avoid being billed for computer use. Abusing specific resources such as the Internet.

Removing computer equipment without authorization.

Copying or attempting to copy data or software without authorization. Users should assume that any software they did not create is copyrighted.

**Penalties for Computer Abuse:**

Abuse or misuse of the School's computing facilities and wireless services may not only be a violation of network policy and user responsibility, but it may also violate the criminal code. Action may include, but is not necessarily limited to:

Suspension or revocation of computing privileges.

Reimbursement to the School or the appropriate institution for resources consumed. Other legal action including action to recover damages.

Referral to law enforcement authorities.

Referral of offending faculty, staff, and/or employees to School's authorities for disciplinary action.



# Los Angeles College Prep Academy

## Student/Parent Acceptable Email and Internet Policy Agreement

### STUDENT

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Expected Year of Graduation from 12th Grade: \_\_\_\_\_ College Prep Period # \_\_\_\_\_

### STUDENT CONTRACT AGREEMENT APPLICATION FORM

Los Angeles College Prep Academy

### EMAIL ACCOUNT

Directions: After reading the Terms and Conditions please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian is also required. Please return the contract to your student. Any questions should be addressed to your student as well.

### CONTRACT PORTION OF DOCUMENT

I have read the Terms and Conditions. I understand and will abide by the stated Terms and Conditions for Student Email and Google Apps. I further understand that violation of the regulations 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.

User Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT OR GUARDIAN** (If the user is under the age of 18, a parent or guardian must also read and sign this agreement.)

I hereby acknowledge and understand that my child will receive Google Apps for Education. As the parent or guardian of this student, I have read the Terms and Conditions for LACPA Student Email/Google Apps. I understand that this access is designed for educational purposes and LACPA has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for LACPA to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_