Lucia Mar Unified School District
Acceptable Use Policy (AUP) and Computer Use Agreement for Students

Acceptable Use Policy - School Year 2018-19

The District's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users on line, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of computer or communications technology provided by the District (the "network") regardless of the physical location of the user. As used in this policy, the term "technology" includes Chromebooks, computers, mobile devices, phones, audio/video devices, smart devices, network devices, and any other technology devices used by a user. As used in this policy, the term "personal technology" includes any device not supplied by the District used for educational or instructional purposes. The AUP also applies when District provided technology is used off of District property and further applies when personal devices are used to access the District network.

District computers, network, internet access, and other technologies are important tools for you to use in your education. When you use the District's technology tools, you agree to always be responsible and safe and to follow these rules.

Use of LMUSD Computer Network, Technology, and Internet Access

District technology is provided to support the instructional, cultural, research, professional and other educational activities of students and staff. All users are required to behave in a responsible, ethical and legal matter as defined in District board policies and further illustrated by example in this agreement.

- Your technology use must be related to educational purposes, such as school work as assigned by your teacher using software, web sites or resources identified by the teacher as appropriate for the assignments.
- No other activity is permitted. You may never use the district technology and networks for any personal purposes including gaming, commercial and political purposes.
- Lucia Mar Unified School District has consented on your behalf to allow students to utilize Google's G Suite for Education (GSE). The District uses core GSE services, including Gmail, Calendar, Docs, and Classroom and additional non-core GSE services as approved by the curriculum department. GSE is used by tens of millions of students and teachers around the world. Students use their GSE accounts to complete assignments, communicate with their teachers, sign into a device (desktop or mobile), log into instructional online resources, and learn 21st century digital citizenship skills.

  GSE's privacy policy may be found at: https:/ /edu.google.com/k-12-solutions/privacy-security/

- Lucia Mar Unified School District has consented on your behalf to use online instructional resources and may have created corresponding online accounts on behalf of you.
- A parent/guardian who does not want his/her child to have access to the Internet, World Wide Web, an account or access to Google's G Suite for Education, access to online instructional resources, or use email at school may request in writing to the District that such access be denied to the student. In such case, the school will attempt to assign alternate activities.

PRIVACY

You should have no expectation of privacy using any of the District's technology or network resources on personal and district devices. Your activities are monitored, your internet searches may be saved, and any attempts at accessing inappropriate or blocked material may be sent to your principal and other administration, and teachers. Repeated attempts at "working around" these technology protection measures may lead to suspension, expulsion, and/or loss of computer access privileges.

PERSONAL INFORMATION, LOGINS AND PASSWORDS

- You are not allowed to share your login with another student and you may never let anyone else log in "as you".
- You are not allowed to use any other user's login or password or attempt to "guess" or "hack" other user's accounts.
- When online, never give out yours or anybody else's full name, home address, telephone number, or any other personal information including credit cards numbers unless given permission by your teacher or parent/guardian. Do not post pictures of yourself or others without express approval by your parent/guardian and the other person or person's parent/guardian.

DIGITAL-CITIZEN

- When using technology treat others as you would in the classroom. Never bully, cyber-bully, defame, defraud, unlawfully discriminate, or otherwise harass fellow students and staff.
- Do not copy or plagiarize the works of others, whether from a student, teacher or material found on the internet.
- Do not download, copy, or share copyrighted music, pictures, images, videos, software, apps, files or other works on district computers and network.
- Do not delete, rename, or otherwise modify other users' files. Do not access the files of others unless you have their permission.
- Do not photograph, view, access, download, upload, procure or distribute obscene material in any form.
- Do not use technology to cheat on school assignments or exams. This prohibition includes, but is not limited to, photographing, viewing, accessing, downloading, uploading, procuring or distributing any of the following without express approval from a teacher or other district employee: exams, exam questions, exam answers, assignments, or assignment answers.
- Do not use technology to communicate profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images.

COMPUTER TECHNOLOGY AND NETWORK

- Do not do anything to damage or disrupt any computer system, network or other technology.
- Do not attempt to "hack" or "break into" any district computer or network resource.
- Never send "mass emails" or "spam" to any group of students or staff. Do not email viruses, spyware or other malicious emails and/or attachments to anyone.
- Do not install any programs, applications or apps on any district computers or networks. Only run licensed software already installed on the computer.
- Do not install any network device or software anywhere on the district's network. This includes Wi-Fi access points, routers, switches, hotspots, ad-hoc networking, or any other networking device. Do not plug any personal device (e.g. laptop) into any district network. Select use of personal devices on Wi-Fi is permitted and described below under "Personal Technology".
- Do not attempt to access or modify a District Technology, Computer, network, program, file or software. Do not attempt to remove any software, program, network, security measure, content filtering, or any other software from district computers and network.

PERSONAL TECHNOLOGY

- Use of personal technology on the district networks is covered by the same rules and policies as district technology.
- Use of personal technology is permitted during instructional time for educational purposes only, and only as instructed by a teacher.
- Unacceptable personal technology includes but is not limited to gaming systems or consoles, laser pointers, modems or routers, network equipment, Wi-Fi hotspots, cellular hotspots, audio/video recording technology, and televisions.
- Should a district employee have a reasonable suspicion that you have violated the terms of this agreement or engaged in any improper or unlawful use of a personal device while at school or while utilizing the district's network, your personal device may be seized and its contents searched as allowed by law.
- Students must check their personal device to ensure the device is free from unsuitable material and viruses, malware, or other harmful programs before bringing the device into school.

Lucia Mar Unified School District reserves the right to restrict student use of district owned technologies and personal technology on school property or at school sponsored events.

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access.

The District has the right to make the decision about whether these rules have been broken, or whether other inappropriate use of the District's technology and network has happened.