



## Corning Union Elementary School District

1005 Hoag Street, Corning, CA 96021

530.824.7700 ~ 530.824.2493 Fax

*Preparing Students For Their Future!*

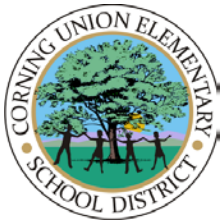
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# Internet / Technology Acceptable Use Policy

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The following *Internet/Technology Acceptable Use Policy* provides guidelines for: 1) Students, 2) Faculty, and 3) staff on the administration and ethical use of telecommunications technologies within the Corning Union Elementary School District. These guidelines are related to the requirements of the Children's Internet Protection Act (CIPA) and apply to all video, radio, computer network, and Internet uses within the various schools encompassing CUESD.

- 1. CUESD faculty, staff, and students are responsible for all material posted from their accounts.** Users must employ a password and may not allow others to use their passwords or their accounts. No pseudonym or anonymous messages may be sent. Students shall not disclose, use or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians. Personal identification includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
- 2. Accessing the accounts and files of others is prohibited.** This rule protects all users on the CUESD networks and applies to all networks in general. Users are expected to make no effort to bypass systems and procedures that protect individual user's material. Taking advantage of another user who inadvertently leaves a computer without logging out is no different from entering an unlocked room or car, reading a personal letter, or destroying someone's personal property.
- 3. Attempting to subvert network security, impair network function, or bypass a restriction is prohibited.** Users are to respect the need for security and confidentiality of electronic material. The school will have information stored electronically that is not open to the public and/or limited to certain users. Users are to make no efforts to bypass security systems and/or gain access to information to which they have no rights. Any attempt to "hack" a network or workstation or upload/deploy a virus will result in district disciplinary action and legal action.
- 4. Improper use or distribution of copyrighted information or software is prohibited.** All materials obtained through research on the telecommunications networks and then used in academic work are to be properly documented. Copyrighted material shall not be placed on the system without the author's permission. You will respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. Any copyrighted software is not to be installed on a machine without contacting Technology Services about licensing. Copyrighted software already on a district machine is not to be taken (burned, copied) from that machine and installed or used elsewhere.
- 5. Using the CUESD network and its content for personal political and/or personal commercial purposes or in the support of illegal activities is prohibited.** CUESD maintains all telecommunication networks for a limited educational purpose, school-related and personal communication. The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research. You will not use the district Internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc. If in doubt about whether a particular activity is acceptable, see the Technology Services Department.



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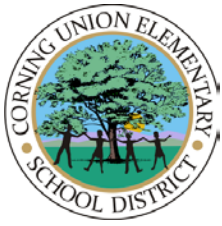
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6. **School rules and disciplinary procedures regarding behavior such as hazing, harassment, and plagiarism are applicable to network users.** Users may be held accountable for their actions while posting material on the network. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop. Users who are unsure of what constitutes appropriate behavior should consult the individual school's regulations. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Delicate or difficult communications should take place face-to-face.
7. **Use of the telecommunications technologies is a privilege and not a right.** Use of network resources will be tracked by the system administrator for activities that clog the system (for example, computer games, chain letters, mailing lists, large downloads, etc.). In cases where use of data networks appears to be excessive, individuals may be required to decrease usage or on-line time.
8. **Faculty, staff, and students using CUESD's telecommunication technologies are representatives of their school district and are expected to behave accordingly.** The ethical questions surrounding the access and use of technology are the same as the values the CUESD community is expected to uphold. Those who are unsure of what constitutes appropriate use should ask themselves, "Will my actions reflect well on the school community?"
9. **All telecommunications network users should be aware that some of the material on the Internet is pornographic or otherwise objectionable.** Users shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Internet filtering will be provided in compliance with the Children's Internet Protection Act (CIPA). As with other material available in print or on television, parents should review their expectations with their children.
10. **Safety and Security of Students When Using Direct Electronic Communication will be enforced.** Student accounts will be established with a username that will protect the personal identity of the student. Students may not establish or access web-based e-mail accounts on commercial services through the district Internet system unless such accounts have been approved for use by the individual school. Excessive use of e-mail by a student may raise a reasonable suspicion that the student is using electronic mail in violation of this policy.
11. **CUESD network, including all voice, video, and data lines, are the property of the District.** CUESD will, to the extent possible, respect privacy of all account holders on the network. However, the District is responsible for investigating possible violations and for enforcing District rules governing the network. District network users should keep in mind that the District reserves the right to monitor any information stored or transmitted over the District's networks.

Consequences for the misuse of telecommunications technologies may include restriction of one's network account, loss of one's privileges to use telecommunications technologies, and/or disciplinary action. State and federal laws also apply to certain activities involving telecommunications technologies. The Superintendent or designee shall make all decisions regarding whether or not a student has violated Board policy or the District's Acceptable Use Agreement. The decision of the Superintendent or designee shall be final.



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# Internet / Technology Acceptable Use Policy

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\*\*\*PLEASE SIGN AND RETURN THIS PAGE\*\*\*

I have read CUESD's Internet/Technology Acceptable Use Policy. I understand that the telecommunications resources are designed to support the educational processes of the District. I understand that the purpose of this document is to clarify the District's expectations for use of its telecommunications resources.

### FOR STUDENTS

Student First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
(Please Print)

School Student Attends: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_  
(Please Print)

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR ADMINISTRATION, FACULTY & STAFF

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_ School Name: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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