

Albany Unified School District

Acceptable Use Agreement — Student

Introduction

Albany Unified School District (AUSD) provides technology hardware and access to the Internet in order to provide students opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. This Acceptable Use Agreement describes the guidelines and behaviors that students are expected to follow when using AUSD technology resources or personally-owned devices while on the AUSD network.

Network/Computing Privileges

AUSD technology resources are provided for student use to further their educational pursuits. Students will be given access to technology hardware (computers, tablets, A/V equipment, etc.) and Internet access in order to complete school projects and assignments, perform research utilizing Internet-based resources, and learn how to use modern technology-related tools.

Network Accounts

Each student is provided with an individual network account that allows him or her to communicate with teachers and other AUSD students, log in to computers, and access online productivity and sharing tools. Use of this network account grants access to network resources but also identifies a student's network activities. Student users should not expect that their online activities are private; district and school site administrators can monitor online activities and communications. Data may be released to school officials or law enforcement agencies as required by law.

The network account has been configured to allow varying access to network resources according to the student's grade level. For example, elementary student accounts give them access to create and share documents with other AUSD users, but not to use email. Middle School and High School students have a district-provided email account but they can only use it to communicate with other AUSD users. Students should not attempt to use their AUSD account to communicate with accounts outside of AUSD. All documents and communications created using AUSD network accounts may be archived and retained by the district.

Freedom of Expression

AUSD believes that freedom of speech and expression should extend to the online realm. Board Policy 5145.2 states the following:

The Board of Education believes that free inquiry and exchange of ideas are essential parts of a democratic education. The Board respects students' rights to express ideas and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular...Student expression on district or school Internet web sites and online media shall generally be afforded the same protections as in print media.

However, there are certain limitations as stated below:

Students are prohibited from making any expressions or distributing or posting any materials that are obscene, libelous, or slanderous. Students also are prohibited from making any expressions that so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of school rules, or substantial disruption of the school's orderly operation...The use of "fighting words" or epithets is prohibited in those instances where the speech is abusive and insulting, rather than a communication of ideas, and the speech is used in an abusive manner in a situation that presents an actual danger that it will cause a breach of the peace. (BP 5145.2)

AUSD also has the right to discipline students for certain expression even if it occurs outside of the AUSD network:

A student shall be subject to discipline for off-campus expression, including expression on off-campus Internet web sites, when such expression poses a threat to the safety of other students, staff, or school property, or substantially disrupts the educational program. The Superintendent or designee shall document the impact the expression had or could be expected to have on the school program. (BP 5145.2)

In addition to the legal limitations to free speech mentioned above, AUSD also expects students to abide by a code of conduct and etiquette guidelines while communicating online on the AUSD network. **Students are expected to refrain from "cyberbullying"** which is described as follows:

"Cyberbullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships. (BP 5131)

Students are expected to use language appropriate to the school/classroom environment in all electronic communications on the AUSD network or using any AUSD provided account. Students must abide by the usage agreements of any third-party websites that they access from the AUSD network or while conducting educational activities related to AUSD. Students **should not download software** of any kind onto AUSD computing devices without consent from AUSD staff.

Plagiarism is to be avoided in accordance with law. Students should treat **copyrighted materials** appropriately, understanding the difference between **fair use** (e.g., saving a copy of an article to quote from and cite in an academic paper) and **infringement** or abuse (e.g., widely distributing someone else's copyrighted work without permission).

Students are expected to maintain the **privacy** of all AUSD users' (including their own) personal information. Usernames and passwords, phone numbers, addresses, student ID numbers, etc. should not be shared with anyone outside of AUSD without parental or adult consent.

In order to assist students in understanding appropriate and inappropriate online behaviors, AUSD has developed a **Digital Citizenship program** that teaches students age-appropriate lessons that are delivered over the course of their AUSD careers.

Access to Information

AUSD believes that students should be provided with access to online resources in order to further their academic research pursuits. AUSD maintains what it believes to be sufficient internet bandwidth to allow AUSD community members fast, reliable access to the Internet, however, access to the Internet from within AUSD is a limited shared resource. Accordingly, the AUSD network should only be used for district business and educational pursuits. It should not be used for private business or leisure activities.

Although AUSD believes in providing access to information, it does utilize an **Internet content filter** and other security measures to protect the network, computing devices, and users on the network. As required by district policy (BP 6163.4) and federal regulations such as the Children's Internet Protection Act (CIPA), the AUSD content filter is configured to block access to pornographic, adult, disparaging, or otherwise age-inappropriate content. Additionally, in compliance with board policy (BP 6163.4), access to social networking sites is blocked.

Use of Personally-Owned Devices at AUSD

Certain AUSD school sites allow students to use personally-owned devices on-campus during school hours (please refer to individual school sites for specific site policies). Students at these sites will be able access the AUSD network from their personal devices for educational

purposes. AUSD is not responsible or liable for any physical damage to, or theft of, personal devices brought to campus or for any damage (viruses, etc.) that may occur from connecting to the AUSD network.

Use of AUSD-owned Mobile Devices Away from AUSD

Under certain circumstances, students may be allowed to take AUSD mobile computing devices off-campus or to the student's home. When using AUSD devices away from the AUSD network, students will abide by this agreement and only use AUSD devices for educational purposes.

Examples of Unacceptable Use

The following list is intended to provide examples of inappropriate use of the AUSD network and computing resources. This list is not comprehensive.

- Transmitting pornographic, threatening, or disparaging content
- Using another user's account or account credentials
- "Hacking" into restricted network or computing resources
- Downloading / installation of software onto AUSD computing devices
- Propagating viruses / malware
- Sharing private information
- Cyberbullying
- Willfully circumventing the content filter
- Accessing social networking sites
- Engaging in commercial activities
- Engaging in illegal activities

Violations

Violations of this Acceptable Use Agreement will bring about disciplinary action in accordance with the school's general disciplinary code, may result in suspension or removal of the student's privileges to the AUSD network and computing devices, and, if laws have been violated, referral to law enforcement authorities. In these cases, AUSD can and will release data from network accounts in accordance with law.

Violations of this Acceptable Use Agreement should be reported to a teacher or school site administrator. Any questions about complying with this agreement should also be directed to a teacher or school site administrator.

AUSD recognizes that accidents do and will happen. However, damage that occurs to either the AUSD network or computing devices due to violations of this policy, willful destruction, or avoidable negligence may result in financial responsibility by the student and their family to repair or replace the damage.

Agreement and Signature

According to Board Policy (BP 6163.4), all students and parents shall sign and return this Acceptable Use Agreement. By signing this agreement, parents and students are agreeing to abide by the provisions described herein. In addition they are agreeing to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. The district and district personnel will also be indemnified and held harmless for any costs incurred.

Although AUSD makes every effort to maintain a safe and appropriate network environment for students, **no security measures or content filter can block all dangers and inappropriate material in all cases.** Use of the AUSD network recognizes the possibility of exposure to unwanted content. AUSD also denies responsibility for the accuracy of any information obtained through the use of the AUSD network.

I have read and discussed this Acceptable Use Agreement with my child:

Parent Printed Name

Parent Signature

Date