

**BONITA UNIFIED SCHOOL DISTRICT
STUDENT ACCEPTABLE USE CONTRACT
Provisions**

1. PERSONAL RESPONSIBILITY

The user understands that he/she is a representative of Bonita Unified School District. The user accepts personal responsibility for using the District Electronic Information Resources in an ethical and responsible manner. The user also understands that he/she is responsible for reporting any misuse of the District Electronic Information Resources to his/her teacher or principal. Misuse can come in many forms, but is commonly viewed as any message(s), information or pictures sent or received that include unethical or illegal solicitation; ethnic, religious, racial or sexual harassment; inappropriate language and other issues some of which are described below (see provision #4). All the rules of conduct described in this regulation apply at all times when using the District Electronic Information Resources.

2. PRIVILEGE

The user understands that the use of the District Electronic Information Resources is a privilege, not a right, and inappropriate use of an account may result in a restriction or cancellation of his/her privileges, and student discipline. The user understands that Computer Information Services may access any material the user creates, receives, sends or saves on District Electronic Information Resources at any time.

3. ACCEPTABLE USE

The user understands that the District Electronic Information Resources must be used for school-related purposes and to support the educational process, and all use must be in accord with the educational goals and objective of the Bonita Unified School District. The user is personally responsible for following the acceptable use regulation provisions at all times. This includes but is not limited to:

- a. Abiding by the rules applicable to any organization's network or computing resource he/she is using.
- b. Using the District Electronic Information Resources properly for school related activities that support the curriculum.

4. UNACCEPTABLE USE

Transmission of any material in violation of federal, state or local laws or regulations is prohibited. This includes, but is not limited to:

- a. Copyrighted material, copyrighted software, or material protected as trade secrets. Students shall not install software on District Electronic Information Resources.
- b. Participation in product advertisement or political lobbying is prohibited.
- c. Use of the District Electronic Information Resources for commercial activities by profit making institutions, for personal profit making activities or unauthorized individuals or associations is prohibited.
- d. Material shall not be accessed through the District Electronic Information Resources that is obscene, student pornography, harmful to minors or otherwise inappropriate for educational use.
- e. The use of the Electronic Information Resources for sexual harassment or any other type of harassment pursuant to Bonita Unified School District Policy 4119.11 is prohibited. Policy 4119.11 provides that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. The Policy further provides that sexual harassment includes situations in which the acts or behaviors are considered by a

reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the harassed individual's performance or create a hostile, intimidating or offensive environment.

- f. Materials shall not be created, received, sent or stored on the District Electronic Information Resources that may be considered sexually offensive or demeaning to a person because of religion, national origin, race, ethnicity, sex, or disability.
- g. Students shall not engage in "hacking" or any other unlawful activity on the Internet or on the District Electronic Information Resources.
- h. If inappropriate materials are found on the District's Electronic Information Resources students must immediately turn off the monitor and report the incident to the teacher.**

5. PERSONAL INFORMATION AND CONFIDENTIALITY

The user shall not disclose "personal information" about staff, other students or themselves through the Internet or other District electronic information resources. The term "personal information" means individually identifiable information about an individual collected online, including:

- a. A first and last name;
- b. A home, school, or other physical address including street name and name of a city or town;
- c. An e-mail address;
- d. A telephone number;
- e. A Social Security number;
- f. Any other identifier that the District determines permits the physical or online contacting of a specific individual.

6. WEB PAGE GUIDELINES

The Bonita Unified School District provides opportunities for students to contribute to the School District's presence on the World Wide Web. The District's Web sites provide information to the community about school curriculum, instruction, school activities, and other general information relating to our schools and our district.

- a. **CONTENT STANDARDS:** Building and District administrators, with input from the Staff Development and Educational Technology Department are responsible for Web page approval. All Web pages must be printed, signed, and dated by the building principal and kept on file and a copy forwarded to the District's Staff Development and Educational Technology Department.
- b. **SUBJECT MATTER:** All subject matter on Web pages must relate to curriculum, instruction, school activities, and general information that is appropriate and of interest to others, and which relate to the School District, or the schools within the District. Students shall not publish personal pages as part of the District Web Sites, nor pages for other individuals or organizations not directly affiliated with the District. Student work may be published **ONLY** as it relates to a class project, course, or other school-related activity.
- c. **QUALITY:** All Web page work must be free of spelling and grammatical errors. Documents shall not contain objectionable material or link directly to objectionable material. Web page content must meet the standards for instructional resources specified in Bonita Unified School District Policy 6161 which provides that instructional materials must bear a direct relation to the core curriculum and be free of negative portrayals of any individual or group. Regarding the question

of quality or propriety page material, appearance, or content, the Superintendent or Superintendent's designee shall have final administrative approval.

- d. **OWNERSHIP AND RETENTION:** All Web pages on the District's server are the property of the Bonita Unified School District.
- e. **STUDENT SAFEGUARDS:**
 - 1. Web page documents shall include only the first name and the initial of the student's last name.
 - 2. Documents shall not include a student's phone number, address, e-mail address, names of other family members, or names of friends.
 - 3. Decisions on publishing student pictures (video or still) and audio clips shall be based on whether the student's parents/guardians have signed the District's Parental Photo Release Authorization form.
 - 4. Pictures shall only be used to show student activities and students must not be recognizable.
 - 5. Web page documents shall not include any information that indicates the physical location of a student at a given time, (i.e. room number) other than attendance at a particular school, or participation in activities.
 - 6. Published e-mail addresses are restricted to staff members or to general group e-mail address where arriving e-mail is forwarded to a staff member. Student e-mail addresses shall not be published.

7. NETWORK ETIQUETTE AND PRIVACY GUIDELINES

The user shall abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a. **BE POLITE:** Never send, or encourage others to send abusive messages.
- b. **APPROPRIATE LANGUAGE:** The user is a representative of his/her school and the District on a public network. The user may be alone with the computer, but what he/she says and does can be viewed globally. The user shall never swear, use vulgarities, or use any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. **ELECTRONIC MAIL:** The user understands that there is no expectation that electronic mail (e-mail) is private. District e-mail is used to conduct district business and to communicate about district business. All e-mails are backed up daily for future reference or use. The Electronic Information Resources provided are district owned equipment, and e-mails are transferred and stored on a district owned server. If a user knows of any messages relating to or in support of illegal activities he/she shall report it to their teacher.
- d. **OTHER CONSIDERATIONS:** The user understands and shall:
 - 1. Not give their password information to another user nor allow another user to utilize their password to access Electronic Information Resources.
 - 2. Be brief in communications. Unnecessarily long messages are undesirable.
 - 3. Correct spelling errors and make sure messages are easy to understand and read.
 - 4. Use accurate and descriptive titles for articles.
 - 5. Select the most appropriate audience for messages, rather than the largest audience.
 - 6. Remember when posting messages to multiple groups to specify all of those groups in a single message.

7. Cite references for anything presented as fact.
8. Forgive the spelling and grammar errors of others.
9. Remember that when he/she is involved in discussions with people from different countries and cultures to be careful of his/her use of language and be sensitive to the cultural differences that could exist.
10. Remember that some things he/she may take for granted might be misunderstood by someone else, just as he/she can misunderstand what is being said to him/her. The user will remember that humor and satire are often misinterpreted and will be careful in the use of language.
11. Remember that not everything presented to the user is a verified fact and may indeed be incorrect or misleading. The user shall attempt to substantiate information he/she receives before he/she uses it.
12. Ensure that all material that the user receives, creates, stores or sends is free from content which may be considered sexually offensive or demeaning to a person's religion, national origin, race, sex, or disability.

8. AGREEMENT TO TRAINING, ACCEPTABLE USE AS SET FORTH HEREIN AND DISCIPLINARY ACTION

District Electronic Information Resources users will participate in an orientation/training course with a BUSD faculty member to learn proper behavior and use of the network. The site system administrator(s) (operating under Bonita Unified School District Board Policies and Administrative Regulations) has the authority to decide what is appropriate use or behavior on the District's Electronic Information Resources, based on this "Student Acceptable Use Regulation."

The Computer Information Services or site system administrator(s) may monitor computer use. The administration may close an account at any time deemed necessary. If a user violates the terms of this regulation, the administration may deny, revoke, or suspend user accounts and the student member may be subject to discipline as set forth in the school's Discipline Code. Nothing herein shall preclude the District from taking other action for serious violations of District policies.