

## ABC Unified School District

### Student Acceptable Use Policy

ABC Unified School District (ABCUSD) believes in providing all students with powerful technology tools to promote educational excellence while complying with the Children's Internet Protection Act (CIPA). ABCUSD provides students access to the District's electronic information network which includes Internet access, computer services, student e-mail, and computer-related equipment for educational purposes. We believe that it is the right of each family to decide whether or not their child is allowed to access and use the Internet and other network services. We also believe it is the responsibility of parents to ensure their student fully understands their obligations, responsibilities, and expectations for safe usage as outlined in this user agreement. This document contains the rules and procedures for students' acceptable use of the ABCUSD electronic information network.

Users must be aware that some information found on the Internet may contain items that are illegal, defamatory, inaccurate or offensive. ABCUSD will be diligent in its efforts to protect students from accessing inappropriate material. All student Internet and e-mail activity is filtered to protect students to the extent that is possible. Even with filtering and monitoring of student activities on the Internet and while using other technology resources, ABCUSD cannot guarantee that a student may not encounter inappropriate materials. Further, ABCUSD makes no guarantee of availability of networks or the quality or accuracy of information that is obtained. We will hold students accountable for appropriate behavior when using the Internet and other electronic services and specifically for following the rules and procedures of this Acceptable Use Policy.

**Acceptable Use:** Use of all network services and accounts must be in support of the educational goals and objectives of the ABC Unified School District. School and District rules for behavior and communication apply when using any electronic information services. Students are expected to abide by the generally accepted rules of network etiquette and follow the rules and regulations as described in this document. These rules include, but are not limited to the following:

- Be polite. Never send or encourage others to send abusive messages and use appropriate language in all communications. Always demonstrate appropriate behavior on social networking and chat room sites.
- Do not share personal account information with others. Do not reveal personal home addresses or phone numbers.
- Use the Internet and technology resources to further your educational goals and to prepare for the world of work and life in the twenty-first century.

**Unacceptable Use:** Misuse of the District electronic information services are available in many forms, but it is commonly viewed as any message that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, harassment, and other issues described in this agreement. Users should be aware that inappropriate use of electronic information resources may be a violation of local, state and federal laws and that they can be prosecuted for violating these laws. The following represent some of the inappropriate uses that must not occur:

- Using a network for commercial advertising
- Using that would cause a disruption of network services for others
- Using copyrighted material in reports without permission
- Using a network for political purposes, such as lobbying for votes
- Using any electronic information service to access, view, or transmit pornography, or obscene, sexist, racist, or other inappropriate language
- Damaging electronic information services through physical abuse of hardware or placing viruses on the network
- Sending or receiving electronic messages that are inconsistent with your school's code of conduct including cyber-threats of death, bodily harm, and damage to property.
- Using the network services to access or provide personal information of others that may be used inappropriately
- Vandalizing or any malicious intent to alter, harm or destroy equipment or data of another user, any District electronic information service, or any networks connected to the Internet.
- Using electronic information services in a manner inconsistent with, or in violation of, District or school rules and regulations
- Using personal portable devices to distribute offensive content on school grounds
- Using proxy servers to bypass the district's filtering and monitoring systems

### Personal Safety:

Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.

Students will not send pictures of themselves or others without teachers'/parents' permission.

Students will not give out their passwords to anyone other than their teacher/parents.

Students will not agree to meet with someone they have met online.

Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

**Privileges and Penalties:** The use of electronic information services in the ABC Unified School District is a privilege, not a right. No part of the computer system, including e-mail, personal files, data or programs shall be subject to any right of privacy. All users should be aware that communications and stored files on the district network are regularly monitored for safety and security and to ensure proper operation of the network. Inappropriate use will result in a cancellation of network privileges and other disciplinary action, as appropriate. The District will cooperate fully with local, state and federal authorities in any investigation related to illegal activities conducted on the ABCUSD network.

Parents and Guardians: Please visit the ABCUSD web site for more information and advice on how to keep you child safe while surfing the Internet. ([http://abcusd.k12.ca.us/parent\\_resources.jsp](http://abcusd.k12.ca.us/parent_resources.jsp))

Students: Please visit the ABCUSD web site for more information and advice on how to safely use the Internet to further your personal and educational goals. ([http://abcusd.k12.ca.us/student\\_resources.jsp](http://abcusd.k12.ca.us/student_resources.jsp))

### Required Signatures

Student: As a user of the ABC Unified School District network services, I understand and agree to the conditions set forth in this document. All the rules of student conduct apply when I am on using the network. I agree to use all technology resources in accordance with the rules and regulations described in this document.

Student Name (Print) \_\_\_\_\_

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

All Adult School students must sign this form so that the school can make computers and WiFi available to students to increase their learning.

Todos los estudiantes de la Escuela de Adultos deben firmar este formulario para que la escuela pueda proporcionar computadoras y WiFi a los estudiantes y así puedan mejorar su aprendizaje.

所有成人學校的學生必須簽署這種形式使學校可以讓電腦和WiFi提供給學生，以增加他們的學習。

학교가 학습을 높이기 위해 학생들에게 컴퓨터와 무선 랜을 사용할 수 있도록 모든 학교 학생들은 이 양식에 서명해야 합니다.

### FEES AND TUITION - REFUNDS

Choose your classes carefully. NO REFUND without your receipt. There is a \$10 processing fee for all refunds and vouchers. There is a \$5 transfer/change fee. No transfers after 3rd week of new session. Community-based Education Classes: No REFUNDS or VOUCHERS 1 week prior to class starting. ESL Classes: NO REFUND after completing ESL e-testing and receiving an ESL schedule. All other classes: students may drop a class and request a refund during the pre-registration period (\$10 processing fee per class applies). Students may drop a class before the second class meeting and request a voucher (\$10 processing fee per class applies). No compensation will be given after the start of the 2nd meeting. If the class is canceled by the administrators, students have up to 30 days from the date of the cancellation to receive the refund (receipt is required).(Rev 7.12.13)