## ELECTRONIC INFORMATION RESOURCES

The Alta Loma School District Board of Trustees believes in the educational value associated with utilizing electronic resources to support curriculum, instruction, and enhance student learning. Students, staff, and other authorized users of the Alta Loma School District's network have access to the following types of internet and computer based electronic resources:

- Electronic mail
- Digital libraries
- Educational information and world news
- Software
- World-wide web (www) access
- Google Apps for Education (GAFE)

Alta Loma School District will make every effort to protect all authorized users from misuse or abuse. Students, parents, and staff will be informed regarding both the acceptable and unacceptable use of electronic resources as well as consequences of misuse that may result in a violation of Board Policy, local, state, and federal laws.

### Personal Responsibility

Use of electronic information resources must support the educational goals and objectives of the Alta Loma School District. In addition, all users must comply with:

- Alta Loma School District Board Policies
- Rules stated in the Parent/Student Handbook and Teacher Handbook
- Appropriate rules established by other networks or computing resources
- Children's Online Privacy Protection Act (COPPA)
- Family Educational Rights and Privacy Act (FERPA)
- Child Internet Protection Act (CIPA)
- Protection of Pupil Rights Amendment (PPRA)

### Unacceptable Use

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

- Placement of copyrighted material on the Internet, e-mail, or other systems without the author's permission, and reception of copyrighted material for other than personal use, without the author's permission.
- Transmission or reception of material that plagiarizes another's work (defined as copying another's work without citing or crediting the author).
- Transmission or reception of material that is threatening, obscene, disruptive, sexually explicit, protected as a trade secret, classified by an agency of the federal government, or that harasses or disparages others based on race, national origin, sex, sexual orientation, age, disability, or religion, or materials promoting the use of drugs, alcohol, tobacco or weapons.  Cyber bullying will not be tolerated.
- Transmission or reception of material that violates an individual's right to privacy, including but not limited to disclosure of address, telephone number, and private or personal facts about an individual.
- Participation in discussions or planning leading to the solicitation of others to engage in illegal activities.

● Use of the District electronic resources for commercial activities (buying, selling and marketing of products and services) by users or unauthorized individuals, firms, corporations or associations.
● Deliberate unauthorized attempts to delete, change, or destroy data or files of another user or of other agencies, networks, or computers connected to the District electronic system.
● Unlawful activities.
● Inappropriate search and use of electronic applications, websites, email, and other educational resources.

Student free speech rights are limited to the appropriateness of the classroom.

Privileges/Termination
Use of electronic information resources is a privilege; unacceptable use may result in termination of this privilege. Students, staff, and other authorized users of ALSD's network will receive training in proper use of the network.
● The Superintendent or designee will make the final decision in determining acceptable use.
● The District reserves the right to limit, suspend or terminate access to electronic information resources by any user in the event of reasonable belief that the individual has violated the District's use policy.
● Each individual accepts responsibility for reporting any misuse of electronic information resources. Students shall report such misuse to their teacher or site administrator.  District staff and other authorized users shall report misuse to their immediate supervisor or Superintendent/designee.
● As part of the agreement with Google, ALSD reserves the right to immediately suspend any user account suspected of inappropriate use.  Pending review, a user account may be terminated as part of such action.

**Disclaimers**
The Alta Loma School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered while on the network, including loss of data or service interruptions caused by the system or by the user's errors. Use of information obtained via electronic information resource is at the user's own risk. The District disclaims any responsibility for accuracy of information obtained through electronic information resources. The District is not responsible for access or lack of access to the World Wide Web or other remote sites or computers.

The District reserves the right to change the terms and conditions of the electronic information resource use policy. Any changes will be posted on the District network. Continued access by any individual shall constitute the individual's acceptance of any changes or revisions to the policy.

The District reserves the right to delete, without notice, from public or private e-mail messages, school, class or student web pages, any material which it deems inappropriate as defined by this policy. The District shall not be responsible for monitoring the content of any message or web page. Failure to detect or delete such materials shall not create any liability on the part of the District.

The District reserves the right to disclose information about individual usage and demographics in a form that does not reveal personal identities.

**Security**
Security on any computer network is a high priority.  Individual users should never:
•       Demonstrate misuse of the District network problems to other users.
•       Use another individual's account.
•       Reveal personal passwords to any other individual.
•       Any security violation is considered unacceptable use of the network and must be reported immediately to the appropriate authorities.
•       Students may not post personal contact information about themselves or other people.  That includes last names, addresses, phone numbers, or other online personas.

**Vandalism**
Vandalism is defined as any deliberate, unauthorized attempt to delete, change or destroy data or files of another user, agency, network or computer connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in loss of computer access, disciplinary action, and possible legal referral.

**Network Etiquette and Privacy (Digital Citizenship)**
All users are expected to abide by generally accepted rules of network etiquette, including the following:
•       BE POLITE. Never send, or encourage others to send, abusive messages.
•       USE APPROPRIATE LANGUAGE. Each user represents Alta Loma School District. Never swear, use profanities, vulgarities or other inappropriate language. Google does have a content filter; however, the District cannot ensure that users will not be exposed to unsolicited information.
•       MAINTAIN CONFIDENTIALITY. Do not reveal any personal information such as home address or phone number belonging to the user or to anyone else.
•       KEEP MESSAGES AND SIGNATURES BRIEF. Make sure each message is clear and easy to understand.
•       CITE REFERENCES FOR FACTS.  Copyrighted material that is not cited will be deemed as plagiarism and disciplined accordingly.  Student users are strictly prohibited from accessing other student documents unless documents have been shared with them.
•       STUDENTS HAVE FIRST AMENDMENT RIGHTS TO FREE SPEECH.  User rights can be limited in school.  If you post something online, in email, or utilizing any function of Google Apps or Blackboard that disturbs the learning environment in your school, your right of speech may be limited.  School web sites, emails, and groups are for educational use and are not considered public forums.

# Permission to Access Electronic Information Resources

As the parent or legal guardian of this student, I have read the **Electronic Use Policy in the School Handbook** and I am aware that it is designed for educational purposes. While I understand that **ALTA LOMA SCHOOL DISTRICT** will make every effort to protect its students and staff when using electronic resources, I accept that it is impossible for the District to restrict access to all controversial materials. I will not hold the District responsible for information acquired on the network. I agree to report any misuse of the electronic system to an Alta Loma School District administrator. Misuse can come in many forms, including, but not limited to, transmission or reception of threatening, obscene, disruptive, or sexually explicit material, material that harasses or disparages others based on race, national origin, sex, sexual orientation, gender identity, age, disability or religion, violation of trade secret or copyright law, plagiarism, commercial or political advertising, political lobbying, commercial solicitation, illegal activities, materials promoting the use of drugs, alcohol, tobacco, weapons, or any other violation of the Electronic Use Policy.

I will instruct my child regarding any personal restrictions I have against accessing material that are in addition to those set forth in the District Electronic Use Policy. I will emphasize to my child the importance of following the rules and regulations in the Policy for personal safety.

Unacceptable use of the electronic system can be a violation of Board Policy, local, state, and federal laws, and individuals can be prosecuted for violating those laws.

In addition, I accept full responsibility for supervision if and when my child accesses the Alta Loma School District's network resources outside of a school setting.

**ALSD utilizes many web-based programs in the classroom. Without Internet access, students will be unable to log into district programs.**

***By marking "Yes", you are giving consent for your student to Access the internet and the various web based programs the District has deemed appropriate.***