

# Blue Ridge Unified School District #32



## Acceptable Use Policy

### **Purpose**

The purpose of the Acceptable Use Policy (AUP) is to clarify Blue Ridge Unified School District's (District) use of technology resources. This policy applies to all students, staff and others having access to the District network (users). This policy is NOT intended to prohibit or discourage use of the Internet or resources. This policy is necessary in order to protect the users and the District against potential liability, security threats and vulnerabilities. This policy applies to all District users.

### **Overview**

The District's AUP is to prevent unauthorized access and activities by online users, prevent unauthorized disclosure or access to sensitive information, and comply with the Children's Internet Protection Act (CIPA). The District will use security technology to filter and/or block access to inappropriate electronic material. The District reserves the right to access, view, modify, copy, store, delete and undelete computer and network data and to disclose such information to the appropriate parties. Users will have no expectation of privacy regarding the use of any technology related resource, including network, Internet, email, or telephone.

### **Acceptable Use**

The Internet is to be used in a manner that is consistent with the District's standard of conduct. The District must verify each year that staff and students using the Internet for a particular school year have a signature acknowledging acceptance of this policy. All students under the age of 18 must have a parent/guardian signature on file. The AUP will remain in effect until the end of the school year, until the user is no longer a staff member or student of the District, or until privileges have been revoked due to violation of this policy. For example:

- Websites, email accounts, Internet IDs and other online media will not be used for anything other than District approved communications and learning.
- Network resources may be used by staff for personal reasons during duty free time as long as it does not interfere with District business and/or communications.
- Use of the Internet/Intranet and email is subject to monitoring and reporting for security and network management.
- Users may be subject to limitations imposed on use of such resources.
- Distribution of all information through the District network is subject to scrutiny by the District.
- The District reserves the right to determine the appropriateness of information.
- The District resources are subject to State and Federal laws and illegal use will be dealt with promptly and appropriately.

## **Unacceptable Use**

The Internet is provided as a learning resource and curriculum supplement. Access to the Internet is considered a Privilege and not a Right. Violation of this policy may result in possible disciplinary action, revocation of access and/or have legal ramifications. For example:

- Accessing websites and other media that contain obscene, hateful, extreme violence, pornographic and other questionable materials or information.
- Transmitting or posting questionable information or materials using District resources.
- Disclosing sensitive District information without documented authorization.
- Sending sensitive information over District resources without proper encryption and security.
- Soliciting emails that are unrelated to District business and education.
- Using the District network for commercial or financial gain.
- Representing personal views and opinions as those of the District.
- Downloading, installing, or copying software or other files without authorization of the Administration and the Director of Technology.
- Downloading or copying materials or other information that is copyrighted without permission.
- Intentionally interfering with normal District operations and activities, including illegal and unauthorized access attempts, propagation of viruses and other malicious software code, or Denial of Service attacks.
- Intentionally using another user's credentials to gain access to his/her files or to use that user's identity for online activities.
- Intentionally sharing access credentials with non-authorized individuals.
- Intentionally damaging technology equipment, files, data or the network.

## **Penalties for Inappropriate Use**

Misuse of this privilege may result in possible disciplinary action, revocation of access and/or have legal ramifications for all users of the network and its resources. This action may include suspension or expulsion for students, dismissal from District employment for staff, and criminal prosecution by law enforcement. Severity of the actions taken by the District and/or government authorities will be based on the severity of the specific infraction(s) at the discretion of the District administration.

**Disclaimer**

The District is not responsible for any claims, damages, losses, costs, or other obligations arising from the use of the District network and resources. The District is not responsible for Internet use outside the District network. The District makes no guarantees of the quality of services provided. All charges accrued by a user of the District network is solely the responsibility of the particular user, not the District. All thoughts, views and opinions accessed on the Internet using the District network are NOT the thoughts, views and opinions of the District, its staff or its students, but are understood to be that of the author(s) of such information.

*I have read, understand, and agree to comply and abide by the provisions set forth in this Acceptable Use Policy of the Blue Ridge Unified School District (required by all staff and all students)\**

Name (print):----- Student ID: -----

Signature: -----

Date: -----

*In addition, for students under the age of 18, parent or legal guardian must sign*

Parent/Guardian (print): -----

Signature: -----

Date: -----

\* At the discretion of District administration, students in grade levels pre-K through 4 are not required to sign this agreement.