

# Berkeley Unified School District

## ACCEPTABLE USE POLICY FOR ELECTRONIC RESOURCES & THE INTERNET

Berkeley Unified is pleased to be able to offer students access to computer technology, the Internet, and certain online services including Google for Education and the Berkeley Moodle site. Berkeley Unified recognizes the potential of computers, personal electronic devices, and the Internet to enhance student learning and increase communication among the school community. To this end, Berkeley Unified encourages the responsible use of computers, computer networks including the Internet, and other personal electronic devices on campus. This Agreement covers the use of computing devices that may include, but are not limited to, cell phones, personal digital assistants, digital cameras and video recorders, electronic recording devices, netbook, laptop, tablet, and desktop computers, or any other device with computer or network capabilities.

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources. Users will be provided access to the Internet in accordance with the District Internet filtering and blocking measures. Every effort is made to log and monitor all web traffic for inappropriate or offensive content. As necessary, the Berkeley Unified technology staff will make determinations on whether specific uses of the network or personal electronic devices are consistent with our acceptable use policy (AUP).

*Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources.*

### Acceptable use and General Rules of Usage

Users must respect and protect the privacy of others by:

1. Using only assigned accounts. Users shall only use accounts assigned to them and shall not attempt to log into accounts or systems for which they do not have authorized access.
2. Not intentionally seeking information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
3. Refrain from distributing private information about others or themselves. This includes student and staff addresses, phone numbers, email addresses, and other identifying information.

Users must respect and protect the integrity, availability, and security of electronic resources by:

1. Not engaging in any of these prohibited activities:
  - a. Using any of the District's systems, network or technology resources for any unlawful purpose.
  - b. Creating proxies or other methods of circumventing district filters.
  - c. Using the network or personal electronic devices to intentionally access or process pornographic or adult sites with explicit sexual content or other inappropriate or derogatory material.
  - d. Inappropriate texting or messaging is prohibited even on personal devices. Online gaming, if not approved by your teacher for a classroom project, is prohibited.
  - e. Destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner. Malicious use of the District's systems or technology resources to develop or use programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
  - f. Downloading or copying software, music, videos or other files unless explicitly for a class project without approval of the teacher. This prohibition includes freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software.

- g. Installing software without the permission of both the Technology Department and the teacher.
2. Reporting security risks, violations of this AUP, and computer or computer or network malfunctions to a Berkeley Unified staff member.
3. Conserving, protecting, and sharing these resources with other users. No use of the District's systems or technology resources shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed or abused in any way. Modifications to system configurations are prohibited. Plugging in wireless access points or other devices into the network is prohibited unless approved and authorized by Technology Services. Use of the network or personal electronic devices to intentionally access or process files dangerous to the integrity of the local area network is prohibited.

Users must respect and protect the intellectual property of others by:

1. Obeying Copyright Laws: Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except when duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law.
2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

1. Reporting threatening, indecent or inappropriate materials to a teacher or administrator.
2. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, racist, homophobic, threatening, rude, discriminatory, or meant to harass).
3. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
4. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
5. Avoiding spam, chain letters, or other mass unsolicited mailings.
6. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

1. Design and post content to web pages including posting to online learning websites like the Berkeley Moodle Site. All content submitted will be licensed under a Creative Commons non-commercial license.
2. With the permission of the classroom teacher, while in a classroom and for instructional purposes, students may communicate electronically as part of a collaborative learning environment via tools such as email, chat, text, or videoconferencing.

### **Supervision and Monitoring**

School and network administrators monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, to collect monetary payment for damages, and will furnish evidence of crime to law enforcement.

**Student's signature:**

I understand and will follow the rules of this contract. I understand that breaking the rules of this will mean that I will lose my computer and Internet access privileges, could face school disciplinary action, and may be reported to the police.

Student's full name (please print) \_\_\_\_\_

Student's signature \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian signature:**

As a parent or guardian of the above student, I have read this contract. I understand that it is impossible for the school or Berkeley Unified School District to restrict access to all controversial materials, and I will not hold the school or District responsible for materials found on the network. I also agree to immediately report any misuse of the network to the student's teacher. I agree that the information provided on this form is correct. I give my permission for my child to have access to the Internet at school.

Parent or Guardian's full name (please print) \_\_\_\_\_

Parent or Guardian's signature \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

**Remember, the computer you work on will be used by other students each day for years.  
Maintain computers at Berkeley Unified by not tampering with mice, keyboards or the computers.**