



## **ACCEPTABLE USE POLICY FOR STUDENTS TERMS AND CONDITIONS OF THIS USER CONTRACT**

**Personal Responsibility:** The Beverly Hills Unified School District encourages the use of technology including Internet access to provide learning and communication opportunities for students to support Beverly Hills Unified School District's (BHUSD) educational mission. Since the Internet is a vast and expanding resource that holds appropriate and inappropriate opportunities for students, this policy is set forth to communicate student expectations for acceptable use.

Students should be aware that computer files and communications over electronic networks including email and voice mail are not private. The district reserves the right to monitor these systems at any time without advance notice or consent.

**Privileges:** The use of technology at BHUSD is a privilege, not a right. The employees of BHUSD may request that the system administrators deny, revoke, or suspend specific user access. The system administrators (operating under the aegis of the Board of Education and the District Office) will decide what appropriate use is. Their decision is final.

**Expectations:** Use of technology by BHUSD students is permitted and encouraged where such use is suitable for educational purposes and supports the goals and objectives of BHUSD. The Internet is to be used in a manner that is consistent with the BHUSD standards of student conduct.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
2. Students shall use the district's system responsibly and primarily for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs. Harmful matter includes matter, taken as a whole, or in part, which to the average person, applying contemporary statewide standards, depicts or describes matter in a patently offensive way, sexual conduct, and which lacks serious literary, artistic, political or scientific value for minors.
4. Students shall use appropriate language while using the district's online service. Every student is a representative of our school and district on a non-private system. Every student must be cognizant of what is published as it can be viewed globally.
5. Unless otherwise instructed by school personnel, students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students shall also be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
6. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy, or administrative regulations.
7. Students shall not use the system to engage in commercial or other for-profit activities.

8. Students shall not use the system to threaten, intimidate, harass, or ridicule other students.
9. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Federal Copyright Law (17 USC) will be observed in the use and distribution of information retrieved from or sent over the network/Internet. Any materials utilized for research projects should be given proper credit as with any other printed source of information. Downloading of copyrighted material may be done for personal use only, and copyrighted material may not be placed on the system for distribution without the author's permission. Software shall only be added when the original copy of the software's license is kept on file at the appropriate district location.
10. Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
11. Students shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify, use or forge other users' mail or electronic files.
12. As representatives of the school, students shall report any security problem or misuse of the network, technological resources, or technology-related services to the teacher or principal.
13. Students shall not intentionally waste limited resources such as paper, ink, and hard drive space. Users are responsible for maintaining up-to-date file folders. Email should be read and deleted regularly. File server space is limited.

Whenever a student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate.

**Consequences:** Inappropriate use of technology shall result in disciplinary action in accordance with law and Board policy. Upon violation of this contract, consequences include, but are not limited to:

- Written notification, referral, and/or documentation of offense
- Lose Internet privileges
- Lose computer privileges
- Suspension
- Expulsion
- Legal action and prosecution by authorities

**District/School Websites:** The district office and each school site maintain its own website. Material published on these web pages will have permission from the author, and will include permission from the parent/guardian. Consult the BHUSD web site publishing guidelines.

**No Warranty:** Although BHUSD does provide an Internet content filtering system, no warranties are made with respect to the Internet and BHUSD specifically assumes no responsibilities for:

- The accuracy or validity of visited web sites
- Any costs, liability, or damages caused by the way the user chooses to use the Internet
- Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of BHUSD
- Guaranteeing that a student without parent/guardian consent to use the Internet will never gain access to the network.

**Student Agreement:** I have read, understand, and will abide by the provisions and conditions of this contract. I understand that any violations of the included provisions may result in the consequences described. I understand that computer, network, and Internet use at BHUSD is a privilege and not a right and that my use of this privilege may be revoked at any time for any reason.

I also agree to report any misuse of the information system to the Beverly Hills Unified School District system administrator.

\_\_\_\_\_  
Student Name (Please print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

**Parent/Guardian Agreement:** (Students under the age of 18 must also have the signature of a parent/guardian who has read this contract.)

As the parent/guardian of the above named student, I have read this contract and understand that it is designed for educational purposes. I understand that BHUSD has taken precautions to eliminate access to inappropriate material on the Internet using filtering software and appropriate supervision. However, I also recognize that it is impossible for BHUSD to restrict access to all controversial materials, and I will not hold the district responsible for information accessed through the network.

Misuse of the information system may be reported to the Beverly Hills Unified School District system administrator or site administrator.

Please check one:

I hereby give my permission to issue access to electronic information services to my student.

I DO NOT give my permission to issue access to electronic information services to my student.

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
School