

BEVERLY HILLS UNIFIED SCHOOL DISTRICT

ACCEPTABLE USE POLICY FOR EMPLOYEES

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

Use of technology by BHUSD employees and 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 and employee conduct, and as part of the normal execution of an employee's job responsibilities and student learning.

Students and employees 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.

Everyone who receives network access will participate in an orientation on proper behavior and use of technology with a BHUSD staff member.

TERMS AND CONDITIONS OF THIS USER CONTRACT

PERSONAL RESPONSIBILITY

As a representative of the school, users will accept personal responsibility for reporting any misuse of the network to the site system administrator.

Federal Copyright Law (Title 17, U.S. Code) will be observed in the use and distribution of information retrieved from or sent over the network/Internet. Downloading of copyrighted material is for personal use only and 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 work location.

Users are responsible for maintaining up-to-date file folders. Email should be read and deleted regularly. File server space is limited.

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 is appropriate use. Their decision is final.

ACCEPTABLE USE

Examples of acceptable use include, but are not limited to:

- Research curriculum topics

- Communicate with peers and experts
- Complete collaborative curriculum projects
- Participate in electronic field trips
- Work on individualized or group distance learning projects
- Find educational grant writing and contest opportunities
- Retrieve copyrighted material in accordance with copyright laws
- Obtain relevant current news and events
- Research colleges or universities
- Explore career options
- Use online assessment
- Publish educationally related information

Personal email is acceptable during non-work time.

UNACCEPTABLE USE

Internet access is for professional and educational purposes. Examples of unacceptable, illegal Internet uses include, but are not restricted to:

- Damaging computer, computer systems, or computer networks.
- Using others' ideas or writings without giving credit to the author (plagiarism).
- Sending, receiving, or displaying offensive material, or using obscene language
- Harassing, insulting, libeling, or attacking others
- Using others' passwords and/or trespassing in other's folders, work, or files
- Using the system for commercial purposes
- Installing or downloading inappropriate software on a school computer

NETWORK ETIQUETTE AND PRIVACY

Employees will abide by the generally accepted rules of network etiquette:

- Never share your password
- Be polite. Never send or encourage others to send abusive messages
- Use appropriate language. Remember that you are a representative of our school and district on a non-private system. You may be alone with your computer, but what you say or do can be viewed globally.
- Do not use the network in any way that would disrupt use of the network by others.

DISTRICT/SCHOOL WEBSITES

The district office and each school site maintains its own website. Material published on these web pages will have permission from the author, and will include permission from the parent or guardian. Consult the BHUSD web site publishing guidelines.

VANDALISM

Vandalism is defined as any malicious attempt to harm, or destroy data of another user, or any other agencies or networks, that are connected to the system. This includes, but is not limited to:

- The uploading or creating of computer viruses
- The removal of any computer program from the system

- Changing computer settings such as: file names, wallpaper, color schemes, system fonts, etc.
- Damaging the keyboards, mice, monitors, or computers themselves

NO WARRANTY

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

- The accuracy or validity of visited websites
- 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

CONSEQUENCES

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
- Legal action and prosecution by authorities