

**Porterville Unified School District  
Information and Communication Technologies  
Acceptable Use Agreement**

Users are permitted to utilize the Porterville Unified School District's (PUSD) ICT resources for legitimate educational purposes. Use of district ICT resources for personal business or profit is prohibited. In addition, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of ICT resources for the purpose of carrying out such behavior or activity is prohibited. While the district will make every effort to employ filtering and other protection measures along with conducting training as described in the Acceptable Use Policy Guidelines, some objectionable material or activity may occur and all PUSD ICT users and/or their guardians agree to indemnify and hold the district harmless for any damages or costs incurred.

**By signing below, ICT users (and, for students, their parent/guardian) agree to always adhere to the following standards and expectations for conduct:**

- 1. Behave ethically and responsibly when using ICT resources**
  - a. Refrain from utilizing proxy gateways, or similar technologies, to bypass the ICT monitoring and filtering.
  - b. Handle ICT resources and equipment with care. Refrain from deleting, destroying, modifying, abusing, moving resources without permission, or accessing unauthorized ICT resources.
  - c. Do not breach or disable network security mechanisms or compromise network stability or security in any way nor download or modify computer software without authorization from the Technology Department.
  
- 2. Use ICT resources, transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.**
  - a. Do not send any form of communication that breaches the district's confidentiality requirements, or the confidentiality of students.
  - b. Refrain from transmitting any form of communication that harasses, threatens or is discriminatory; any form of cyberbullying is strictly prohibited. Additionally, communication occurring off-campus using social networks or other platforms that substantially disrupts the school or district is not permitted.
  - c. Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.
  
- 3. Respect the privacy of others and treat information created by others as the private property of the creator.**
  - a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password or any device already logged in as another user. Similarly, do not allow another user to use any device while it is logged in with your username and password.
  - b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
  - c. Protect confidentiality and safety of others when sharing text, images, and other media.
  - d. Share, post and publish only within the context of the district **Publishing Guidelines** (see attached).
  - e. Respect copyright and fair use laws as these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited.

**I have read, understand, and agree to abide by the terms of the Acceptable Use Policy Guidelines, Board Policy 4040(a), Board Policy 5131.2, Board Policy 6162.6, Board Policy 6162.7, and/or Board Policy 6163.4(a). Should I commit any violation or in any way misuse my access to the school district's information and communication technologies resources, I understand that my access privilege may be revoked and disciplinary action may be taken against me.**

User's Name (print): \_\_\_\_\_ Date: \_\_\_\_\_  
User's Signature: \_\_\_\_\_ Circle:   Staff    Student  
School/Location: \_\_\_\_\_ Student Permanent ID: \_\_\_\_\_  
Parent/Guardian's Signature for Student Users: \_\_\_\_\_

# Porterville Unified School District Information and Communication Technologies Acceptable Use Policy & Guidelines

To ensure that our students become proficient in the information and communication technologies (ICT) competencies essential for success in a 21st century learning environment, the Porterville Unified School District (PUSD) provides a variety of resources in support of our instructional and administrative programs. Students and staff may also, at times, use their own personal information and communication technologies for educational purposes. Therefore, it is incumbent upon all members of the school community to use technology responsibly, ethically, and with respect for the work, privacy and safety of others.

Access to ICT resources is a privilege and not a right. To ensure that ICT resources remain available in working order, the Porterville Unified School District has established an **Acceptable Use Policy (AUP) and Guidelines**, which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the AUP as well as the associated procedures and guidelines will be regularly reviewed and updated. Additionally, as new technologies emerge, PUSD will attempt to provide access to them with the expectation that the policies outlined in the AUP and Guidelines will apply to their use as well.

So that all users remain informed of our expectations and appropriate usage of ICT resources, PUSD will: 1) ensure all new students and staff receive access to age-appropriate ICT resources and tools during the enrollment and hiring process, as well as on-going training in their safe, responsible, and effective use; and 2) provide orientation annually for students and staff on ICT resources and the district AUP.

In order to initiate and maintain access to ICT resources, all users must annually submit a signed **Acceptable Use Agreement**. Neglecting to submit or failing to adhere to the Agreement may result in a loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of the AUP are deemed as violations of school behavioral expectations and codes.

## Internet Use and ICT Access

Internet access is available in the Porterville Unified School District for the purposes of educational communication and research and for administrative purposes. Communications via ICT resources are often public in nature and general school rules for behavior apply. It is expected that users will at all times act in a responsible and legal manner, in accordance with district standards, as well as with state and federal laws. Professional development opportunities to enhance the Internet skills of district personnel will be provided and rules related to the Internet will be included in each school's student and faculty handbooks.

Access to online content via the network may be restricted in accordance with district policies and Federal regulations such as the Children's Internet Protection Act (CIPA). The Administration will take measures to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; prohibit unauthorized access, including "hacking" and other unlawful activities by minors or staff online; prohibit any form of cyberbullying, including the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media such as Facebook, or other technologies using a telephone, computer, or any communications device; prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and to restrict students' access to online materials harmful to minors.

Users are prohibited from attaching personal devices to PUSD ICT resources (excluding portable memory media) or installing personal software on any ICT resource without prior permission from a Site Principal or Network Technician.

## **Monitoring and Privacy Issues**

To provide ready access for all users, an Internet environment that is safe and appropriate for the maturity level and need of student users, and to proactively maintain and secure increasingly complex ICT resources and systems the District, as the owner of the ICT resources, reserves the right to monitor and review the use of these ICT resources and will do so as needed to ensure that the systems are being used for district-related educational purposes and to maximize utilization of the systems for such. It is important that all users and parents understand this and recognize that monitoring access, maximizes the safety and security of people and resources by supporting a positive learning and work environment safe from harassment, intimidation or threats and promotes appropriate Internet access and electronic communication messages (such as email, blogs, chats and discussion forums).

Therefore, **all users must be aware that they should not have any expectation of personal privacy in the use of these ICT resources.** Personal information, however, is not publicly accessible outside of the school network. Password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of the district's ICT resources, including any incidental personal use permitted in accordance with these regulations.

## **Mobile Device Policy**

PUSD may provide users with mobile devices or other ICT to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school ICT off-campus as when they are on-campus. Users are expected to treat equipment with extreme care and caution; these are expensive devices that the district is entrusting to your care. Users should report any loss, damage, or malfunction to an administrator or Technology Staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of district/school-issued mobile devices may be monitored outside the district ICT network at any time.

## **Publishing Guidelines**

The premise that all individuals are authors and distributors of content is an underlying basis of 21st Century Learning. District and school use of ICT Resources to distribute intellectual property, images, videos and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals. It is our intent that such broadcasts and publications be educationally relevant to the goals of PUSD while providing for the safety and security of all students and staff.

- All distributed content shall follow the standards for ethical behavior in regard to information and communication technologies by showing respect for the principles of intellectual freedom, intellectual property rights and the responsible use of the information and communication technologies. It is understood that all distributed content may be accessible beyond the Porterville Unified School District community and viewed by a global audience.
- All content shall be age appropriate to safeguard students by shielding the identification of students' identification and locations. Content may include names of individuals; however identifying information, such as names of family members, e-mail addresses, birthdays, financial information, addresses and phone numbers will remain private.
- All content should be free of any spelling or grammatical errors. Content shall not contain objectionable material or point to objectionable material. The distribution of content shall follow Copyright Law and Fair Use Guidelines.
- All content representing the school district shall follow district policies and state/federal laws pertaining to content standards, student records, copyright, and technical standards.

**Anyone who is aware of problems with, or misuse of these ICT resources, or has a question regarding the proper use of these ICT resources, should contact a teacher or administrator immediately. Most importantly, the Board and the Administration urge any person who receives any harassing, threatening, intimidating or other improper message through ICT Resources to alert the appropriate personnel immediately.**