

San Juan Unified
Administrative Regulation

AR 0440.1

Philosophy, Goals, Objectives and Comprehensive Plans

Use of District Computers, Computer Networks, and Internet Services

The district provides computers and computer network and Internet services for the specific and limited purpose of achieving the district's goals and accomplishing its educational and organizational purposes. Other uses are prohibited, except as authorized herein. District computers, computer networks and Internet services are not provided as a public, student, or employee forum. San Juan computers, computer networks and Internet services remain at all times the property of the district. The district shall be the only approved provider of district Internet and e-mail services. Any exceptions must be approved by the Superintendent or her/his designee.

No Expectation of Privacy

Use of district computers, computer networks, and Internet services does not create any expectation of privacy. Work produced by any employee on a district computer shall be the property of the district. The district reserves the right to search any information accessed, sent, received, or stored in any format by any district computer user. Users are advised that information and communication deleted by the user may be restored and retrieved from the computer by the district or a legal authority. Parents/guardians shall have the right to examine their child's computer files, including electronic communications, if the information is accessible by district staff.

User Responsibilities

1. District computers shall not be used by anyone to produce, distribute, access, use, or store information which:
 - a. Is prohibited by law, district or school rules;
 - b. Is obscene, pornographic, sexually explicit, harmful as defined in subdivision (a) of Penal Code 313, or harmful to minors as defined in the Children's Internet Protection Act (CIPA) [P.L. 106-554 - Title XVII-Section 1710(2)]
 - c. Would subject the district or the individual to criminal, civil or administrative liability for its use, production, distribution, access or storage (e.g., is fraudulent, defamatory, racist, or denigrates persons based upon protected classifications, constitutes sexual harassment, etc.);
 - d. Violates copyright laws;

e. Is obtained by trespassing in private or confidential files. Trespass is defined as the unauthorized access to confidential files or the unauthorized access, use, or distribution of, or allowing another person without valid authorization access to, confidential information contained in computer files.

f. Causes delay, disruption or harm to systems, programs, networks or equipment.

g. Is otherwise prohibited in the workplace or on a school campus.

2. No user may alter work, except their own, without permission from the author. Users assume personal responsibility and liability, both civil and criminal, for unauthorized use of district computers and computer services.

Students

Use of district computers, computer networks and Internet services is a privilege which may be restricted or revoked at any time. District and school rules for behavior and communication shall apply to all use of district computers, computer networks, and Internet services. Anyone who uses a district computer or district access to computer networks or the Internet agrees to comply with district policies and regulations, school rules, and rules of any computer network accessed. Students using district computers and equipment are expected to follow the directions of teachers and school staff. District computers may not be used for commercial purposes, including offering, providing or purchasing goods or services for personal use. Students who violate computer usage rules may lose their computer use privileges, and/or be subjected to discipline. If the computer usage is required in the student's course work, misuse may affect the student's academic grade, and/or if the misuse is sufficiently severe or persistent as determined by the teacher and the school administration, the misuse may affect the student's ability to complete the course.

Pursuant to federal law, the district has installed filtering or blocking software that blocks access by students using the Internet to materials that are obscene, pornographic, or harmful to minors as defined by law. Notwithstanding this filtering/blocking software, it may be technically possible for a student to access inappropriate sites. The student remains responsible for complying with this computer use policy. Teachers are responsible to provide reasonable supervision of student computer use, but such supervision does alleviate a student's primary responsibility for appropriate use.

The Superintendent or designee is the district employee authorized to direct that a site be blocked to prevent student access, or unblocked to allow student access.

Employees

Some employees may be required to use a computer to fulfill their job responsibilities. Except for required uses, use of district computers, computer networks and Internet services is a privilege which may be restricted or revoked at any time. District rules for appropriate computer usage shall apply to all use of district computers, computer networks, and Internet services. Anyone who uses a district

computer or district access to computer networks or the Internet agrees to comply with district policies and regulations, division and/or department rules, and rules of any computer network accessed. Any equipment connected to district networks must meet district regulations and technical standards. No modifications of hardware or system software is permitted without authorization from Technology Services. District computers may not be used for personal commercial purposes, including offering or providing goods or services. All purchases for school/district purposes shall be made in accordance with district rules and procedures. Misuse of district computer equipment and/or programs may result in discipline, up to and including dismissal.

(cf. 3310 - Purchasing Procedures)

Pursuant to federal law, the district has installed filtering or blocking software that blocks access by employees using the Internet to materials that are obscene, or pornographic. Notwithstanding this filtering/blocking software, it may be technically possible for the employee to access material that is non-the-less prohibited. The employee remains responsible for complying with this computer use policy.

Employees may use district computer equipment after the employee's work hours for reasonable personal use, subject to the computer use rules set forth herein, and so long as such use does not interfere with or negatively impact other employees or the district's computer system or incur a cost to the district. This access is a privilege and not a right, and the district reserves its right to further limit, restrict, modify or eliminate such personal use at any time, either on an individual basis or district-wide. The district at all times reserves to itself the right of access to any information stored on its equipment, including but not limited to e-mail correspondence and Internet access, and employees have no legitimate expectation of privacy as to such information.

Guests

The Superintendent or designees may permit a "Guest" to have limited term access to district computers and computer networks for a specific district-related purpose requiring such access if the "Guest" has signed a district computer user agreement.

Passwords

Passwords may be assigned to individuals. Assigned passwords shall not be shared or used by anyone else except a student's teacher, an employee's supervisor, authorized computer maintenance and repair personnel, or other personnel designated by the division's Assistant Superintendent.

District Secured Networks and Confidential Records

Student and employee records on district computers are confidential. Anyone accessing these records agrees to keep all information in the records confidential and to use it only for legitimate purposes. Access to student and employee records is governed by board policies. Students shall not have access

to employee or student records. Assistant Superintendents or their designees may permit a volunteer to have limited access to secured networks and confidential records for a specific district-related purpose requiring such access if the volunteer has signed a district computer user agreement. Anyone who intentionally accesses or changes student or employee records or district secured networks without specific authorization to do so may be subject to disciplinary actions and may be referred to legal authorities.

(cf. 4112.6 - Personnel Records)

(cf. 5125 - Student Records: Confidentiality)

Remote Access

Access to district secured computer networks from locations other than district schools or offices is available only via district approved secured communication lines and may be authorized only by the Superintendent. Any modem attached to a district computer must be approved by the Computer Services Director. District public information is available via the Internet.

District Limitations of Liability

For some employees use of a computer may be required by the district for job performance. For some students, use of a computer may be required by the district as part of the educational program. In addition to required uses, the district may provide employee and student access to computers, computer networks, and the Internet, but is not obligated to do so. The district accepts no responsibility or liability for access or lack of access to computers, computer networks, or Internet services. On any computer system there is a potential for loss of data, interruption of services and inaccurate or unreliable information. The district makes no warranties for computer services or data, and is not liable for damage to or loss of work on district computers. The district will not be responsible for financial or other obligations arising from the unauthorized use of district computers, computer networks, or the Internet.

The Internet opens a world of valuable information to students. However, some information on the Internet may be considered inappropriate for or harmful to young people. Parents and guardians are advised that the district has no control over information available on the Internet and is limited in its ability to control access to inappropriate information.

Parents/guardians are encouraged to discuss their expectations for appropriate activities on the Internet with their child (ren). The district has installed filtering or blocking software that limits access to material that is obscene, pornographic, or harmful to minors; however, such software may not adequately protect students from accessing such material or other inappropriate materials. Any installation or removal of blocking software is at the district's discretion and limited by federal law and does not relieve the computer user of his/her personal responsibility not to access inappropriate or harmful materials. Parents/guardians are advised that it may be possible for a student to purchase

goods and services through district-owned computers for which the student's parent/guardian may be liable. The district is not liable for student use of or access to the Internet that is in violation of the district's rules.

Parent/Guardian Rights

Parents/guardians may specifically request in writing that their children not be given access to the Internet or electronic mail (e-mail). Such written requests must be sent to the principal of any school the child attends. Parents/guardians shall have the right to examine their child's computer files, including electronic communications, if the information is accessible by district staff.

Classroom Use

Information available on computers, computer networks and the Internet which is used in the classroom should be in compliance with the Board's policies and district procedures governing the selection of instructional materials. Teachers are expected to use classroom materials and give assignments that are age appropriate and relevant to the course objectives, preview information that will be presented to students, direct students in appropriate research activities, and help students learn to analyze the accuracy of information accessed. Staff will provide developmentally appropriate guidance to students as they use telecommunications and electronic information resources. Students will be informed by staff of their responsibilities as users of district computers, computers networks, and Internet services. Students will be held responsible for complying with all school rules including rules for use of district computers and computer services. School administrators and teachers will ensure that students using computers are appropriately supervised. However, schools cannot guarantee that each student will be directly supervised at all times.

(cf. 6161.1 - Selection and Adoption of Basic Instructional Materials)

(cf. 6161.4 - Selection of Supplementary Instructional/Educational Materials)

Electronic Communication/E-Mail

District e-mail users are expected to communicate in a professional manner, consistent with state laws, and district and school rules. Electronic communications should not be considered confidential, private or protected. District e-mail users should never reveal or respond to requests for personal information about themselves or others such as a home telephone number and address, personal habits, or confidential district information such as student records. Electronic communication resources are not provided as a public, student, or employee forum. Sending unnecessary messages to a large number of people (chain mail) is prohibited.

Electronic communication on district computers could reflect upon the district. Although it may not be apparent to the sender, all messages sent from the district include the name of the district in the electronic address. Anyone sending a message containing personal opinion, rather than an approved

or authorized district position, must include the following disclaimer at the end of their message: "The views reflected in this communication are those of the individual sender and not necessarily those of the district." In addition to following all pertinent rules and regulations, anyone using district computers for electronic communications should be concise and brief, use normal punctuation, use standard upper- and lower-case letters (not all capital letters), and check spelling and grammar. Not all district computer users have e-mail accounts. For those district computer users provided with e-mail, the e-mail is considered a primary avenue of communication and should be checked frequently.

Employee E-Mail

District employees may be provided with e-mail accounts for work-related communication. In using e-mail, employees are expected to follow the same guidelines that govern employee use of other district resources, such as district telephones. Work-related e-mail may be sent to a group of district users, such as central office or elementary secretaries. The sender should select an appropriate group. A message should not be sent to everyone unless the message applies to everyone. E-mail is not provided as a public forum and should not be used to broadcast personal opinion or personal information.

Teachers may establish an employee e-mail account for district business communication, and a classroom account for instructionally appropriate e-mail communication by individual students or student groups.

Participation in Multiple User Dimensions (news groups, chat rooms, etc.) may be permitted only for work related communication. Electronic communication users shall immediately notify their supervisor if they receive a message they believe is inappropriate.

Student E-Mail

Students may be provided with district shared classroom accounts for instructional purposes. No individual student e-mail accounts will be established other than as authorized in writing by the Superintendent or designee. Students may not use e-mail services other than the district service to send or receive communication on district computers. Participation in Multiple User Dimensions (news groups, chat rooms, etc.) may be permitted only for communication approved by teachers for specific instructional purposes. Students may not agree to meet someone they have communicated with through electronic communication unless it involves the approval and participation of their parent/guardian. Individual students and students' teams may have e-mail communication opportunities through a shared classroom account. Requests for classroom accounts must be approved by the principal of the school. Electronic communication users shall immediately notify their teacher or principal if they receive a message they believe is inappropriate.

Internet Regulations

Any district information published on the Internet and any information published on the district's Internet site must be consistent with these regulations.

1. General

San Juan electronic services remain at all times the property of the district.

2. Purpose

The district provides Internet publication opportunities for the specific and limited purpose of achieving the district's goals and accomplishing its educational purposes. The purpose of any district Internet publication must be related to current district goals.

3. Internet Services

The district shall be the only approved provider of Internet services. Any exceptions must be approved by the Superintendent or her/his designee. Use of district Internet services is restricted to district departments, schools, and other district purposes. Any school or office publishing approved Internet information shall also be responsible for updating that information. The district's Internet services are not provided as a public, student, or employee forum. Internet pages for schools, classrooms, and departments/offices are appropriate. Internet pages for individuals and organizations are not permitted. Any exceptions must be approved by the Superintendent or her/his designee.

4. District Review

The district reserves the right to monitor all information on its servers and to change or delete information at any time.

5. Student Information

Student information is private and protected, and the release of any personally identifiable student information, including photographs and student work, must be in accordance with district policies and regulations on student records and Internet publications. Unless a parent/guardian has submitted a written objection, student directory information may be published. Written permission must be obtained from parents/guardians and students before publishing student work. No information may be released about a student if the student's parent/guardian has made a written request to the school principal not to have information released.

Unless notified in writing of an objection by a parent, legal guardian, or student of age 18, photographs and videos of students and/or names may be posted on school websites for positive recognition. Written objections may be submitted at any time during the school year but must be renewed at the start of each school year. Notice of how photographs and videos of students are handled will be posted on the district web site and each school web site.

Written parent/guardian permission is required before publishing any photograph or video that identifies students receiving special education services.

6. Copyright Clearance

District policies and existing laws on copyright shall govern materials accessed through computer networks and the Internet.

7. Required Content

Each Internet page must contain the following:

San Juan Unified School District

Name of the school or department

All rights reserved by the district

The following disclaimer shall be available to everyone who accesses a district Internet page: "Any expressed personal opinions are not those of the school or school district. Information is provided without warranties. The district assumes no responsibility for any harm or damage that may be incurred by users, or for the content of any site to which district pages may be linked. Reference to products, services or publications does not imply endorsement."

Information on each page must be easy to understand, concise, true and accurate. Each page must be checked for correct spelling and grammar.

Administrative Regulation SAN JUAN UNIFIED SCHOOL DISTRICT

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