

Use Of District Technology, Networks, Internet Services And Information Services

The district provides technology, networks 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 technology, networks and Internet services are not provided as a public, student, or employee forum. FUSD technology, networks and Internet services remain at all times the property of the district. The district shall be the only approved provider of district information services to include e-mail. The district has final authority to approve or reject any and all links and references to electronic information. The Superintendent or designee must approve any exceptions.

No Expectation of Privacy

Use of district technology, networks, and Internet services does not create any expectation of privacy. The district reserves the right to search and/or monitor any information created, accessed, sent, received, and/or stored in any format by any district user. Parent/guardians shall have the right to examine their student's electronic files, including electronic communications, if the information is accessible by district staff in accordance with education or Penal Codes.

User Responsibilities

District technology shall not be used to produce, distribute, access, use, or store information which:

1. Is prohibited by law, district or school rules;
2. Is obscene, pornographic, sexually explicit, or harmful as defined in subdivision(a) of Penal Code 313. Harmful matter includes, but is not limited to, matters, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct which lacks serious literary, artistic, political or scientific value to minors;
3. Advertises or promotes non-district commercial endeavors;
4. 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 or intentionally misleading, defamatory, racist, or denigrates persons based upon protected classifications, constitutes sexual harassment, etc.) Protected classifications include: race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs;
5. Violates copyright laws;
6. Is obtained by trespassing in private or confidential files;
7. Willfully causes delay, disruption or harm to district systems and programs;
8. Is otherwise prohibited in the workplace or on a school campus;

9. Would reveal personal or confidential information;

10. Falsely represents the users identity;

11. Amount to vandalism. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user. Any vandalism will result in the loss of access to the district's system and all electronic information services, disciplinary action and legal referral.

No user may alter work, except his/her own, without the author's permission. Users assume personal responsibility and liability, both civil and criminal, for unauthorized use of district technology, Internet services and information services. Users have responsibilities to report any security problem or misuse of the network to district staff.

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 electronic files.

Students

Use of district technology, networks and Internet services is a privilege, which may be restricted or revoked at any time. Anyone who uses a district technology or district access to networks or the Internet agrees to comply with district policies and regulations, school rules, and rules of any network accessed. Students using district technology and equipment are expected to follow the directions of teachers and school staff. District technology may not be used for commercial purposes, including auctioning, selling, offering, providing or purchasing goods or services for personal use. Student who violate usage rules may lose their privileges, and/or be subjected to discipline.

Employees

Employees may be required to use technology to fulfill their job responsibilities. District rules for appropriate usage shall apply to all uses of district technology, networks, and Internet services. Anyone who use district technology, district access to networks, Information Services or the Internet agrees to comply with district policies and regulations, division and/or department rules, and rules of any network accessed. District technology may not be used for personal commercial purposes, including selling, auctioning, buying, and offering or providing goods or services, nor the promotion of personal opinions. Work produced by any employee using district technology shall be the property of the district. All purchases for school/district purposes shall be made in accordance with district rules and procedures. Misuse of district technology equipment and/or programs may result in discipline, up to and including dismissal.

(cf. 3310 et seq. - Purchasing Procedures)

Guests

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

Guest is defined as a parent/guardian, vendor, student or responsible adult.

Passwords

Passwords are to 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.

Confidential Records

Student and employee records on district technology 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 guest to have limited access to secured networks and confidential records for a specific district-related purpose requiring such access. Anyone who intentionally accesses or changes student or employee records or district secured networks without specific authorization may be subject to disciplinary actions and may be referred to legal authorities.

(cf. 4112.6 - Personnel Records)

(cf. 5125 - Student Records: Confidentiality)

District Secured Networks

Any equipment connected to district networks must meet district regulations and technical standards. It is not permitted to make modifications to network servers and workstation network settings without authorization from Technology Services.

Remote Access

Access to district secured 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 or designee. Technology Services must approve modems attached to any district network.

The Superintendent or designee will annually inform parents/guardians and employees of the district limitations of liability regarding the use of technology, networks, or Internet services.

The district accepts no responsibility or liability for access or lack of access to technology, networks, or Internet services. On any system there is a potential for loss of data, interruption of services, and inaccurate or unreliable information. The district makes no warranties for services or data, and is not liable for damage to or loss of work using district technology. The district will not be responsible for financial or other obligations arising from the unauthorized use of district technology, networks, or the Internet.

Access to Inappropriate Matter

Parents/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 student. The district shall install maintain software that limits access to inappropriate, unreliable, or harmful material pursuant to the timing and requirements of the Children's Internet Protection Act; however such software may or may not adequately protect student from accessing such material. Blocking software may, if installed, does not relieve the user of his/her personal responsibility not to access inappropriate or harmful materials. At the request of an adult for bonafide use or other lawful use, any blocking software installed may be temporarily disabled if permitted by the Superintendent or designee. Parents/guardians are advised that it may be possible using district Internet services for a student to purchase goods and services for which the student's parent/guardian may be liable. The district is not liable for student uses of or access to the Internet that is in violation of the district's rules.

Electronic Libraries

Guidelines for access to information have already been established in the federal Library Bill of rights of 1980. These principles can be applied to the Internet. School libraries build collection of resources which support the curriculum and which are consistent with the philosophy, goals, and objectives of the school district. This means that students have the rights to information, but the district has the right to restrict any information that does not apply to the approved curriculum.

Parent/Guardian Rights

Parents/guardians may specifically request, in writing, that their student 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 student attends.

Classroom Use

Information available using technology, 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. Staff will inform student of their responsibilities as users of district technology, networks, and Internet services. Students will be held responsible for complying with all school rules including rules for the use of district technology, networks, and Internet services. School administrators and teachers will ensure that students using technology are appropriately supervised. However, school 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 users, as a district representative, 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. Users should never reveal or respond to requests for personal information about themselves or others, such as a home telephone, numbers 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 is prohibited.

Participation in news groups, chat rooms, message boards and clubs 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.

Employee E-Mail

District employees will 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 of 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 or advertisements.

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

Student E-Mail

Student teams may have e-mail communication opportunities through a shared classroom account. Individual students will not be given e-mail accounts on the district e-mail server. The principal of the school must approve request for classroom accounts. Electronic communication users shall immediately notify their teacher or principal if they receive a message they believe is inappropriate.

Internet Regulation

Fresno Unified School District electronic services remain at all times the property of the district. Any district information published on the Internet must be consistent with these regulations.

1. General

The internet is a valuable communication tool, which parents/guardians, students, and staff depend on for timely, accurate information. Student involvement in web page production can be an excellent way to teach and train; however, careful monitoring of content, spelling, grammar and student information is required. Because district related websites are closed forums for expression, the district shall have sole authority concerning what materials may be published on such websites. Final authority over what is published on district related websites shall rest with the Superintendent or designee. The purpose of such restrictions is to assure that any information

published on a district related website is consistent with Board policies and presents a healthy educational focus of Fresno Unified School District to the public.

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 purposes of any district Internet publication shall be for public information about the district, a school, or instructional activities.

3. Use

The district shall be the only approved provider of Internet service. The Superintendent or designee must approve any exceptions. Use of district Internet service 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 private non-district use are not permitted. The Superintendent or designee must approve any exceptions.

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. Written permission must be obtained from parents or guardians and students before publishing student work, student digital images or videos containing students. No information may be released about a student if the student's parent or guardian has made a written request to the school principal not to have information released.

Information published on the Internet may identify student by initials, but not by name. No photographs of individual students will be published. Group photographs of students may be published provided initials do not personally identify students and provided no parent/guardian has objected.

6. Copyright Clearance

District policies and existing laws on copyright shall govern materials accessed through networks and the Internet. To republish text or graphics on the Internet, the Superintendent or designee must have written permission from the owner to use any copyright protected work. In addition, there must be a notice crediting the original producer and noting how and when written permission was granted. Or, printed evidence must be provided to document the material's public domain status.

7. Required Content

Each Internet page must follow Fresno Unified School District's Web Page Guidelines, which are posted on the district website.

8. Internet Publication Links

Internet pages may not contain information or be linked to pages that contain information about any activity prohibited by law or district rules or school. Any commercial images and information in classrooms or on district technology must be incidental to the educational value of the material. Commercial links from district Internet pages must be consistent with these and other regulations in effect within the district.

Penalties for Improper Use

The consequences for violation of AR 0440.1 may include, but are not limited to, any one or more of the following:

- w Suspension of district technology privileges;
- w Revocation of district technology privileges;
- w Suspension of computer access;
- w Revocation of computer access;
- w School suspension (student only);
- w Expulsion (student only);
- w Disciplinary action up to and including dismissal (employees only);
- w Referral to legal authorities for prosecution under Penal Code 502.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

approved: October 8, 2001 Fresno, California