



Island Union School District  
**Acceptable Use Policy (AUP)**  
For the Use of  
Computers, Internet, Gmail, Google Application,  
Mobile Devices and Internet Applications

Technology provides students with unique and powerful ways to enhance their learning. Island Union Elementary School District (IUESD) supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to computer networks so that they can access district-supplied technology to enhance learning any time of day. It is one of the technology goals of the district to ensure that each User's interactions with technology contribute positively to the learning environment both at school and in the community.

With the increased usage of free educational applications on the internet, digital storage areas, containing less sensitive User information, may or may not be located on property of the school, IUESD, or county. In some cases, data will be stored on local servers. Therefore, Users should not expect that files and communication are private. IUESD reserves the right to monitor Users' online activities and to access, review, copy and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of IUESD property, network and/or Internet access or files, including email.

IUESD has a private and secure system for sensitive school records, which will be managed by IUESD information Technology Staff.

#### **Google Apps in Educational Applications**

IUESD is offering Users a free educational suite of applications for use to enhance teaching and learning. Google Apps is a concept known as "cloud computing" where services and storage are provided over the Internet. IUESD through Google Apps for Education, email services to our staff and students. This system also provides:

- System Administrators have the capability to limit messages based on where they are from, where they are going, or the content they contain. IUESD will use this technology protection measure to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network.
- Due to certain federal and state guidelines, the district has the responsibility to maintain email communication records of our users for a minimum period of three years. IUESD will be using Google's Vault service to achieve compliance with these guidelines.

In order for Users to gain access to Gmail and his/her Educational Google Applications account on the Internet, IUESD must obtain parental permission for a minor under the age of 18 years. Students 18 years and older are also required to acknowledge and accept IUESD's terms and conditions prior to obtaining access to technology within our schools. Under both circumstances, this may be accomplished by completing an "AUP" and "Responsible Use Acknowledgement" (RUA) forms.

#### **Terms of Use:**

**Acceptable Use:** District students are only permitted to use District Technology for purposes which are safe (pose no risk to students, employees or assets), legal, ethical, do not conflict with the mission of the District, and are compliant with all other District Policies. Usage that meets these requirements is deemed "proper" and "acceptable" unless specifically excluded by this policy or other District policies. The District reserves the right to restrict online destinations through software or other means.

#### **District expressly prohibits:**

These are examples of inappropriate activity on the IUESD network but, IUESD reserves the right to take immediate action regarding activities 1) that create security and/or safety issues for the IUESD network, Users, schools, network or computer resources; 2) that expend IUESD resources on content it determines lacks legitimate education content/purpose; or 3) other activities as determined by IUESD as inappropriate.



Island Union School District  
**Acceptable Use Policy (AUP)**  
For the Use of  
Computers, Internet, Gmail, Google Application,  
Mobile Devices and Internet Applications

1. Violating any state or federal law or municipal ordinance such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful material, materials that encourage others to violate the law, confidential information or copyrighted materials.
2. Criminal activities that can be punished under law. 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, Board policy, or administrative regulations.
3. Selling or purchasing illegal items or substances.
4. Obtaining and/or using anonymous email sites, spamming, spreading viruses.
5. Using profane, abusive or impolite language; threatening, harassing or making damaging or false statements about others or accessing, transmitting or downloading offensive, harassing or disparaging materials.
6. Deleting, copying, modifying or forging other Users' names, emails, files or data, disguising one's identity, impersonating other users or sending anonymous email.
7. Damaging computer equipment, files, data or the network in a way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs or disrupting any computer system performance.
8. Using any IUESD computer/mobile devices to pursue "Hacking", internal or external to IUESD or attempting to access information protected by privacy laws.
9. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
10. Using web sites, email, networks or other technology for political uses or personal gain.
11. IUESD internet and intranet property must not be used for personal benefit.
12. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
13. Advertising and promoting non-IUESD sites or commercial efforts and events.
14. Users must adhere to all copyright laws.
15. Users are not permitted to use the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.
16. 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.
17. Students shall use the district's system safely, responsibly, and primarily for educational purposes
18. Harmful matter includes matter, 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 and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313).
19. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
20. Students shall report any security problem or misuse of the services to the teacher or principal immediately.

### **Student Use of Mobile Devices**

- IUESD has provided some students with iPads and/or Chromebooks for use both in school as well as away from school. The IUESD-owned devices follow the stipulations outlined in the AUP as well as a specific device RUA.
- School Administration and IUESD Technology staff may search the student's memory device if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on a school property that violate the privacy of others, or other issues regarding bullying, etc.
- Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member and those whom they are recording.



Island Union School District  
**Acceptable Use Policy (AUP)**

For the Use of  
Computers, Internet, Gmail, Google Application,  
Mobile Devices and Internet Applications

- These rules apply to student-owned devices as well. A student-owned mobile device is a non-district supplied device used while at school or during school or district-sponsored activities. The students may use the student-owned mobile devices in class only with the teacher's expressed permission.
- Personally owned devices anytime logged in to Google Account.

**Password Policy:** Passwords must not be shared with anyone and must be treated as confidential information. Passwords must be changed as often as required by the Districts IT department. All Users are responsible for managing their use of District Technology and are accountable for their actions relating to security. Allowing the use of your account by another user is also strictly prohibited. All passwords created for or used on any District Technology are the sole property of the District. The creation or use of a password by a student on District Technology does not create a reasonable expectation of privacy.

**Responsibility:** Users are responsible for their own use of District Technology and are advised to exercise common sense and follow this Agreement in regards to what constitutes appropriate use of District Technology in the absence of specific guidance.

**Revocation of Authorized Possession:** The District reserves the right, at any time, for any reason or no reason, to revoke a User's permission to access, use, or possess District Technology.

**Restriction of Use:** The District reserve the right, at any time, for any reason or no reason, to limit the manner in which a User may use District Technology in addition to the terms and restriction already contained in the Agreement.

**Personally Owned Devices:** If a student uses a personally owned device to access District Technology or conduct District business, he/she shall abide by all applicable Board policies, administrative regulations, and this Agreement. Any such use of personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

**Consequences for Violation:** violations of the law, board Policy, or this Agreement may result in revocation of a student's access to District Technology and/or restriction of his/her use of District Technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board Policy, or this Agreement may be reported to law enforcement agencies as deemed appropriate.

**Specific consent to Search and Seizure of District Technology:** The undersigned consents to the search and seizure of any District Technology in the undersigned's possession by the District, the District's authorized representative, a System Administrator, or any Peace Officer at any time of the day or night and by any means. This consent is unlimited and shall apply to any District Technology that is in the possession of the undersigned, whenever the possession occurs, and regardless of whether the possession is authorized. The undersigned waives any rights that may apply to searched District Technology under SB 178 as set forth in Penal Code sections 1546 through 1546.4.

### **Student Supervision and Security**

IUESD does provide content filtering controls for student access to the Internet using IUESD's network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest



Island Union School District  
**Acceptable Use Policy (AUP)**

For the Use of  
Computers, Internet, Gmail, Google Application,  
Mobile Devices and Internet Applications

supervisor. Students will be held accountable for any deliberate attempt to circumvent IUESD technology security and supervision.

Students using mobile and cellular devices while at school, during school or district-sponsored activities are subject to the terms and conditions outlines in this document and are accountable for their use.

Responsible Use Acknowledgment (RUA)

As the parent or legal guardian of the minor student named below, I have read and reviewed with my child the Island Union Elementary School District (IUESD) Acceptable Use Policy (AUP).

I understand that the use of this electronic information resource is for educational purposes. I recognize IUESD has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that while IUESD has also taken steps to restrict student access on the Internet to inappropriate information and sites, it is impossible to restrict access to all controversial materials. I further recognize that if my child does not abide by the terms and conditions of the AUP that consequences will be instated.

The parent/guardian shall agree to not hold the district responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by users.

I realize that by signing on the signature line below, my child will be given a Gmail and Educational Google Applications account and that the information being stored by this web tool as well as others might not reside on local servers. I grant permission for my child to use email, web tools and the Internet according to the terms and conditions outline in the AUP and device User agreements.

**Student's name** (please print): \_\_\_\_\_

Grade: \_\_\_\_\_

By signing on the signature line below, I agree to comply with the above-described conditions of this AUP and RUA:

Signature (Parent/legal guardian): \_\_\_\_\_

Signature (Student): \_\_\_\_\_

Date: \_\_\_\_\_

**Definitions**

**"User"** includes anyone including employees, students and guests, using IUESD technology, including but not limited to computers, networks, internet, email, chat rooms and other forms of technology services and products.

**"Network"** is wired and wireless technology networks including school and district networks, cellular networks, commercial community or home-based wireless networks accessible to students.

**"Mobile Devices"** are cellular phones, Blackberry type devices, PDA's, MP3 players, iPod type devices and portable computers such as lap tops, iPads, notebooks, tablets and netbooks as well as portable storage devices.



Island Union School District  
**Acceptable Use Policy (AUP)**  
For the Use of  
Computers, Internet, Gmail, Google Application,  
Mobile Devices and Internet Applications

Board approved November 19, 2014, revision approve