

District Internet and Electronic Mail Guidelines and Procedures

All access to Internet sites are routed through a "technology protection measure" designed to filter out material that is in violation of the district Internet policies. This filter will block most objectionable material, but users must be aware that some objectionable material may be missed by the filter and these sites should be reported immediately for review. A review process is available to block sites with objectionable material. There is also a review process to request the unblocking of sites that users believe contain material that has educational benefit. An adult filter override is available with specific administrative approval.

Students and staff are responsible for following generally accepted social standards for use of a publicly owned and operated communication tool. Students and staff will maintain high standards of ethical conduct while using the system. Examples of unethical, unacceptable use of District technology equipment includes the following:

- Sending, displaying, or accessing pornographic, abusive, obscene, or other objectionable language, graphics, or other media
- Unauthorized disclosure, use, and dissemination of personal information about students or employees
- "Hacking" or otherwise engaging in unlawful activities while online
- Using obscene language
- Harassing, insulting, or attacking others
- Intentionally damaging computers, computer systems, data, files, information or computer networks
- Violating copyright laws
- Using or distributing another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for outside business or commercial purposes
- Sending or receiving of unethical, illegal, immoral, inappropriate, or unacceptable information of any type
- Engaging in activities that cause disruption to the network or its systems
- Attempting to bypass the system security measures
- Reposting or forwarding a message that was sent to you privately without permission of the person who sent you the message
- Posting chain letters or engaging in "spamming" - i.e. sending an annoying or otherwise unnecessary message to a large number of people
- Any other activities not appropriate in an educational forum

The network is provided for staff and students to conduct research and communicate with others on academic topics and to engage in legitimate District business. Individual users of the district computer networks are responsible for their behavior and communications on those networks. It is presumed that users will comply with district standards and will abide by the policies specified herein. Violations of the district policy described will result in access privileges suspended or revoked as well as other disciplinary action as warranted. Any commercial, political, or unauthorized use of those materials or services, in any form, is forbidden. All copyright laws must be observed.

Network storage areas will be treated like student lockers **or employee work areas**. Under the direction of the school administration or senior management, the Technology & Information Services Branch will review files and communications to **assure use is appropriate**, maintain system integrity and insure that requirements of the Child Internet Protection Act are being observed. Students and staff should not expect that email or files stored on district servers would always be private.

Any type of information stored on district computers becomes the property of Long Beach Unified School District, and as such Long Beach Unified School District will periodically review and monitor all computer files and data stored on district computers. Long Beach Unified School District will edit or remove any material which the administrators, at their sole discretion, believe to be inappropriate. Access to and review of computer files is not limited to probable cause. Privacy **on the use of district computers** is neither implied nor granted, nor should it be expected.

Use of the computer network may be revoked at any time for inappropriate use. The system administrators of the LBUSD computer network, in conjunction with school administration and senior management, will be the sole determiners of what constitutes inappropriate behavior. The violation of any item contained in this policy may result in the loss of computer access and/or other disciplinary action as well as possible punitive action as provided for by local, state, and federal law.

Security on any computer system is a high priority, especially any system that has many users and/or Internet access. Neither students or staff shall let others use his or her account or password as he or she is responsible for all actions related to his or her account. Students and staff must notify school administrators immediately if their password is lost or stolen or if they think someone has access to their account. Students and staff are to use only the network directories and resources that have been assigned for their use. Unauthorized access to any other level of the system, or other system resource, is strictly prohibited. Users will make no attempt to bypass the district anti-virus software, firewall, filtering and safeguards. When finished with a computer, the student and staff are expected to logout where appropriate.

Students and staff are not allowed to install software onto the computers or the computer network without a valid purchase order and permission from the network administrator.

Programs and/or data stored on local hard drives of district computers are subject to removal at any time without prior notice. Long Beach Unified School District shall not be held responsible for the security, integrity, or longevity of data and/or programs stored locally on staff computers.

Students and staff acknowledge that they are completely responsible for any and all use of the district's computer network, and that misuse could lead to liability and/or consequences that extend beyond the district's authority. The Long Beach Unified School District shall be held harmless from any use or misuse of the computer network by students. Long Beach Unified School District makes no warranty of any kind, whether expressed nor implied, for the service that it is providing. Long Beach Unified School District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Long Beach Unified School District is not responsible for the accuracy or quality of the information obtained through or stored on the system.