

# Student Acceptable Use Policy (SAUP)

*AUSD must have a completed and signed contract on file before providing any student with the privilege of technology access.*

## Purpose

The Alameda Unified School District (AUSD) provides technology, network and Internet services for the specific and limited purpose of achieving the district's goals and accomplishing its educational and organizational purposes. All other activities are prohibited. AUSD technology, network and Internet services remain at all times the property of the district. All students must comply with AUSD Board Policies BP6163.4 and its supporting Administrative Regulation AR6163.4.

## Terms & Conditions

### Responsibilities

Students must accept personal responsibility for appropriate use of technology and report any misuse to a teacher.

### Appropriate Conduct

Students are expected to abide by the generally accepted rules of user etiquette. For example:

- Students must only access their own user account, email and files
- Be polite and concise. Use appropriate language.
- Use the network in a way that would not disrupt access by others.
- Adhere to copyright and plagiarism laws
- Only use software and electronic resources as allowed
- Use of AUSD technology for sales, advertisements or solicitations is prohibited

### Inappropriate Conduct

The following are prohibited:

- Anything prohibited by law, district or school rules
- Using obscene language or intentionally accessing or possessing obscene or pornographic material, as defined in subdivision (a) of Penal Code Section 313.
- Harassing, insulting or attacking others
- Using or distributing another person's password
- Sending or displaying intimidating, offensive, sexually explicit, or hate related material
- Accessing another person's folders, work, or files without their consent
- Possession or use of any tools designed for probing, monitoring, or breaching the security of the network or infecting the network with a virus
- Using the network for non-school related activities such as network games, downloading of music or video files, or serving as a host for such activities

- Using the network for commercial purposes
- Violating copyright laws
- Participating in non-district approved forums, chat rooms, or exchanges
- Activities that would subject the district or the individual to criminal, civil or administrative liability
- Connecting any other personal devices to AUSD equipment

## **Privacy & Security**

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 or on any equipment connected to the district's network. Users may encounter material they interpret as controversial, inappropriate, or offensive. E-mail is not guaranteed to be private. It has the potential to be viewed globally.

- Passwords need to be protected at all times.
- Students are not to disclose confidential information to other individuals.
- Do not reveal any personal information, home address or personal phone numbers on the network.
- Never open, forward, or download any attachments or files that are unknown to you, or that are suspected to contain viruses.
- Never demonstrate a problem to other users

Notify a teacher if you identify a security problem. Any student identified as a security risk will be immediately denied technology use until resolved.

## **Theft & Vandalism**

*Theft* is defined as accessing, removing or copying school, district or another person's personal property. This includes both electronic data and physical property.

*Vandalism* is defined as any attempt to harm or destroy data of another user, other agencies or networks, or technology equipment. This includes, but is not limited to, the uploading or creation of computer viruses.

Vandalism or theft will result in loss of computer services, disciplinary action, parent conference, police or legal referral.

## **Disclaimer & Liability**

The Alameda Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. AUSD will not be responsible for any damages suffered while on their system. These damages include loss of data as a result of delays, non-deliveries, misdirected, or service interruptions caused by the system, power outage, errors or omissions. Use of any information is at your own risk. AUSD specifically denies any responsibility for the accuracy of information obtained through its services.

**Student:**

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

**Last**

**First**

**Initial**

**ALAMEDA UNIFIED SCHOOL DISTRICT**

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**Student Acceptable Use Policy Agreement**

**Student:**

I have read, understand, and will abide by the Terms and Conditions of this policy. I understand that any violations of the above provisions will result in disciplinary action. This may include my loss of computer access, a parent conference, police or legal referral.

**Student Signature:** \_\_\_\_\_ **Year of Graduation:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Parent or Guardian:**

(If student is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Terms and Conditions of this policy for use of Alameda Unified School District technology and network services, including Internet access. I understand that these privileges are designed for educational purposes. I understand that it is impossible to restrict access to all controversial materials, and I will not hold AUSD responsible for materials acquired or problems related to the use of the network. *I accept responsibility for my student's use of AUSD network services off site.* PLEASE CHECK ONE BOX ONLY.

I hereby **give permission** for my child to use AUSD technology and network services, including the internet. I certify that the information contained on this form is correct. Furthermore, I accept full responsibility for supervision if and when my child's technology use is not in a school setting.

I **do not wish** my child to use AUSD internet services at this time.

**Parent /Guardian Name: (Please print):**

\_\_\_\_\_

**Parent /Guardian Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_