

Lassen County Office of Education

472-013 Johnstonville Road North · Susanville, CA 96130-8752

530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

Acceptable Use Policy

This AUP (Acceptable Use Policy) serves as notice to users, in compliance with Education Code sections 48980 and 5187.5, that the Lassen County Office of Education's policy regarding access to the Internet and its communications systems for students, employees, and guest users is known as its "Acceptable Use Policy" or "AUP". This policy will be reviewed and updated regularly to help ensure that LCOE adapts to changing technologies and circumstances.

The Internet and communications systems may contain harmful matter. Although LCOE exercises reasonable supervision over those who access the Internet and communications systems, and use due diligence in educating students, employees, and guests regarding acceptable and unacceptable practices, it is still possible that users may intentionally or unintentionally access information which may be considered to be inappropriate or harmful.

Policies

(A) Lassen County Office of Education (LCOE) may terminate a user's account at any time without cause if the Acceptable Use Policy (AUP) was violated as deemed by the LCOE or its designee.

(B) Use of the systems is a privilege, which may be terminated if the user abuses the system. Abuse would include, but is not limited to, the placing of unlawful information on or through the system; the use or retrieval of information (messages, text, images, and programs) which is obscene, abusive, or otherwise objectionable; redistribution or extension of Internet connectivity or systems beyond LCOE systems; and use of the system as a commercial operation or for personal gain.

(C) Users shall not transmit material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment (cyber bullying) or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.

(D) LCOE or designated staff will be the sole determiner of what constitutes use or retrieval of information (messages, text, images, programs), which is obscene, abusive, or otherwise objectionable.

(E) LCOE or designated staff reserves the right to access any material stored in its equipment on behalf of the user and reserves the right to remove any material which it considers obscene, abusive, or otherwise objectionable. There is no assumption of privacy.

(F) Each user is responsible for any password security extended to him or her in conjunction with systems access or activities. Any breach or suspected breach should be reported immediately to the technology department.

(G) Systems usage is guided by the generally-accepted Internet practices called "netiquette," a set of common-sense rules about using the Internet with respect for others.

(H) This policy applies to all users utilizing computers and/or equipment, or private home computers to access or in any way utilize the LCOE technology resources. The intent of the LCOE is to use connections on the Internet only for reasons consistent with educational and business purposes. Anyone who uses the technology improperly may lose the **privilege** of using it, have a permanent record of such action, be disciplined, terminated, or expelled, and be financially liable. Using the LCOE systems or software for any illegal use is prohibited. Any illegal use will be forwarded immediately to authorities.

(I) LCOE will certify each year that the requirements added by Children’s Internet Protection Act (CIPA) are being met. The LCOE will educate staff, students, and guests about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and cyber bullying awareness reporting.

(J) LCOE will make reasonable efforts to maintain the integrity and effective operation of its systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communications, LCOE can assure neither the privacy of an individual user’s use of the electronic resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored. In addition, California law provides that communications of LCOE personnel that are sent electronically may constitute "correspondence" and, therefore, may be considered public records subject to public inspection under California’s Public Records Act. There is no assumption of privacy when using any part of LCOE systems.

(K) We understand that the LCOE may post artwork, writing, photographs, or work for publication on the Internet.

(L) The following items are indicative of and considered **Zero** tolerance violations:

1. Intentionally installing a malicious or viral file to infect the system.
2. Downloading or installing any unauthorized software to the computer or systems.
3. Altering or attempting to alter the computer’s operating systems, software, or security systems.
4. Breaching or attempting to breach the system’s security settings or devices.
5. Any act or attempted act that causes damage to the computer hardware/software and/or peripherals.
6. Any attempt to breach external sites or resources from the LCOE systems without prior written approval from all entities involved.
7. Viewing or downloading inappropriate content from any source.
8. Any attempt made from a remote location to alter or disrupt the LCOE’s technology services.
9. Any attempt to threaten, harass, or bully another.

Use of Personal Social Networking Sites

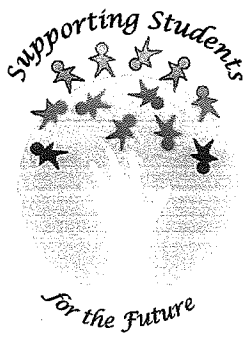
As an organization with a mission to support the education of young people, the LCOE’s standards for appropriate online communication are necessarily high. One of the challenges of the digital age is that everything we write or post online leaves a long-lasting and even permanent record that potentially can be seen by students, their families, and other members of LCOE’s extended community. This is particularly true with social networking and media sites.

While the organization respects the right of employees to use social media and networking sites, as well as personal websites and blogs, it is important the employee’s personal use of these sites does not damage the LCOE’s reputation, its employees, or its students or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. All online behavior should be consistent with standards of professionalism expected of LCOE employees.

The LCOE strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use (such as Facebook, Twitter, Flickr, LinkedIn, etc.) and exercise care and good judgment when posting content and information on such sites. When using a social media site, an employee is encouraged to carefully consider the consequences if the employee includes current students, co-workers, or other work-related acquaintances as “friends,” “followers,” or any other similar terminology used by various sites. If an employee has a community that extends to persons who are parents or other members of LCOE’s community, he/she must exercise good judgment and use professional, age-appropriate behavior regarding any content that is shared on the site.

Additionally, employees should adhere to the following guidelines, which are consistent with LCOE's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality.

- An employee should not make statements that would violate any of LCOE's policies, including its policies concerning discrimination or harassment;
- The employee must uphold LCOE's value of respect for the individual and avoid making defamatory statements about past or present employees or students, or their families;
- An employee may not disclose any confidential information of the LCOE or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.



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CONSENT AND WAIVER

By signing the Consent and Waiver form, I agree to abide by the guidelines of the LCOE Acceptable Use Policy and its rules and regulations. There is no assumption of privacy when using LCOE systems or services.

Further, I have been advised that LCOE does not have control of the information on the Internet. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive. LCOE makes no warranties with respect to the LCOE technology services and cannot assume any responsibilities.

The LCOE cannot be held liable for:

- The content of any information or advice received from a source outside LCOE or any costs or charges incurred as a result of seeing or accepting such advice;
- Any costs, liability, or damage caused by the way a user chooses to use his/her LCOE system;
- Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of LCOE.
- Use of LCOE's systems must be consistent with the LCOE's primary goals.
- Use of LCOE systems for illegal purposes of any kind.
- Use of LCOE systems to bully, distribute threatening, obscene, harassing materials.
- Use of LCOE systems to interfere with or disrupt network users, services or equipment.
- Distribution of LCOE information and/or resources, unless permission to do so has been granted by the owners or holders of rights to those resources.

Print user name

Date

User ID# (office use)

Signature of User

Date

Signature of Parent/Guardian
(Required for students only)

Date

Please sign and return this page.