

## **EL MONTE UNION HIGH SCHOOL DISTRICT'S RESPONSIBLE USE GUIDELINES**

These guidelines are based on the Children's Internet Protection Act (CIPA) and its four guiding principles: respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users, and we encourage parents to follow these guidelines in their own homes.

The El Monte Union High School District (EMUHSD) provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance Millennial Learners' ability to live and work in the 21st century. Online communication constitutes email, Internet, blogging, any use of network resources, etc. EMUHSD electronic resources include, but are not limited to, all hardware, software, data, communication devices (including mobile devices), printers, servers, filtered Internet access, and local and wide area networks.

Online communication is critical for Millennial Learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc. which offer authentic opportunities for students and staff to express and share information as it relates to each school's ESLRs. To keep students safe and comply with the CIPA, this Responsible Use Guideline is put in place and will be updated to accommodate the many education and global changes that will occur.

This Responsible Use Guideline is written for all those who use school-provided network connections and public networks while on school property, whether through use of personal or district-provided equipment. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school network resources.

All personal student devices may be connected to the District's wireless network by selecting "EMUHSD" from the list of available networks, then the option for "Student or Staff", followed by you entering in your first.lastname123 along with your Google password.

Any student or staff's personal technology equipment, other than data storage devices such as flash drives, may not be physically connected to the district's network or any other District equipment unless the data traffic is routed solely through the wireless network.

If within the course of a class assignment, there comes a need to connect personal items such as a video camera, tablet or laptop, those items may be connected only

after approval has been granted by the Assistant Principal for Instruction or his/her designee. Any personal equipment damaged, stolen or lost is not the responsibility of the EMUHSD.

The following is a statement of rules and guidelines for the responsible use of electronic information resources. These are provided to help all users understand what is responsible behavior regarding the use of technology. These are the rules and guidelines under which all members of the EMUHSD community will be held accountable.

## USAGE GUIDELINE

The EMUHSD provides students and staff access to various electronic resources including a wide range of educational materials through Internet and computer online services. EMUHSD uses content filtering technology in compliance with CIPA on all school computers with Internet access to protect against irresponsible web content; however, no web filtering technology is 100% safe. The EMUHSD community realizes this fact and takes every effort to monitor online activity.

**Student Safety.** Do not send any message that includes personal information such as home address, phone numbers, social security numbers, and/or last name for yourself or any other person, unless it is for academic purposes. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet). Student pictures and/or work may be included on district/school/ class websites provided there are no identifying captions.

**Password Protection.** Passwords are provided for each user's personal use only and are, therefore, confidential. Never share, steal or use another person's password. If you suspect that someone has discovered your password, you should change it immediately by contacting the District's Help Desk ([helpdesk@emuhsd.org](mailto:helpdesk@emuhsd.org) or 626-444-9005 x4357). Passwords can be easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers, and symbols.

**Privacy.** Data and email stored on school computers are not private. Computers, electronic devices, network and Internet access are provided as tools for educational purposes only. EMUHSD has the right to monitor, inspect, copy, store and review at any time without any prior notice all usage of the computer network and Internet access including transmitted and received information. Data and email files are the property of EMUHSD and no user shall have any expectation of privacy regarding such files.

Online Etiquette. Use appropriate language and graphics. Swearing, cyber bullying (any communication that defames, embarrasses, teases, harms or injures another person), and suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not permitted. Do not use school online access to make or distribute obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

Messaging. Teachers may incorporate email, blogs, podcasts, video conferencing, online collaborations, texting, and other forms of direct electronic communications for educational purposes. Although it is the student's responsibility to follow the EMUHSD's responsible use policy, it is the direct responsibility of teachers and administrators to monitor student use of technology.

EMUHSD Employee/Student Contact. EMUHSD employees may not use District equipment or the EMUHSD District network to communicate with students for any non-educational related purpose. This includes voice, text, video, or any Internet based social networks. EMUHSD employees may not have any contact with students through personal or private electronic resources such as email, texting, chat rooms, discussion boards, or social networks for any non-educational related purpose.

Plagiarism/Copyright/Licensing. Plagiarism is the act of using someone else's words or ideas as your own. Students and EMUHSD employees are required to give proper credit to all sources used in academic assignments, whether quoted, paraphrased, or summarized. This includes all forms of media on the Internet such as graphics, movies, music, text, etc. Students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

Proxies. The use of proxies or any other methods to intentionally circumvent the Internet content filtering system is strictly prohibited and is a direct violation of this agreement.

Illegal Activities. Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to, (a) tampering with computer hardware or software, (b) software piracy (c) unauthorized entry into computers or files (hacking), (d) vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) uploading or creating of computer viruses, (g) distribution of obscene or pornographic materials, (h) sexting (sending sexually explicit

messages or photographs, primarily between mobile phones) and (i) cyber-bullying. Such activities are considered crimes under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Be advised it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user.

Irresponsible network use by district students and staff includes, but is not limited to:

- Personal gain, commercial solicitation and compensatory activities of any kind;
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from TTL;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs or changes to hardware, software, and monitoring tools;
- Unauthorized access to other district computers, networks or information systems;
- Cyber-bullying, hate mail, defamation, harassment of any kind, discriminatory jokes or remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage or distribution of obscene, pornographic or sexually explicit material

#### TERMS OF AGREEMENT

The El Monte Union High School District reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action for violations of these Guidelines. The District will notify local, state, and/or federal officials of any illegal activities and cooperate fully in any related investigation. The school district and its representatives are not responsible for the actions of the users or the information they access.