OAK PARK UNIFIED SCHOOL DISTRICT
5801 E. CONIFER STREET
OAK PARK, CALIFORNIA 91377
(818) 735-3206

ADDENDUM #2 REGULAR BOARD MEETING – AGENDA #860

DATE: Tuesday, June 19, 2012
TIME: 6:00 p.m. Open Session
PLACE: Oak Park High School
              Presentation Room-G9
              899 Kanan Road
              Oak Park, CA 91377

ACTION

3. **CURRICULUM**
   e. **Approve Technology Acceptable Use Policies for Staff and Students**
   Board approval is requested for new Acceptable Use Policies

Date: June 14, 2012   Anthony W. Knight, Ed.D.
                                             Superintendent and Secretary to the
                                           Board of Education

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 19, 2012

SUBJECT: C.3.e   APPROVE TECHNOLOGY ACCEPTABLE USE POLICIES FOR STAFF AND STUDENTS

Action

ISSUE: Shall the Board of Education approve the Technology Acceptable Use Policies for Staff and Students?
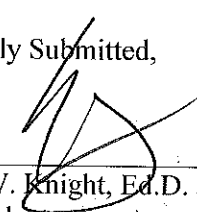
BACKGROUND: The Ventura County Office of Education formed a committee to develop an Acceptable Use Policy for both staff and students to be used by Districts in the County which Jane Mintz, Director of Educational Technology served on. These policies were reviewed and approved by legal counsel for the County. These policies have been formatted for Oak Park Unified School District.

ALTERNATIVES:
1. Approve the Technology Acceptable Use Policies for Staff and Students.
2. Do not approve the Technology Acceptable Use Policies for Staff and Students.

RECOMMENDATION: Alternative #1

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Iceland	____	____	____	____
Laifman	____	____	____	____
Pallant	____	____	____	____
Rosen	____	____	____	____
Yeoh	____	____	____	____
Student	____	____	____	____

Oak Park Unified School District
STAFF ACCEPTABLE USE POLICY

The Oak Park Unified School District hereinafter referred to as OPUSD, provides quality services and support for life-long learning opportunities.

OPUSD has a strong commitment to providing a quality education for its students, including access to and experience with technology. OPUSD's goals for technology in education include promoting educational excellence in schools by facilitating resource sharing, innovation, and communication, providing appropriate access to all students, supporting critical and creative thinking, fully integrating technology into the daily curriculum, and preparing students and educators to meet the challenge of a highly technological and information-rich classroom and workplace.

OPUSD recognizes that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. OPUSD provides a wide range of technological resources, including Internet access, to its staff for the purpose of advancing the educational mission of OPUSD. All employees are expected to learn and use the available technological resources that will assist them in the performance of their job responsibilities. The level of access provided coincides with the requirements of the employee's job functions. These resources are provided at the public's expense and maintained by OPUSD and therefore, are to be used by members of the school community with respect for the public trust through which they have been provided. OPUSD intends to maintain a nonpublic forum and reserves the forums created by use of its technological equipment for OPUSD's intended purposes.

OPUSD periodically updates technology standards according to Board Policies and Administrative Regulations. Staff members who agree to abide by these defined standards will have access to appropriate, available resources, with guidance and support provided by the Technology Department.

Board Policy 4040 has established ethical standards for the use of technology and technological resources in our schools. Board Policies and Administrative Regulations apply to all OPUSD staff, whether or not they come into direct contact with students, and cover all technology in use while acting in such capacity. This Acceptable Use Policy provides direction regarding the appropriate and inappropriate use of technology:

- during the performance of duties;
- while on a OPUSD location; and/or
- while using OPUSD equipment.

In general, policy requires efficient, ethical and legal utilization of OPUSD's human and material resources. This Acceptable Use Policy does not attempt to articulate all required or prohibited behavior by users. Successful operation of such resources requires that all users conduct themselves in a responsible, confidential, ethical, decent, and polite manner, consistent with OPUSD's Mission and Goals.

This document provides direction to OPUSD employees regarding electronic communications, such as electronic mail, social networking, and publishing web pages on the Internet through OPUSD or other Web Servers. Considerations reflected in this document are:

1. Protecting the welfare of children.
2. Protecting every individual's right to privacy.
3. Protecting intellectual and property rights.

4. Respecting the rights of children's parents/guardians.
5. Assuring web resources are used to promote OPUSD's educational goals.
6. Assuring web resources are organized, well-designed, and easy to navigate.

Unacceptable behaviors include, but are not limited to: creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright, including software, published texts, and student work; political and/or religious proselytizing; transmission of commercial and/or advertising material; and creation and transmission of material which a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.

OPUSD employees must follow OPUSD protocols when using OPUSD technological resources. Modification of such resources must be accomplished with guidance and support provided by the Technology Department. An employee may not intentionally interfere with the normal operation of the network, including the propagation of computer viruses and unsanctioned high-volume network traffic that substantially hinders others in their use of the network. This includes causing congestion or disruption of the OPUSD Network through inappropriate downloads of large files, streaming audio/video (other than for direct student instruction or District purpose), or other such activities. An OPUSD employee may not examine, change, or use another person's files, output, records, or user name for which they do not have explicit authorization. An OPUSD employee may not perform any other inappropriate uses identified by the network administrator.

OPUSD employees, during the performance of duties, must obey all applicable laws and must follow rules of professional conduct. OPUSD is committed to meeting the provisions established in the Family Educational Rights and Privacy Act (FERPA), which protects the rights of students regarding education records. OPUSD is committed to meeting the provisions established in the Health Insurance Portability and Accountability Act (HIPAA), which protects the rights of students and employees regarding protected health information. When technology resources are used to transmit confidential information about students, employees, and/or OPUSD business, all appropriate safeguards must be used.

OPUSD is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, OPUSD uses appropriate filtering technology to limit access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors. In compliance with California legislation and E-Rate, OPUSD addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism and provides for the education of minors about internet safety, including appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, cyberbullying awareness and response, and protecting online privacy and avoiding online predators.

An OPUSD employee, acting in an individual capacity and outside the scope of employment, may, during non-working time, express views and opinions that do not necessarily state or reflect those of OPUSD. Any such expression shall neither state nor imply that it is made on behalf of OPUSD. An OPUSD employee shall not communicate information otherwise prohibited by OPUSD policy or procedures using technological resources.

An OPUSD employee does not have an expectation of privacy in workplace electronic communications. Computer files and communications over electronic networks, including e-mail, voice mail and Internet access, are not private. To ensure proper use, the Superintendent and/or designee may monitor OPUSD's technological resources, including e-mail, voice mail systems, and Internet usage, at any time without advance notice or

consent, and may copy, store, or delete any electronic communication or files and disclose them to others as it deems necessary. An OPUSD employee, acting within the scope of employment, should conduct OPUSD business on OPUSD sanctioned systems. An OPUSD employee may not waste time on non-OPUSD business and the employee's use of OPUSD equipment is expected to be related to OPUSD's goals of educating students and/or conducting OPUSD business. OPUSD recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with OPUSD business, and is not otherwise prohibited by OPUSD policy or procedures.

Although OPUSD will make a concerted effort to protect staff from adverse consequences resulting from use of OPUSD technology resources, all users must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities. Users are ultimately responsible for their actions in accessing and using OPUSD computers and/or mobile devices and OPUSD computer network. OPUSD accepts no liability relative to information stored and/or retrieved on OPUSD-owned technology resources. OPUSD accepts no liability for employee-owned technology resources used on OPUSD property.

OPUSD employees are expected to review, understand, and abide by the policies described in this document and the accompanying procedures provided by the Technology Department. The signature, at the end of this document, is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance. All employees must review and sign OPUSD's Acceptable Use Policy annually. OPUSD supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies unless he or she obtains the written permission of the Superintendent. Signed Acceptable Use Policies are kept on file at OPUSD's Human Resources Office. Any employee who violates any provision of this Acceptable Use Policy shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to disciplinary action, up to and including termination or criminal prosecution by government authorities.

Staff Name: _____   Staff Signature: _____
               (print)

Date: _____

Oak Park Unified School District
STUDENT ACCEPTABLE USE POLICY

Use of Oak Park Unified School District technology is intended to support your academic success. You must read and agree to follow the network rules below to use your network account.

The Oak Park Unified School District, hereinafter referred to as OPUSD , has a strong commitment to providing a quality educational curriculum for its students, including access to and experience with technology. OPUSD's goals for technology in education include promoting educational excellence in schools by facilitating resource sharing, innovation, and communication, providing appropriate access to all students, supporting critical and creative thinking, fully integrating technology into the daily curriculum, and preparing students and educators to meet the challenge of a highly technological and information-rich classroom and workplace.

OPUSD recognizes that curricular technology can enhance student achievement. OPUSD provides a wide range of technological resources, including Internet access, to its students for the purpose of advancing the educational mission of OPUSD.

Students waive any right to privacy or confidentiality to material that was accessed, created, sent or stored using OPUSD technology or an OPUSD provided network account.

OPUSD provides students with access to technology and the Internet. Through the Internet, students may have access to applications, databases, web sites, and email. Students are expected to use the technology and the Internet responsibly for school related purposes.

In compliance with California legislation, E-Rate, and the Children's Internet Protection Act (CIPA), OPUSD addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism and provides for the education of minors about Internet safety, including appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, cyberbullying awareness and response, and protecting online privacy and avoiding online predators.

Students will follow current legal regulations, and the rules set forth in this policy and the student disciplinary code. Board Policies and Administrative Regulations will govern all violations of this policy. For clarification of other related student policies and consequences including suspension or expulsion that may result from misuse, please refer to your student handbook and/or the OPUSD website.

As a condition of the right to use OPUSD technology services, students understand and agree with the following:

I will use technology resources responsibly:
- I will use the Internet and other technology resources for academic activities.
- I will store only educationally appropriate materials.
- I will not use OPUSD technology for commercial purposes or to offer or provide products or services through OPUSD technology.
- I will not use technology resources to violate OPUSD policies, federal and/or state laws.
- I will not intentionally access and/or store inappropriate information,
  including, but not limited to the following: material that is obscene; child pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups.
- I will not participate in unacceptable behaviors
  including, but not limited to: personal attacks, harassment or bullying another person; creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright laws, including software, published texts, and student work; political advocacy and/or religious proselytizing; transmission of commercial and/or advertising material; and creation and transmission of material which a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.

I will use technology resources safely:
- I will not share my password with anyone.
- I will not give out my name, picture, address, e-mail, or any other personally identifying information online.
- I will only access social networking and collaborative web sites, blogs, or post to Internet sites as it relates to educational purposes.

I will use technology resources respectfully:
- I will not deliberately attempt to harm or destroy data on any system on the network or Internet.
- I will not damage equipment or inappropriately alter settings.
- I will not inappropriately alter any other users' files.
- I will not log in through another person's account or access another person's files.
- I will not attempt to gain unauthorized access to the OPUSD network or to any other system using the OPUSD network.
- I will not go beyond my authorized access.
- I will not circumvent (i.e., use proxies) OPUSD Internet filters.
- I will not disclose names, personal contact information, or any other private or personal information about other students.
- I will not use the OPUSD network to engage in any unlawful activity or to threaten the safety of any person.
- I will not use threatening, obscene, profane, lewd, vulgar, rude, inflammatory or disrespectful language.
- I will neither transmit nor post information that could cause disruption to my school or any other organization.

I will use technology resources in a manner that respects the intellectual property of others:
- I will respect the rights of copyright owners in my use of materials.
- I will not install, store, or distribute unauthorized copyrighted software or materials.
- I will properly cite sources for material that is not my own.

I understand that:
- By accepting these terms and conditions, I waive any right to privacy or confidentiality to material created, sent, accessed, or stored using OPUSD technology or an OPUSD provided network account.
- OPUSD personnel have the right to review any material sent, emailed, accessed, or stored through OPUSD technology or an OPUSD network account.
- My use of the Internet will be monitored, as required by federal law. OPUSD's monitoring of Internet usage can reveal all activities I engage in using the OPUSD network.
- OPUSD personnel can remove any material that it believes may be unlawful, obscene, indecent, harassing, or otherwise objectionable.
- OPUSD does not promise that the functions of the Internet service will meet any specific requirements I may have, or that the Internet service will be error-free or uninterrupted.
- OPUSD administrators have the final say on what constitutes a violation of the Acceptable Use Policy. Violations include, but are not limited to, all bulleted points in this agreement.
- In the event there is a claim that I have violated this policy or the student disciplinary code in my use of OPUSD Network, I will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary code.
- OPUSD will not be responsible for any damage I may suffer, including, but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people.
- OPUSD will not be responsible for the accuracy or quality of the information obtained through the system. OPUSD accepts no liability relative to information stored and/or retrieved on OPUSD-owned technology resources.
- OPUSD will not be responsible for financial obligations arising through unauthorized use of the system.
- My parents can be held financially responsible for any harm that may result from my intentional misuse of the system.
- Although OPUSD will make a concerted effort to protect me from adverse consequences resulting from use of OPUSD technology resources, I must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities.
- OPUSD accepts no liability for student-owned technology resources used on OPUSD property.

Student Name: _____ Student Signature:_____
　　　　　　　　　　　(print)

School: _____ Date: _____

Parent Name: _____ Parent Signature:_____
　　　　　　　　　　　(print)

　　　　　　　　　　　　　　　　　　　　　 Date: _____