

Students: This Acceptable Use Policy will guide you in use of the technology and network resources at school. By signing the Emergency Release Card each year, you acknowledge your responsibilities as described in this document.

Parents/Guardians: This document provides an explanation of the different computer and Internet-based resources your child will have access to at school. Your signature on the school's Emergency Release Card each year signifies your acknowledgement of your rights and responsibilities as described in this document.

Benefits of using computers & the internet in school

A wealth of resources is available through use of the computers in your school. Here are just some of the things you can do with them:

- Take quizzes/tests to show your teacher what you've learned.
- Access online resources such as the school library catalog, encyclopedias, magazines, newspapers, and more.
- Access career and college information.
- Create and store electronic documents.
- Check your grade status with each of your teachers.
- Use student-safe communication tools like email, discussions boards, etc.

Potential risks

You need to be aware that there are risks when using computers and Internet-based resources. The District has safeguards in place to protect users, but there are always potential risks, including:

- exposure to inappropriate material
- harassment
- negative encounters with others

The following rules will help you avoid these potential dangers while using the great resources that computers provide in your school.

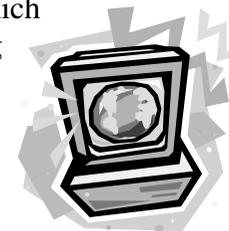
Student rules for computer & internet use at school

- I will use the computers at my school only for educational goals, objectives, and activities.
- I will never use the computer any activity that is illegal, against the school's code of conduct, disruptive, or unethical.
- I will never swear, use vulgarities, or inappropriate language while communicating electronically.
- I will not intentionally damage the computers, data, or other technology at my school.
- I will not send or receive unauthorized encrypted or encoded messages or files.
- While at school, I will not eat or drink near computers or other technology equipment.
- I will not share my passwords for any school programs with anyone, including friends.
- I will not use anyone else's password.
- I will not give out personal information about other people or myself. Personal information includes pictures, address, telephone number, school address, work address, etc.

- I will not attempt to gain unauthorized access to any District computer system.
- I will not attempt to bypass the district's safety and security systems.
- I will never agree to get together with someone I "meet" online without parental permission and guidance.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. If I receive a message like this, I will tell my teacher right away, and I will not share it other students.
- I will respect my privilege of using the Internet at school and will not engage in any use to harm, harass, hurt, or bully other students or school personnel.
- I will not use the Internet outside of school to harm, harass, hurt, or bully other students or school personnel.
- I will cite my source whenever using information, pictures, or music that I did not create. If I will display beyond my classroom, I will get permission from the source, as well.
- I will not engage in peer-to-peer file sharing of files for which I do not have copyright privileges.

Consequences of inappropriate use

In today's society, computers are an important part of life and work. They are also an important part of your learning experience. However, if you violate the rules outlined in this document, you will face disciplinary action which may include revoking (taking away) your privileges for using school computers or even expulsion.



After discussing this information with your parent/guardian, sign Acceptable Use Policy Agreement Form and return it to your teacher.

Post near your computer at home.

Login Information for Home Access

Some of our resources can be used at home and school. You can access these resources from your school's website. To log in at home, use the information below. Remember – you may not share this information with anyone else!

School Website

<http://ycjUSD.schoolfusion.us>

Things You Can Do:

- Check your class calendar for assignments, events, and other activities
- Check your scores, grades, attendance
- Take some classes online
- Download handouts and other documents from your teachers' class pages
- Search the school and public library catalogs for books and other materials
- Get free online homework help
- Pre-pay for school lunches

Post near your computer at home.

Family Internet Safety Pledge

- I will talk with my family about our expectations and ground rules for going online. (Parents: Review the FCC’s online safety guide, *NetCetera*®, at <http://www.onguardonline.gov>, under “Parents”, or request a copy from the school.)
- I will keep my identity private.
- I will never respond to any online communication that makes me feel uncomfortable.
- I will never meet in person with anyone I have first “met” online without discussing it with my parents or guardian.
- I will respect other people’s rights while online.

Signatures of Family Members:

Parents

Review the FCC’s guide for online safety, *NetCetera*®, at <http://www.onguardonline.gov>, or request a copy from the school.

Cut Here

Information for Parents/Guardians

Yucaipa-Calimesa Joint Unified School District strives to provide a powerful educational program for your child. Because technology is such an integral part of today’s society, using technology during school is a critical component of your child’s learning experiences. We take every precaution possible to comply with the Children’s Internet Protection Act (CIPA) and to ensure your child’s safety while using these educational tools. Please help us teach your child appropriate use of technology by discussing the information in this document and encouraging them to adhere to the rules at all times. If you or your child have any questions or concerns, please contact his/her teacher.

Home Use of the Internet for Learning

Parent involvement and supervision are critical to ensuring your child’s safety on the Internet. The Yucaipa-Calimesa Joint Unified School District assists you in this by providing home access to resources that support your child’s learning. The following are a few examples of the resources available at home as well as school:

- Online Library Catalog: Search for books in the school library by reading level or topic. Print a list to take to school the next day.
- Research tools: students can research a topic using safe, educational resources provided by the District. Access online encyclopedias, magazines, newspapers, and other reference works. These resources also provide links to external websites that have been reviewed for educational appropriateness.
- ABI Account: Students in grades 4-12 and their parents will have secure log in to view attendance and class progress using the Aeries Browser Interface, or ABI.
- School Web Site: Your school’s web site provides direct access to the aforementioned resources and class web pages where teachers can post additional resources selected to support your child’s learning. Go to <http://ycjUSD.schoolfusion.us> and click on the school name link to locate a school’s webpage.

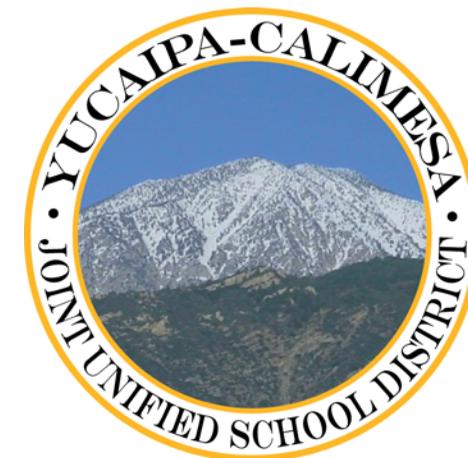
Please contact us if you have any questions regarding these resources. We hope you find them valuable when using the Internet at home to support your child’s learning.

Vandalism/Disciplinary Action Statements

***Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy electronic hardware or software. This includes, but is not limited to: defacing equipment; uploading or creating computer viruses; destruction of data of another user and/or any other agencies or systems that are connected to the network. Any vandalism will result in the loss of computer services, disciplinary action,* and legal referral.

***Disciplinary Action:** Being granted access to online services is a privilege and there are consequences for not exercising responsible behavior in the use of digital equipment and services. According to Board Policy 6163.4, students who do not adhere to the user obligations and responsibilities as outlined in the *Student Acceptable Use Policy for Computer & Internet Use* shall be subject to revocation of the user privilege and disciplinary action. For the first time offense, the user account is revoked until a meeting takes place with the student, his/her parent, and a representative of the District. On the basis of the level of the offense, the user privilege may be revoked for the remainder of the semester or 30 days (whichever is more) and may be revoked for the next semester. In addition to revoking the user privilege, disciplinary action will result. Such action will be in accordance with procedures at the specific school site regarding messages indicating or suggesting pornography, unethical and/or illegal solicitation, racism, sexism, inappropriate language, and any other inappropriate use of technology. Vandalism, as defined in BP/AR 5131.5 – Students: Vandalism, shall result in revocation of user privilege, disciplinary action, and legal action as appropriate. Students are subject to all of the laws and regulations of the United States and are subject to legal action as appropriate.

YUCAIPA-CALIMESA JOINT UNIFIED SCHOOL DISTRICT



Student Acceptable Use Policy for Computer & Internet Use

GRADES 4-12



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