



LOS ANGELES UNIFIED SCHOOL DISTRICT  
Policy Bulletin

**TITLE:** Acceptable Use Policy (AUP) For District Computer Systems

**NUMBER:** BUL-999

**ISSUER:** Megan Klee  
Chief Information Officer

**DATE:** July 16, 2004

**ROUTING**

Loc Dist Supt  
Loc Dist School  
Support Directors  
Administrators  
Tech Coordinators  
ITAFs

**POLICY:** On January 8, 2002, the LAUSD Board of Education established Board Rule 1254 as the Acceptable Use Policy as required by the Children’s Internet Protection Act. All users of the Los Angeles Unified School District (LAUSD) computer systems by either students or employees are subject to the LAUSD’s Acceptable Use Policy (AUP). This bulletin will undergo periodic review to ensure it reflects current laws and regulations.

Teachers, administrators, and other school personnel should ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and such use must be in support of the District’s business and education objectives.

**MAJOR CHANGES:** This revision replaces Bulletin K-19 dated March 15, 2002. The attachments have been revised (or eliminated) to make the policy easier for distribution and enforcement.

**PROCEDURES:** Users of District computers systems, networks, or the Internet must adhere to the Acceptable Use Policy. Site administrators must distribute, collect, and keep on file the completed attached forms from students and employees prior to authorizing access to the Internet or the District’s network:

ATTACHMENT A: AUP information and sign-off form for Students and Parents

ATTACHMENT B: AUP information and sign-off for Employees.

**ASSISTANCE:** For further information, please call the ITD Customer Support Services Center (Helpdesk) at (323) 224-2277.



# Los Angeles Unified School District

## Acceptable Use Policy (AUP) for District Computer Systems Information for Parents and Students

ATTACHMENT A



*This Acceptable Use Policy was adopted by the Board on July 13, 2004*

The District's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the "network."). **Only current students or employees are authorized to use the network.**

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

### **Acceptable Uses of the LAUSD Computer Network or the Internet**

Schools must verify each year students using the computer network and Internet access for that school year have a signed page acknowledging this policy. Students who are under 18 must have their parents or guardians sign this page and schools must keep it on file. Once signed that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the District's network due to violation of this policy or is no longer an LAUSD student. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Access is provided primarily for education and District business. Staff may use the Internet, for incidental personal use during duty-free time. **By using the network, users have agreed to this policy.** If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate District personnel.

### **Unacceptable Uses of the Computer Network or Internet**

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;**
- **Selling or purchasing illegal items or substances;**
- **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
- **Causing harm to others or damage to their property, such as:**
  1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
  5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".



# Los Angeles Unified School District

## Acceptable Use Policy (AUP) for District Computer Systems Information for Parents and Students



• **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**

1. Using another's account password(s) or identifier(s);
2. Interfering with other users' ability to access their account(s); or
3. Disclosing anyone's password to others or allowing them to use another's account(s).

• **Using the network or Internet for Commercial purposes:**

1. Using the Internet for personal financial gain;
2. Using the Internet for personal advertising, promotion, or financial gain; or
3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

**Student Internet Safety**

1. Students under the age of eighteen should only access LAUSDnet accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all District security policies.

**Penalties for Improper Use**

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

**Disclaimer**

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

I have read, understand, and agree to abide by the provisions of the  
Acceptable Use Policy of the Los Angeles Unified School District.

Date: _____	School: _____
Student Name: _____	Student Signature: _____
Parent/Legal Guardian Name: _____	Parent/Legal Guardian Signature: _____

*Please return this form to the school where it will be kept on file. It is required for all students that will be using a computer network and/or Internet access.*



# Los Angeles Unified School District

## Acceptable Use Policy (AUP) for District Computer System Information for Employees



ATTACHMENT B

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- **Causing harm to others or damage to their property, such as:**
  1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
  5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".



**Los Angeles Unified School District**  
 Acceptable Use Policy (AUP) for District Computer System  
 Information for Employees



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I have read, understand, and agree to abide by the provisions of the  
 Acceptable Use Policy of the Los Angeles Unified School District.

Date: \_\_\_\_\_ Location: \_\_\_\_\_  
 Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

*Please return this form to the school or office where it will be kept on file. It is required for all employees that will be using a computer network and/or Internet access.*