

**TUSTIN UNIFIED SCHOOL DISTRICT  
ACCEPTABLE USE OF TECHNOLOGY AGREEMENT  
STUDENT**

The Board of Trustees recognizes in accordance with Board Policy 4040 that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communication and collaboration, and improving access to and exchange of information.

It is the policy of the Tustin Unified School District (TUSD) to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of Board Policy 4040 & 6163.4 for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, TUSD recognizes its legal and ethical obligation to protect the well-being of students in its charge.

To this end, TUSD retains the following rights and recognizes the following obligations:

1. To log network use and to monitor files server space utilization by users, and assume no responsibility or liability for files deleted due to violation of files server space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to TUSD-owned equipment and, specifically, to exclude those who do not abide by TUSD's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. TUSD reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and proper Digital Citizenship.

**Definitions**

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

**Student Obligations and Responsibilities**

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned device, online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")

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3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers or using a proxy server).
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the district or other users
8. Proper codes of conduct in electronic communication must be used. In Internet use, giving out personal information is inappropriate. When using e-mail, social media, or other services extreme caution must always be taken in revealing any information of a personal nature.
9. Excessive use of the network for non-instructional activities shall be cause for disciplinary action.
10. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
11. The TUSD network may not be used for downloading entertainment software or other files not related to the mission and objectives of TUSD for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of TUSD.
12. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
13. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice.

**Privacy**

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

**Personally Owned Devices**

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

**Reporting**

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

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**Consequences for Violation**

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

**Student Acknowledgment**

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

*\*Please sign and return the attached Acceptable Use of Technology Agreement acknowledging you have read and understand TUSD Regulation No. 6163.4 Elementary and Secondary Use of Electronic Information Services and have received a copy for your records.*

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**Student User Agreement**

I have read, understand, and will abide by the attached Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by TUSD. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

\_\_\_\_\_  
Student Name (Please Print)

TUSD Connect requires that all district issued devices be protected while being transported to and from class / school. Please select one of the following:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- I will provide my own laptop bag, padded laptop sleeve, or laptop backpack
- I will check out and use a TUSD issued laptop sleeve.

**Parent Agreement** (to be signed by parents of TUSD student users)

As parent or guardian of [please print name of student] \_\_\_\_\_ I have read the TUSD Acceptable Use Policy. I understand that this access is designed for educational purposes. TUSD has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold TUSD responsible for materials acquired on the network and/or for damage to my student(s) personal technology device or loss if brought to school. I accept full responsibility for loss, damage or harm that result from my student(s) misuse of District technology. I accept full financial responsibility for replacement of the District issued device due to loss, damage, or theft. I hereby give permission for my child to use network resources, including the Internet, and other technology available through TUSD.

\_\_\_\_\_  
Parent Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date