

## COASTLINE REGIONAL OCCUPATIONAL PROGRAM

BP 5126(1)

### ACCEPTABLE USE POLICY FOR STUDENT USE OF TECHNOLOGY AND ELECTRONIC RESOURCES

#### Purpose

The Board of Trustees recognizes that it is important for students to have access to electronic information resources and to master skills to utilize these resources for a wide array of educational purposes. While these resources present extraordinary opportunities for expanded curriculum, they also allow persons with unethical or illegal motives to access students while they are utilizing the electronic network. Additionally these resources offer tempting opportunities for uses to explore areas that are either confidential, have restricted access, or are inappropriate to the classroom. It is the purpose of this policy to outline acceptable student behavior with respect to use of the ROP's network and/or Internet. All students will be expected to abide by this policy and to acknowledge acceptance in writing. Parents or guardians of high school students must approve student's use of these resources in writing. Students enrolled in ROP courses with network access on participating district high school campuses will be governed by the Acceptable Use Policy of the district.

#### Personal Responsibility

Having access to the network requires a high level of personal responsibility. Students must not misuse the privilege. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and the other issues described below. Violation of Education Code sections 48900, 48900.2, 48900.3, or 48900.4 will lead to disciplinary action including suspension, expulsion, or prosecution when appropriate. The California Penal Code, Section 502, contains very clear definitions of unauthorized computer use including penalties, fines and/or imprisonment for violations.

#### Acceptable Use Rules

1. Illegal activities of any kind are strictly forbidden. Illegal activities are those acts that constitute a violation of local, state, and/or federal laws. Federal copyright laws will also be observed in the use and distribution of information retrieved from or sent over the Internet.
2. Unauthorized access to other users' files, data systems, resources, entities, or governmental agencies are prohibited. Access is limited to those sources needed to carry out educational endeavors.
3. The network shall not be used for personal, financial, or commercial gain. Use of the system for commercial activities by for-profit institutions, product advertisement, or political lobbying is prohibited.

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### Acceptable Use Rules Con't

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4. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
5. Transmission of material that is threatening, obscene, disruptive, sexually explicit, protected by trade secret, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religion is prohibited.
6. Use of the system to encourage the use of drugs, alcohol, tobacco, or promotion of unethical practices or any activity prohibited by law or ROP policy is prohibited.
7. Fraudulent use of the ROP's system is strictly prohibited.
8. Placement of copyrighted material on the system without the author's permission is prohibited. Users may download copyrighted material for their own use only.
9. Damaging computers, computer systems, or computer networks is prohibited. Any software having purpose of damaging the ROP's or other user's system is prohibited.
10. Use of another person's password or trespassing in another's work or files is prohibited.
11. Computer equipment (hardware or software) may not be taken home or off the ROP property without written permission.
12. In order to reduce unnecessary system traffic, system users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the student's teacher.
13. Use of electronic information resources for plagiarism is prohibited. "Plagiarism" is the taking of ideas or writings from another person and offering them as your own. Credit should always be given to the person who created the article or ideas.
14. Access to the network is provided for educational purposes; personal activities will be limited and should in no way interfere with instruction.

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#### Network Etiquette and Privacy

1. BE POLITE: Never send, or encourage others to send, abusive messages.
2. USE APPROPRIATE LANGUAGE: You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden, and are subject to disciplinary action, including suspension and/or expulsion.
3. PRIVACY: There will be no expectation of privacy on the Internet or other computerized information resources. ROP personnel have the right to monitor computer use and Internet sessions. Do not reveal your home address or phone numbers of others. Do not reveal other personal information, such as your age, marital status, financial information, or your parents' work address or telephone number.
4. ELECTRONIC MAIL: Electronic mail (e-mail) is not guaranteed to be private; e-mail files are subject to review by ROP personnel. Messages relating to or in support of illegal activities must be reported to the authorities.
5. DISRUPTIONS: Do not use the network in any way that would disrupt use of the network by others. Do not read other users' mail or files or attempt to interfere with other users' ability to send or receive electronic mail. Do not attempt to read, delete, copy, modify, or forge other users' mail.
6. BULLENTIN BOARDS: Never respond to messages or bulletin board items that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable.

#### Services

Coastline ROP makes no warranties of any kind, whether expressed or implied, for the service it is providing. The ROP will not be responsible for any damages, including loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The ROP specifically disclaims any responsibility for the accuracy of information obtained through its services.

#### Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the teacher or site administrator at once. Never demonstrate the problem to other users. Never use another individual's

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password without written permission from that person. All use of the system must be under your own password. Any user identified as a security risk will be denied access to the information system.

### Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses or any harm to ROP equipment, materials, or data. Any vandalism will result in the loss of computer services, disciplinary action, including suspension and/or expulsion, legal referral, and immediate loss of access to the system.

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### **Student Acknowledgment**

I understand that the consequences of violation of the above rules include but are not limited to:

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| 1. Suspension of Internet access | 4. Revocation of computer access    |
| 2. Revocation of Internet access | 5. ROP suspension                   |
| 3. Suspension of computer access | 6. Notification to home high school |
|                                  | 7. Legal Action                     |

I understand and will abide by these rules and regulations for acceptable use of electronic information resources. I understand that any violations of these rules may result in disciplinary action and/or appropriate legal action. I also agree to report any misuse of the network to the ROP instructor.

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*Student Signature*

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*Date*

### **Parent /Guardian Acknowledgment**

As the parent or guardian of this student, I have read these rules and regulations for acceptable use of electronic information resources and understand that the use of the Internet is designated for educational purposes. I understand that it is impossible for Coastline Regional Occupational Program to restrict access to all controversial materials, and I will not hold the ROP responsible for materials acquired on the network. I give my permission for my child's work to be published on the ROP Internet server. I understand that ROP cannot protect my child's work against unauthorized user or copyright violations. I hold the ROP harmless from any damages, awards, or claims of liability resulting from my child's access to technology in instruction. I also agree to report any misuse of the information system to the Coastline Regional Occupational Program site administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

I accept full responsibility for supervision if and when my child's use is not in a classroom setting. I hereby give my permission to issue a password for my child and certify that the information contained on this form is correct.

I understand that my child is expected to use good judgment and follow the Acceptable Use Rules as listed above. Should my child breach the rules, I understand that my child will lose all network and Internet privileges and may be further disciplined.

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*Parent or Guardian Signature*

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*Date*

Policy Adopted May 14, 1998

***Please return to instructor***