

Instruction

USE OF TECHNOLOGY IN INSTRUCTION

1. The Natomas Unified School District (“District”) will make its computing and network resources available to its students and staff solely for educational purposes, and to carry out the legitimate business of the District. All other uses of District computing and network resources are strictly prohibited.
2. Access to District's computing and network resources is not a right of any person. Rather, such access, if given by the District pursuant to the provisions of District Policy and Regulations, is a revocable privilege. Users of District's computing and network resources are required to use such resources responsibly, ethically, and in a manner consistent with the provisions of this BP 6162.7 without regard to whether a user accesses District's resources directly, or through any remote computer or network.
3. As a condition of using District's computing and network resources, every user must read, and sign the appropriate "Acceptable Use Agreement" provided by District staff. All minors seeking permission to use these resources must also obtain the written permission of that minor's parent or guardian. Any user who does not sign an "Acceptable Use Agreement" will not be permitted to use District's computing and network resources.
4. The District's computer resources and all users’ accounts are the property of the District. There is no right to privacy in the use of the computer resources or users' accounts, and the District reserves the right to monitor and access information on the system and in users' accounts for the purpose of determining whether a violation of this BP 6162.7 has occurred. The District will remove any information on the system which it determines to be in violation of this BP 6162.7.
5. In compliance with the requirements of the Children’s Internet Protection Act, The District will utilize an internet blocking or filtering device to prevent electronic access to visual depictions that are obscene, pornographic, or harmful to minors. However, the Superintendent or his or her designee will have the discretion to disable such blocking or filtering measures in any case in which an adult requires access to such materials for bona fide research or other lawful purposes. The Superintendent or designee will review written requests from adults for permission to disable blocking.
6. No person utilizing District computer resources will disclose or disseminate personal information concerning minors attending District schools.
7. The Superintendent or his/her designee is hereby authorized to adopt and implement such Administrative Regulations as are necessary and appropriate to implement this Policy.

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Responsible Computing

SECTION 1. PREAMBLE

With the advent of powerful hardware and software, the Internet and the World Wide Web, computers have become a major communication tool. For example, we now use computers to send e-mail, explore the Web, gather information and offer Distance Learning. While this new computer use can stimulate intellectual, social and cultural growth, it can also facilitate harassment and other irresponsible, destructive behavior. The decentralizing power and flexibility a networked computer communications system affords may create situations that are not clearly covered by existing laws or current Natomas Unified School District Policies or Regulations, making it mandatory that Natomas Unified School District develop and enforce new policies and standards for the responsible use of computers on any Natomas Unified School District Facility.. These policies defining and governing acceptable and unacceptable use will apply to anyone who uses any computer system, network system, Internet or Intranet web site or other data processing equipment owned or leased by Natomas Unified School District as well as remote computer systems when used to access Natomas Unified School District computer systems.

As a condition of using the District's computer resources, all users must sign the written "Acceptable Use Policy" referred to in this Regulation. Use of the District's computer resources in violation of this Regulation is prohibited, and may result in revocation of a user's access to the District's computer resources.

SECTION 2. DEFINITION OF TERMS

Administrative Officer: Employee of Natomas Unified School District with supervisory responsibility over a unit of the District which operates Information Resources.

Computer Account: The combination of a user number, user name, or user ID and a password that allows an individual access to a mainframe computer or some other shared computer or network.

Computer Resources: The sum total of all computers, workstations, mainframes, software, cabling, peripherals, networks, accounts, passwords, ID numbers, and data owned or leased by Natomas Unified School District.

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- Data Owner:** The individual or department that can authorize access to information, data, or software and that is responsible for the integrity and accuracy of that information, data, or software. The data owner can be the author of the information, data, or software or can be the individual or department that has negotiated a license for the District's use of the information, data, or software.
- Harmful Matter:** "Harmful matter" means matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is a matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors. (California Penal Code § 313 et seq. and 47 U.S.C. § 231(e)(6).)
- Information Resources:** In the context of this Regulation, this phrase refers to data or information and the software and hardware that makes that data or information available to users.
- Mainframe Computers:** "Central" computers capable of use by several people at once.
- Network:** A group of computers and peripherals that share information electronically, typically connected to each other by either cable or satellite link.
- Normal Resource Limits:** The amount of disk space, memory, printing, etc., allocated to your computer account by that computer's system administrator.
- Peripherals:** Special-purpose devices attached to a computer or computer network, for example, printers, scanners, plotters, etc.
- Project Director:** Person charged with administering a group of computer accounts and the computing resources used by the people using those computer accounts.
- Server:** A computer that contains information shared by other computers on a network.
- Software:** Programs, data, or information stored on magnetic media (tapes, disks, diskettes, cassettes, etc.). Usually used to refer to computer programs.
- System Administrator:** Staff employed by Natomas Unified School District whose responsibilities include system, site, or network administration and staff employed by Natomas Unified School District departments whose duties include system, site, or network administration. System

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administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network, and keeping a computer operational. If you have a computer on your desk, you may be acting, in whole or in part, as that computer's system administrator.

User: Someone who does not have system administrator responsibilities for a computer system or network but who makes use of that computer system or network. A user is still responsible for his or her use of the computer and for learning proper data management strategies.

SECTION 3. REGULATION COVERAGE

Section 3.1 Access

Natomas Unified School District is committed to providing access to computing resources to all current students, faculty and staff. While providing students and staff limited access to District computer resources is consistent with the education and service missions of the District, such access to this valuable and vulnerable school resource is a revocable privilege. Natomas Unified School District is responsible for securing its network and computing systems to a reasonable degree against failure, loss of data, and unauthorized access while making them accessible to the largest possible group of authorized and legitimate users and uses.

Section 3.2 Privileges

- 3.2.1 Computers and networks provide access to resources as well as the ability to communicate with others worldwide. Access to the District's computer resources is a revocable privilege which requires that users act responsibly and in a manner consistent with the provisions of this Regulation and Board Policy.
- 3.2.2 Users do not own accounts on Natomas Unified School District computers, but rather are granted the privilege of using such accounts. The District owns the account and grants individuals the privilege of using it.
- 3.2.3 All enrolled students, faculty, and other District employees may apply for user ID's/password to utilize e-mail and Internet and intranet services offered by the District. Such an application may be granted only if the applicant signs the Acceptable Use Agreement referred to herein. Users who have had their privileges revoked or suspended may not apply for a user ID during the term of such revocation or suspension.

Section 3.3 Responsibilities

As a condition of the privilege of using Natomas Unified School District's computer resources, each user will be held accountable for his or her own actions which affect such resources. No person will be permitted access to the District's computer resources unless and until that person has signed the "Acceptable Use Agreement" provided for in this Regulation. By signing that

USE OF TECHNOLOGY IN INSTRUCTION (continued)

Agreement, each user acknowledges and agrees to abide by the terms of this Regulation, and the Board Policy on Responsible Computing. A user who violates the terms of this Regulation or said Board Policy will be held responsible for his or her actions, and will be subject to revocation or suspension of that user's privilege of using the District's computer resources.

- 3.3.1 Natomas Unified School District computers and networks are to be used for District related research, instruction, learning, distribution of educational information, and administrative activities. Such uses must be consistent with, and limited by the activities set forth in Section 4.1 [Appropriate Use] of this Regulation. Users are required to use the School District's computer resources, including hardware, software, networks, and computer accounts in accordance with this Regulation and in respect of the rights of other computer resource users. Natomas Unified School District computer resources are not available and must not be used for purposes specified in Section 4.2 of this Regulation [Inappropriate Use].
- 3.3.2 Users will not attempt to modify any system or network or attempt to crash or hack into Natomas Unified School District systems. Users will not tamper with any software protections or restrictions placed on computer applications or files. Unless properly authorized, users will not attempt to access restricted portions of any operating system or security software. Users will not attempt to remove existing software or add their own personal software to District computers and systems unless properly authorized.
- 3.3.3 Users will use only their own designated computer accounts. Users are required to keep all ID's, passwords, and account information confidential, and will take reasonable precautions to prevent others from obtaining this information. It is recommended that users change their passwords periodically to prevent unauthorized use of their account. Accounts are not transferrable, and users will not allow others to use their own account. Users will be responsible for any use of their accounts by others to whom access has been given.

Users will not use another individual's ID, password or account. Users will respect the privacy and personal rights of others, and are prohibited from accessing or copying another user's e-mail, data, or other files without the prior express consent of that user. Users will send e-mail only from their own personal e-mail addresses. Users are prohibited from concealing or misrepresenting their identity while using the District's computer resources.

- 3.3.4 Users are responsible for using software and electronic materials in accordance with copyright and licensing restrictions. Users are required to abide by all applicable copyright and trademark laws, and to abide by all licensing agreements and restrictions. Users will not copy, transfer, or utilize any software or electronic materials in violation of such copyright, trademark, and/or licensing agreements. The copying of software that has not been placed in the public domain and

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distributed as "freeware" is expressly prohibited by this Regulation. Users who access, copy, transfer and/or use "shareware" are expected to abide by the requirements of the shareware licensing agreement. No user may inspect, change, alter, copy, or distribute proprietary data, programs, files, disks or software without proper authority.

- 3.3.5 Users should remember that information distributed on Natomas School District computers and networks use Natomas School District resources and this reflects upon the image of Natomas Unified School District and not just an individual. Even with appropriate disclaimers, the Natomas Unified School District is represented by its students, faculty and staff, and so appropriate decorum is warranted.

The principles of academic freedom apply in full to electronic communications. The conventions of courtesy and etiquette which govern vocal and written communications will extend to electronic communications as well. Fraudulent, harassing, threatening, or obscene messages (as those terms are defined in Section 3.4.2.1.1 of this Regulation) and/or other materials must not be transmitted through the School District's computer resources.

3.3.6 **Expected Privacy**

Natomas Unified School District's computer resources and all user accounts are the property of the District. There is no right to privacy in the use of the computer resources or user accounts, and the District reserves the right to monitor and access, either directly or indirectly, information on the system and in user accounts for the purpose of determining whether a violation of Board Policy or of this Regulation has occurred. The District will remove any information on the system which it determines to be in violation of state or federal law, Board Policy or District Administrative Regulations.

Users must understand the weak privacy afforded by electronic data storage and electronic mail in general, and apply appropriate security to protect private and confidential information from unintended disclosure. Electronic data, including e-mail which is transmitted over the District's computer resources and/or the Internet is more analogous to an open postcard than to a letter in a sealed envelope. Under such conditions, the transfer of information which is intended to be confidential should not be sent through the Natomas Unified School District's computer resources.

In addition, users should be aware that the Natomas Unified School District may access information contained on its computer resources under numerous circumstances, including, but not limited to, the following circumstances:

- 3.3.6.1 Under the California Public Records Act ("CPRA"), electronic files are treated in

USE OF TECHNOLOGY IN INSTRUCTION (continued)

the same way as paper files. Public documents are subject to inspection through CPRA. In responding to a request for information under the CPRA, the District may access and provide such data without the knowledge or consent of the user.

- 3.3.6.2 The Natomas Unified School District will cooperate appropriately, upon the advice of District legal counsel, with any local, state, or federal officials investigating an alleged crime committed by an individual affiliated with a Natomas Unified School District computer resource, and may release information to such officials without the knowledge or consent of the user.
- 3.3.6.3 The contents of electronic messages may be viewed by a system administrator in the course of routine maintenance, or as needed for Natomas Unified School District administrative purposes, including investigation of possible violations of this Regulation.
- 3.3.6.4 In addition, electronic mail systems store messages in files (e.g., the file containing a user's inbound mail). These files are copied to back-up tape in the course of system backups. The contents of these files and the copies on system backup tapes are subject to disclosure as stated in the preceding paragraphs.

3.3.7 **Receipt of Offensive Material**

Due to the open and decentralized design of the Internet and networked computer systems of the Natomas Unified School District, the District cannot always protect individuals against receipt of material that may be offensive to them. The primary means of eliminating access to offensive material will be the use of internet filtering and blocking measures. Those who use the Natomas Unified School District's computer resources are warned that they may receive materials that are offensive to them. Likewise, individuals who use e-mail or those who disclose private information about themselves on the Internet or on Natomas Unified School District computer resources should know that the District cannot protect them from invasions of privacy by third parties or other users.

Section 3.4 Ethical Standards

The Natomas Unified School District's networked computing facilities and systems offer powerful tools for open learning and exchange of ideas. However, with power comes responsibility and ethical obligation. If this electronic medium of exchange is to function well and support an open, caring community of learners, its users need to agree to and abide by ethical standards of online behavior that assure all users full, equitable, effective and efficient access and use. Such ethical standards include but are not limited to:

3.4.1 **Honesty:**

- 3.4.1.1 Users agree to represent themselves according to their true and accurate identities in all electronic messages, files and transactions at all times.

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3.4.1.2 While using Natomas Unified School District computing facilities and systems, users agree to behave within the standards described in the District's *{INSERT NAME OF Code of Academic Conduct, or similar standard of conduct code}*, especially those standards describing academic honesty and campus safety. The standards regarding plagiarism or collusion on assignments apply to course work completed with computers just as they do to other types of course work.

3.4.2 Respecting Rights of Others:**3.4.2.1 Students, faculty, staff and administrators.**

3.4.2.1.1 Legal and ethical limitations on the use of District computer resources.

In using the District's computer resources, users must communicate in the same manner as is expected in the classroom or on campus. The distance provided by electronic communications does not create a forum in which there are no ethical or legal limitations. Users will not use District computer resources in any unlawful manner including, but not limited to, attempting to defraud another, threatening physical harm to another, procuring or distributing obscene material in any form, or unlawfully harassing another.

While the District recognizes and respects users' rights to freedom of speech, such rights are not absolute. Speech which is fraudulent, libelous, obscene, harassing, or threatening is not permitted under state or federal law. Users are expressly prohibited from using the District's computer resources to engage in such conduct. Users violating this section will be subject to revocation of their user accounts.

For purposes of this Regulation, the terms fraud and libel are given their legal meaning as developed by the courts of this State and of the United States. "Obscenity" means words, images or sounds which a reasonable person, applying contemporary community standards, when considering the contents as a whole, would conclude that they appeal to prurient sexual/physical interests or violently subordinating behavior rather than an intellectual or communicative purpose, and materials that, taken as a whole regarding their content and their particular usage or application, lack any redeeming literary, scientific, political, artistic or social value.

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"Threatening" means communications which result in an individual being fearful of imminent bodily harm and/or emotional/mental disruption of his/her daily life.

"Harassing" means to engage in a knowing and willful course of conduct directed at another which seriously alarms, annoys or harasses another, and which serves no legitimate purpose. In addition, "Harassment" will also mean to subject another to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature as set forth in California Education Code Section 212.5.

- 3.4.2.2 Users will have respect for the integrity and content of District electronic documents, records or ID's/password issued or posted online by faculty, staff or administrators.
- 3.4.2.3 Users will have respect for the rights of others over the integrity of their intellectual property and to the fruits of their intellectual labor.
- 3.4.2.4 Users will have respect for the access and security procedures and systems established to ensure the security, integrity and operational functionality of the District computing facilities and systems for the entire Natomas Unified School District community.

SECTION 4. APPROPRIATE USES OF DISTRICT COMPUTER RESOURCES

The Natomas Unified School District's computing facilities and network systems exist to support the instructional, cultural, research, professional and administrative activities of the Natomas Unified School District community. In general, and unless otherwise specified herein, the same guidelines that apply to the use of all Natomas Unified School District facilities apply to the use of the District's computing resources. All users are required to behave in a responsible, ethical and legal manner as defined by this Regulation, and other existing Natomas Unified School District policies and regulations. The following sections broadly define appropriate and inappropriate use.

Section 4.1 Appropriate Use

Activities deemed to be appropriate uses of Natomas Unified School District computing resources include the following:

4.1.1 Educational Use (students)

Carrying out Natomas Unified School District course assignments and activities requiring access to and use of campus computing facilities and systems, including:

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- 4.1.1.1 Authorized access to and use of computer programs licensed by Natomas Unified School District available on stand-alone and networked computing stations.
- 4.1.1.2 Authorized access to lab and campus networks to perform and complete required course work for Natomas Unified School District courses in which the user is currently enrolled.
- 4.1.1.3 User access to authorized Natomas Unified School District student e-mail accounts.
- 4.1.1.4 Independent study and research.
- 4.1.1.5 Users agree to follow acceptable use policies established by individual computing labs and network systems and to obey directives issued by authorized Natomas Unified School District personnel supervising such labs and systems.

4.1.2 Instructional use (faculty)

- 4.1.2.1 Use in classroom instruction.
- 4.1.2.2 Development of instructional materials.
- 4.1.2.3 Research connected to academic and instructional concerns and interests.
- 4.1.2.4 Communication with colleagues and professional organizations and institutions if such communications are related to the business of the District.

4.1.3 Administrative use (administrators, classified staff, departments)

- 4.1.3.1 District administrative and business communications and transactions.
- 4.1.3.2 Communication with colleagues and professional organizations and institutions if such communications are related to the business of the District.
- 4.1.3.3 Research tied to District concerns and interests.

4.1.4 Request to Unblock Internet Site Access by Adult Staff members

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In the event that a staff member has a legitimate and job related need to access material which is otherwise prohibited by this Regulation or Board policy, or cannot be accessed because of restrictions placed on the material by an internet blocking or filtering measure, such staff members may submit a written request from the Superintendent, or his or her designee, requesting permission to access specific sites for the purpose of completing such job related tasks. Staff members must submit their requests to the Superintendent at least five school days prior to the need to access such materials.

Section 4.2 Inappropriate use

Use of District computer resources for purposes other than those identified in Section 4.1 is not permitted. Users who violate this section of the Regulation by engaging in inappropriate use of the District's computer resources will be subject to revocation or suspension of user privileges, student or employee disciplinary procedures, and may be subject to criminal or civil sanctions if permitted by law. Users are specifically prohibited from using Natomas Unified School District's computer resources in any manner identified in this section, as discussed in the following subsections:

- 4.2.1 Accessing material that is obscene, pornographic or harmful to minors as defined in this Regulation.
- 4.2.2 Destruction or damage to equipment, software, or data belonging to Natomas Unified School District or others.
- 4.2.3 Disruption or unauthorized use of Natomas Unified School accounts, access codes, or ID numbers.
- 4.2.4 Use of Natomas Unified School District's computer resources to harass others, as defined in Section 3.4.2.1.1 of this Regulation.
- 4.2.5 Use of Natomas Unified School District's computer resources in ways which intentionally or unintentionally impede the computing activities of others are prohibited. Such activities include, but are not limited to: disrupting another's use of computer resources by game playing; sending an excessive number of messages or e-mail; making or printing excessive copies of documents, files, data, or programs; or introducing computer viruses of any type onto Natomas Unified School District's computer resources.

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- 4.2.6 Use of Natomas Unified School District's computer resources which violate copyrights, trademarks, and/or license agreements.
- 4.2.7 Use of Natomas Unified School District's computer resources to violate another's privacy, including, but not limited to, accessing or using another user's account, ID number, password, electronic files, data, or e-mail.
- 4.2.8 Use of Natomas Unified School District's computer resources in an effort to violate the District's *{Rules of Student Conduct/Academic Dishonesty section should be cited here}* including, but not limited to, the following types of conduct:
 - 4.2.8.1 Copying a computer file that contains another student's assignment and submitting it as your own work.
 - 4.2.8.2 Copying a computer file that contains another student's assignment and using it as a model for your own assignment.
 - 4.2.8.3 Working together on an assignment, sharing the computer files or programs involved, and then submitting individual copies of the assignment as your own individual work.
 - 4.2.8.4 Knowingly allowing another student to copy or use one of your computer files and to submit that file, or a modification thereof, as his or her individual work.
- 4.2.9 **Specific examples of inappropriate use of computing resources include, but are not limited to:**
 - 4.2.9.1 Impersonation of any person or communication under a false or unauthorized name.
 - 4.2.9.2 Transmission of any unsolicited advertising, promotional materials or other forms of solicitation.
 - 4.2.9.3 Using Natomas Unified School District resources for commercial purposes or personal financial gain.
 - 4.2.9.4 Sending or storing messages and/or materials with the intent to defraud, harass, defame, or threaten.
 - 4.2.9.5 Inappropriate mass mailing "spamming" or "mail bombing."
 - 4.2.9.6 Tampering with any software protections or restrictions placed on computer applications or files.
 - 4.2.9.7 Knowingly or carelessly introducing any invasive or destructive programs (i.e., viruses, worms, Trojan Horses) into Natomas Unified School District computers or networks.

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- 4.2.9.8 Attempting to circumvent local or network system security measures.
- 4.2.9.9 Altering or attempting to alter system software or hardware configurations on either network systems or local computing devices.
- 4.2.9.10 Installing unauthorized software programs on Natomas Unified School District local computing devices or network systems and/or using such programs.
- 4.2.9.11 Ignoring or disobeying policies and procedures established for specific computer labs or network systems.
- 4.2.9.12 Copying system files, utilities and applications that expressly belong to the Natomas Unified School District.

**SECTION 5. INAPPROPRIATE USES OF NATOMAS UNIFIED SCHOOL DISTRICT
COMPUTER RESOURCES: REPORTING AND CONSEQUENCES**

Section 5.1 Reporting Violations

Authorized computer system supervisors may informally resolve unintentional or isolated minor violations of use policies through e-mail or face-to-face discussion and education with the user or users concerned.

5.1.1 Student Violations

Individuals may report a suspected violation of this Regulation by a student to *{The Office of Student Affairs - or other appropriate office}*, which will immediately refer the complaint to the System Administrator for review. The System Administrator will then determine whether a violation of this Regulation or of Board Policy has occurred. If the System Administrator determines that a violation has occurred, the System Administrator will report it to the school administrator who may take immediate action to suspend or revoke the user's privileges. In the event a user's privileges are suspended or revoked, the School Administrator must provide the user with written notice of the suspension or revocation, and provide a statement of reasons for the actions taken. The School Administrator's determination to suspend or revoke a student's user privileges may be appealed pursuant to the appeal procedures set forth in the *{Student Code of Conduct or similar policy/regulation.}* Thereafter, the School Administrator may also submit the matter to the *{Office of Student Affairs, or similar administrative office or officer}* for a determination of whether additional action should be taken pursuant to established District student discipline procedures. Possible sanctions include the deletion of materials found to be in violation of this Regulation or of Board Policy, loss of computer resource user privileges, student expulsion, and other sanctions available within the judicial processes. The system

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administrator has the authority to shut off access immediately pending a report to the school administration.

5.1.2 Employee Violations

Individuals may report a suspected violation of this Regulation, or of Board Policy by District employees to the accused employee's supervisor who will immediately refer the complaint to the System Administrator for review. The System Administrator will then determine whether a violation of this Regulation or of Board Policy has occurred. If the System Administrator determines that a violation has occurred, the System Administrator may take immediate action to suspend or revoke the user's privileges. In the event a user's privileges are suspended or revoked, the supervisor in consultation with Human Resources must provide the user with written notice of the suspension or revocation, and provide a statement of reasons for the actions taken. The System Administrator may also submit the matter to the appropriate academic or classified staff supervisor or administrator for a determination of whether disciplinary action should be taken pursuant to established District collective bargaining agreements, Board policies, administrative regulations, and/or other applicable laws, rules or procedures. The System Administrator's determination to suspend or revoke an employee's user privileges may be appealed using the established grievance procedures applicable to the employee. Possible sanctions include deletion of material found to be in violation of this Regulation and loss of computer resource user privileges. Other forms of employee discipline may be invoked under existing laws or Natomas Unified School District policies and regulations.

Section 5.2. Investigating Violations

If Natomas Unified School District staff or system administrators have information that a violation of this Regulation, or of Board Policy, or any other misuse of computing resources has occurred, and if that information points to the computing activities or the computer files of an individual, they have the obligation to pursue any or all of the following steps to protect the user community:

- 5.2.1 Take action to protect the system(s), user jobs, and user files from damage. Natomas Unified School District reserves the right to immediately suspend a user's privilege of access to Natomas Unified School District's computer resources if it has any reason to believe that the user has committed a violation of this Regulation or of Board Policy.
- 5.2.2 Notify the alleged abuser's supervisor, project director, instructor, academic advisor, or administrative officer, as appropriate, of the investigation.
- 5.2.3 Refer the matter for processing through the appropriate Natomas Unified School District disciplinary process if the user's actions are deemed to be in violation of standards of conduct for students or employees, respectively.

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- 5.2.4 Suspend or restrict the alleged abuser's computing privileges during the investigation and administrative processing.
- 5.2.5 Inspect the alleged abuser's files, diskettes, and/or backup tapes.
- 5.2.6 Minor infractions of this Regulation or those that appear accidental in nature are typically handled internally by the System Administrator in an informal manner by electronic mail or in-person discussions. More serious infractions are handled via the procedures outlined above.
- 5.2.7 Infractions such as harassment, or repeated minor infractions as described in this Regulation may result in the temporary or permanent loss of user privileges, notification of a student's academic advisor and/or Student Conduct Office, or the appropriate supervisor or administrator in the case of a faculty or a staff member.
- 5.2.8 More serious infractions, such as unauthorized use, attempt to steal passwords or data, unauthorized use or copying of licensed software, violations of Natomas Unified School District's policies or regulations, or repeated violations of minor infractions may result in the temporary or permanent loss of access privileges.
- 5.2.9 Offenses which are in violation of local, state, or federal laws may result in the immediate loss of computing privileges, and will be reported to the appropriate law enforcement authorities.

Legal References

STATE LAW:

Education Code sections 51870-51884 (Education Technology Act)

Education Code section 51870.5 (student internet access)

Education Code section 48980 (required notification at beginning of term for students)

Education Code sections 51006-51007 (computer education and resources)

Education Code section 212.5 (sexual harassment)

Penal Code section 313 (harmful matter)

Penal Code section 313.1 (consequences of distribution of harmful matter)

Penal Code section 632 (eavesdropping on or recording confidential communications)

Government Code sections 6250, *et seq.* (California Public Records Act)

FEDERAL LAW:

Children's Internet Protection Act 47 U.S.C. § § 254(h)-(l)

Harmful Matter defined 47 U.S.C. § 231

Technology for Education Act of 1994 20 U.S.C. . § § 6801-7005

**ACCEPTABLE USE AGREEMENT FOR SCHOOL DISTRICT
COMPUTER RESOURCES**

SCHOOL DISTRICT EMPLOYEE

I have read the Natomas Unified School District Board Policy and Administrative Regulation for Responsible Computing and understand their provisions. I accept responsibility for the appropriate use of Natomas Unified School District computer resources, which include all computer systems, network systems, Internet and intranet web site or other data processing equipment owned or leased by Natomas Unified School District, as well as remote computers, or computer systems when used to access Natomas Unified School District computer resources, as outlined in the Policy and Regulation for Responsible Computing. I understand that use of Natomas Unified School District computer resources in violation of the Board Policy or Administrative Regulation for Responsible Computing may result in the cancellation or restriction of user privileges. I agree to report any use which is in violation of the Policy and/or Regulation for Responsible Computing to the appropriate system administrator, Office of Student Affairs, or employee supervisor, as indicated in the Policy and Administrative Regulation for Responsible Computing.

Employee [PRINT NAME]

Signature

Date

6/12/02

**ACCEPTABLE USE AGREEMENT FOR SCHOOL DISTRICT
COMPUTER RESOURCES - STUDENT**

I have read the Natomas Unified School District Board Policy 6162.7 Use of Technology in Instruction and understand the provisions. I accept responsibility for the appropriate use of Natomas Unified School District computer resources, which include all computer system and network systems, Internet and intranet web site or other data processing equipment owned or leased by Natomas Unified School District, as well as remote computers, or computer systems when used to access Natomas Unified School District computer resources, as outlined in the policy. I understand that use of Natomas Unified School District computer resources in violation of the Board Policy will result in the cancellation or restriction of user privileges. I agree to report any use which is in violation of the Board Policy to the appropriate system administrator, school district administrator, teacher or classified employee.

_____/_____/_____
Student Name [Please Print] Signature Date

PARENT (Required if a student is a minor.)

I have read the Natomas Unified School District Board Policy and understand the provisions and the responsibility my child has for the use of Natomas Unified School District computer resources.

_____/_____/_____
Parent Name [Please Print] Signature Date

6/12/02
2/8/06