



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Responsible Use Policy (RUP) for District Computer and Network Systems

**NUMBER:** BUL-999.13

**DOCUMENT VISIBILITY:**  PROTECTED  PUBLIC

**ISSUER:** Shahryar Khazei, Chief Information Officer  
Information Technology Division

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Information Technology Division

**DATE:** March 5, 2019

**ROUTING**  
All Employees  
All Locations

**PURPOSE:** The purpose of this bulletin is to ensure that teachers, students, parents, administrators and other District and school personnel use District data systems in a responsible, efficient, ethical, and legal manner, and that such use is in support of the District's business and education objectives.

**MAJOR CHANGES:** This revision replaces BUL-999.12, dated November 27, 2017, making the policy applicable to parents and clarifying their responsibilities when using digital resources provided by the District such as computers, information systems, networks, Internet access, and email.

**BACKGROUND:** On January 8, 2002, the Los Angeles Unified School District Board of Education established Board Rule 1254 as the "Acceptable Use Policy," pursuant to the Children's Internet Protection Act (CIPA), a federal law affecting the educational use of digital media. All uses of District computer and network systems by students, parents, employees, contractors, and consultants are subject to this policy. This bulletin will undergo periodic review to ensure it reflects current laws and regulations.

**GUIDELINES:** The following guidelines apply.

Users of District computer systems, networks, or the Internet must adhere to the Responsible Use Policy.

Site administrators must annually distribute, collect, and keep on file the completed attached forms prior to authorizing access to the Internet or the District's network:



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ATTACHMENT A: RUP information and sign-off form for Students

ATTACHMENT B: RUP information and sign-off form for Employees

ATTACHMENT C: RUP Information and sign-off form for Parents

Employees will confirm their assent to the RUP both in writing and electronically when they activate their District account and/or change passwords.

### **VALIDITY & DOCUMENT MANAGEMENT:**

The owner of this document is the Director of IT Security, who must check and, if necessary, update the document at least once a year. When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

- Number of incidents related to unacceptable or unauthorized use of District equipment
- Number of incidents related to unauthorized installations of software or files on computers, tablets, and mobile devices

### **AUTHORITY:**

This is a policy of the Superintendent of Schools. The following legal authorities are applied in this policy:

Children's Internet Protection Act (CIPA), Pub. L. 106-554 Children's Online Privacy Protection Act (COPPA), 16 CFR Part 312

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 CFR Part 99

California Business and Professions Code, Chapter 22.1, Privacy Rights for California Minors in the Digital World

California Business and Professions Code, Chapter 22.2, Student Online Personal Information Protection Act California Education Code §44932 et seq. and California Penal Code §422 et seq.

California Public Records Act, §6250 et seq.

California Electronic Communications Privacy Act, (CalECPA), SB178 Chapter 3.6



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### RELATED RESOURCES:

- BUL-5688.2, Social Media Policy for Employees and Associated Persons, dated September 29, 2017*
- BUL-6399.1, Social Media Policy for Students, dated November 8, 2017*
- BUL-1077.2, Information Protection Policy, dated July 18, 2017*
- BUL-1347.3, Child Abuse and Neglect Reporting Requirements, dated August 19, 2016*
- BUL-1597.0, Acceptable Use Policy for ITD Virtual Private Network (VPN) Services, dated March 7, 2005*
- BUL-1893.1, Sexual Harassment Policy (Employee-to-Employee), dated August 1, 2005*
- BUL-2047.1, Hate-Motivated Incidents and Crimes – Response and Reporting, dated June 15, 2015*
- BUL-3349.1, Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult), dated August 6, 2014*
- BUL-6532.2 Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct, dated July 17, 2017*
- BUL-5159.7, Uniform Complaint Procedures (UCP), dated February 22, 2017*
- BUL-5167.0, Code of Conduct with Students – Distribution and Dissemination Requirement Policy, dated July 1, 2010*
- BUL-5212.2, Bullying and Hazing Policy (Student-to-Student and Student-to-Adult), dated November 26, 2014*
- BUL-5798.0, Workplace Violence, Bullying and Threats (Adult-to-Adult), dated July 16, 2012*
- Employee Code of Ethics, LAUSD Ethics Office, Dated February 2003*
- Los Angeles Unified School District Board Resolution, Respectful Treatment of All Persons, passed October 10, 1988*
- ISO/IEC 27001 standard, clauses A.6.2.1, A.6.2.2, A.8.1.2, A.8.1.3, A.8.1.4, A.9.3.1, A.11.2.5, A.11.2.6, A.11.2.8, A.11.2.9, A.12.2.1, A.12.3.1, A.12.5.1, A.12.6.2, A.13.2.3, A.18.1.2*



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### **ASSISTANCE:**

For further information, please contact the Office of Information Security at [information.security@lausd.net](mailto:information.security@lausd.net) or one of the following offices:

*LAUSD Communications Office* (213) 241-6766 - for assistance with obtaining approval to use district logos and general district communication

*Crisis Counseling and Intervention Service, School Mental Health* (213) 241-2174 or (213) 241-3841 - for assistance with threat assessments and mental health issues

*Equal Opportunity Section* (213) 241-7685 - for assistance with alleged adult-to-adult discrimination and sexual harassment complaints

*Employee Relations* (213) 241-6591 - for assistance with employee records and personnel files

*Human Relations, Diversity and Equity* (213) 241-8719 - for assistance with issues of bullying, cyber-bullying, conflict resolution, and diversity trainings

*Information Technology* (213) 241-5200 - for technical assistance or questions related to this policy

*Los Angeles School Police Department* (213) 625-6631 - for assistance with any law enforcement matters

*Office of the General Counsel* (213) 241-7600 - for assistance/consultation regarding legal issues

*Division of District Operations* (213) 241-5337 - for assistance in school operations and procedures concerning students and employees

*Staff Relations* (213) 241-6056 - for assistance with employee disciplinary action



# Los Angeles Unified School District

## Responsible Use Policy (RUP) for District Computer Systems

### Information for Students and Families

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#### **Purpose**

The purpose of the District's Responsible Use Policy ("RUP") 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 legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA), and the California Electronic Communications Privacy Act (CalECPA). Furthermore, the RUP clarifies the educational purpose of District technology. As used in this policy, "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network") regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, etc.) is used off District property. Additionally, the RUP applies when non-District devices access the District network or sensitive information.

The District uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email. Users understand that the District has the right to take back possession of District equipment at any time.

The District will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States and Canada.

#### **Student Responsibility**

***By initialing and signing this policy, you acknowledge that you understand the following:***

**\_\_\_\_\_ I am responsible for practicing positive digital citizenship.**

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest in all digital communications.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

**\_\_\_\_\_ I am responsible for keeping personal information private.**

- I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws, this Responsible Use Policy and all District security policies.

**\_\_\_\_\_ I am responsible for my passwords and my actions on District accounts.**

- I will not share any school or District usernames and passwords with anyone or directly or indirectly allow another person to use them.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.



# Los Angeles Unified School District

## Responsible Use Policy (RUP) for District Computer Systems

### Information for Students and Families

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**\_\_\_ I am responsible for my verbal, written, and artistic expression.**

- I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

**\_\_\_ I am responsible for treating others with respect and dignity.**

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- I understand that bullying in any form, including cyberbullying, is unacceptable.

**\_\_\_ I am responsible for accessing only educational content when using District technology.**

- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.
- I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

**\_\_\_ I am responsible for respecting and maintaining the security of District electronic resources and networks.**

- I will only use software and hardware that has been authorized by the District.
- I will not try to get around security settings and filters, including using proxy servers to access websites blocked by the District.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any District computers, tablets, smartphones, or other new technologies.
- I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on District equipment.
- I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

**\_\_\_ I am responsible for taking all reasonable care when handling District equipment.**

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will respect my and others' use and access to District equipment.

**\_\_\_ I am responsible for respecting the works of others.**

- I will follow all copyright (<http://copyright.gov/title17/>) guidelines.
- I will not copy the work of another person and represent it as my own and I will properly cite all sources.
- I will not download illegally obtained music, software, apps, and other works.

### **Consequences for Irresponsible Use**

Misuse of District devices and networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation. (For more information, see [BUL-6399.1, Social Media Policy for Students.](#))



# Los Angeles Unified School District

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**Disclaimer**

The District makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or District accounts.

Users are responsible for any charges incurred while using District devices and/or the network. The District also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the District, its affiliates, or employees. Students under the age of 18 should only access District network 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 outside of school and for ensuring that the student abides by the Responsible Use Policy when using District equipment or the District network.

**Summary:**

All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What District community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

**Instructions:**

Read and initial each section above and sign below. Be sure to review each section with a parent or guardian and get their signature below. Return to your teacher or other designated school site personnel.

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

Date: \_\_\_\_\_

School: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Legal  
Guardian Name: \_\_\_\_\_Parent/Legal  
Guardian Signature: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Room Number: \_\_\_\_\_

*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.*