



**Acceptable Use of Technology Agreement
For Student Enrolled in LACOE Programs or Activities**

Print Full Name of Student

Name of LACOE Site

I hereby acknowledge that I understand the Los Angeles County Office of Education student policy regarding acceptable use of technology, Los Angeles County Office of Education Policy 7250, and I agree to the following:

1. I will take responsibility to avoid unacceptable or inappropriate use of LACOE technological resources, as defined in Policy 7250;
2. I will ask my teacher or other LACOE staff prior to accessing material that may be unacceptable or inappropriate as defined in Policy 7250;
3. I will NOT use LACOE technological resources to access harmful matter, as defined in Policy 7250;
4. I will NOT use LACOE technological resources to infringe on the copyright of another;
5. I will NOT use LACOE technological resources to plagiarize any work, in part or in whole, that I am assigned to create myself as part of the LACOE program or activity I am enrolled in;
6. I will NOT use LACOE technological resources to access and/or distribute personal, private or confidential information I am not authorized to access;
7. I will NOT use LACOE technological resources to advertise products or services;
8. I will NOT use LACOE technological resources to lobby for votes;
9. I will NOT use LACOE technological resources to send or receive discriminatory messages;
10. I will NOT use LACOE technological resources to create or copy a computer virus and place it on the network;
11. I will NOT use LACOE technological resources to send or receive messages using someone else's user name and address or make it appear as if someone else sent or received the message;
12. I will NOT use LACOE technological resources to avoid, try to avoid, or help someone else avoid charges or fees;
13. I will NOT use LACOE technological resources to tamper, interfere with, damage, or use without permission any lawfully created computer data or computer system, including security systems;
14. I will NOT use LACOE technological resources in a way that is inconsistent with LACOE policies, procedures, rules and regulations.

I further understand that LACOE reserves the right to monitor my use of LACOE technological resources, and I should not expect privacy in my use of LACOE technological resources. I also understand that if I violate any of the above-listed conditions, I may face suspension or revocation of technology use privileges, disciplinary action, and/or legal action.

Signature of Student

Date Signed

Signature of Parent or Guardian

Date Signed

Signature of LACOE Staff

Date Signed



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Signature of LACOE Staff

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Student Records and Academics
Legal Authority: EC 35160, 48908, 51870.5; CC 1714.1; PC 313,502, 502.7
Adopted 10-13-98

7250 Acceptable Use of Technology

One of the adopted goals of the Los Angeles County Office of Education is to assist in advancing the use of technology to enhance student learning. Access to LACOE technology is a privilege, not a right, and students enrolled in LACOE programs or activities must follow LACOE guidelines and procedures regarding acceptable use of technology. All LACOE students and their parents/guardians shall sign the LACOE Acceptable Use of Technology Agreement prior to using LACOE technological resources. LACOE shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using LACOE technology. Violation of this policy may result in disciplinary action and/or civil or criminal liability.

I. Definitions

- A. **Acceptable Use:** use of LACOE technology that has educational value and does not violate relevant state or federal laws or regulations, or LACOE policies, procedures, rules, or regulations.
- B. **Educational Value:** material that enhances the learning experience of the student in the school setting and does not violate relevant state or federal laws or regulations, or LACOE policies, procedures, rules, or regulations.
- C. **Internet:** a global network of computer networks connecting the education, research, and business communities. The Internet provides LACOE participants with access to vast, diverse, and unique worldwide resources and the ability to share information that is current and relevant.
- D. **Email:** electronic mail: a service that send messages via local or global networks.
- E. **Harmful Matter:** matter (any written visual, or recorded material or reproduction) taken as a whole which, to the average person applying contemporaneous statewide standards, appeals to the prurient interest, and is matter which taken as a whole depicts or describes in a patently offensive way sexual conduct and which, when taken as a whole, lacks serious literary artistic, political, or scientific value for minors.
- F. **Etiquette:** the rules of etiquette on the Internet: includes respect for copyrighted materials and private information.
- G. **Copyright Infringement:** use of copyrighted materials without the prior permission of the author.
- H. **Plagiarism:** copying the work of another and presenting it as your own original work; whit or whit out permission or agreement.
- I. **Unacceptable Use:** using LACOE technological resources for commercial advertising; copyright infringement: political lobbying; accessing pornography; sending/receiving discriminatory messages; creating or copying a computer virus and placing it on the network; using the network to send/receive messages using someone else's user name/address or depicting someone else as the originator of the message; using the network in a manner inconsistent with other student policies and codes of conduct; using the network to access and distribute confidential, personal or private information.
- J. **Fraudulent Access:** inappropriate or unacceptable use of technological resources without permission with the intent of avoiding, attempting to avoid or assisting to avoid lawful charges.
- K. **Unauthorized Access:** tampering, interference, damage, and unauthorized use of lawfully created computer data and computer systems, including security systems.

II. Acceptable Use of LACOE Technological Resources

- A. No student shall have access to LACOE technological resources without first agreeing to and signing the LACOE Acceptable Use of Technology Agreement.
 - 1. All student's parents/guardians must consign this agreement prior to access. Students will be provided with a copy of the signed agreement.
 - 2. LACOE staff shall retain a copy of the agreement in the student's file.
- B. Students shall not have access to LACOE technological resources without the prior consent of LACOE staff for the purpose of conducting research or other activities with educational value.
- C. Students are expected to conduct themselves in accordance with LACOE policies regarding student conduct and expression.
 - 1. Students must also take responsibility to avoid unacceptable or inappropriate use of technology while accessing LACOE resources. When in doubt, student shall ask LACOE staff prior to accessing information that may be unacceptable or inappropriate in accordance with the LACOE Acceptable Use of Technology Agreement.
 - 2. Student shall follow general rules of etiquette.
 - 3. Student shall not participate in the following unacceptable activities.
 - a. Intentionally or knowingly accessing harmful matter
 - b. Copyright infringement
 - c. Plagiarism
 - d. Unacceptable use of resources
 - e. Fraudulent access
 - f. Unauthorized access
- D. LACOE reserves the right to monitor use of technological resources, including Internet and e-mail, for audit and review purposes. Users should not have an expectation of privacy when using LACOE technological resources.
- E. Consequences of violations of this policy, including the unacceptable activities listed above. Part C 3, include, but are not limited to:
 - 1. Suspension or revocation of Internet access
 - 2. Suspension or revocation of network privileges, including e-mail
 - 3. Suspension or revocation of computer access
 - 4. Suspension or expulsion from school (CROSS REFERENCE: SUSPENSION AND EXPULSION POLICY, 7430)
 - 5. Civil or criminal action against the offender
- F. LACOE site are encouraged to develop electronics/information resource committees.
 - 1. Such committees should include staff, parent/guardians, students, and interested community members.
 - 2. Such committees may develop site policies, rules, and regulations regarding use of technology, in accordance with LACOE policies, procedures and guidelines.