



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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

NUMBER: BUL-999.13

DOCUMENT VISIBILITY: PROTECTED PUBLIC

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Information Technology Division

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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:



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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 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

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

___ 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

Responsible Use Policy (RUP) for District Computer Systems

Information for Students and Families

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.



Los Angeles Unified School District

Responsible Use Policy (RUP) for District Computer Systems

Information for Employees

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 reserves the right to monitor users' online activities and to access, review, copy, and store or delete any communications or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, 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.

Employee Responsibility

If you are supervising students using technology, be vigilant in order to ensure students are meeting the provisions outlined in the RUP.

Digital Citizenship

- All employees are responsible for modeling and actively practicing positive digital citizenship.
- Employees using classroom technology are explicitly required to teach students about positive digital citizenship.
- What employees do and post online must not disrupt school activities or compromise school safety and security.

Privacy

- I will not share personal information about students and employees, including, but not limited to, names, home addresses, birth dates, telephone numbers, student ID numbers, employee numbers, and visuals.
- I will only use e-mail accounts created and contained within the District's network systems (i.e., those ending in "@LAUSD.NET") to transmit personally identifiable information from students' education records to other District e-mail accounts of District employees who have a legitimate educational or business interest in the information. I further understand that the transmission of student information to external parties (including public agencies such as the Los Angeles County Probation Department, Los Angeles County Department of Children and Family Services, Los Angeles County Office of Education, etc.) by District e-mail, is strictly prohibited as is the forwarding of such District e-mails to non-District e-mail providers such as Google, Yahoo, etc.
- I will not automatically forward messages from my District email account to any non-District account(s) for the purpose of creating a personal email archive or for using a single email account to access my personal and District email.



Los Angeles Unified School District

Responsible Use Policy (RUP) for District Computer Systems

Information for Employees

- If personally identifiable information must be shared via a file sharing or collaboration service, I will only use a service which the District has provided me an account for and has deemed appropriate for sharing such information.
- 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.

Passwords

- Under no circumstances are District usernames and/or passwords to be shared with others, including other District staff and students, either directly or indirectly.

Professional Language

- Use professional language in all work-related communications including email, social media posts, audio recordings, conferencing, and artistic works.

Cyberbullying

- Bullying in any form, including cyberbullying, is unacceptable both in and out of school.
- Report all cases of bullying to the site administrator or other authority.

Inappropriate Material

- Do not seek out, display, or circulate material that is hate speech, sexually explicit, or violent while at school or while identified as a District employee.
- Exceptions may be made in an appropriate educational context.
- The use of the District network for illegal, political, or commercial purposes is strictly forbidden.
- Transmitting large files that are unrelated to District business and disruptive to the District network is prohibited.

Security

- All users are responsible for respecting and maintaining the security of District electronic resources and networks.
- Only use software and hardware that has been authorized for use by the District.
- Do not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
- Do not try to bypass security settings and filters, including through the use of proxy servers.
- Do not install or use illegal software or files, including unauthorized software or apps, on any District computers, tablets, smartphones, or new technologies.
- Remote access to the District network must occur through an authorized channel(s) as described in BUL-1597.0, Acceptable Use Policy for ITD Virtual Private Network (VPN) Services.

Equipment and Network Safety

- Equipment, information or software, regardless of its form or storage medium, may not be taken off-site without prior written permission by an employee's administrator.
- Take all reasonable precautions to protect District equipment and if equipment is authorized for use off-site, it must only be controlled by the person who was granted permission for its removal.
- Use caution when downloading files or opening emails, as attachments could contain viruses or malware.
- Vandalism in any form is prohibited and must be reported to the appropriate administrator and/or technical personnel.
- Report system weaknesses or security events related to protected District data or information systems housing protected data to the IT Security Office.



Los Angeles Unified School District

Responsible Use Policy (RUP) for District Computer Systems

Information for Employees

Clear Desk and Screen

- Authorized employees who are not at his/her assigned workplace must ensure that all protected paper documents, as well as data storage media with protected data, must be removed from the desk or other places (e.g. printers, fax machines, photocopiers, etc.) to prevent unauthorized access.
- Authorized employees who are not at their assigned workplace must ensure that all protected information be removed from their computer screen, and access must be denied to all systems for which the employee is authorized to use by logging off the District network, locking the screen with a password, or turning off the computer.

Copyright

- While there are fair use exemptions (<http://www.copyright.gov/fls/fl102>), all users must respect intellectual property.
- Follow all copyright guidelines (<http://copyright.gov/title17/>) when using the work of others.
- Do not download illegally obtained music, software, apps, and other works.

Consequences of Irresponsible Use

Misuse of District devices and networks may result in restricted access or account cancellation. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against employees, including personnel action and/or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

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 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 its employees.

Instructions:

After having read the above information, sign below and return to your administrator or other designated supervisory personnel.

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

School/Office: _____

Employee Name: _____ Employee Number: _____

Employee Signature: _____ Date: _____

Please return this form to your supervisor or administrator to be kept on file. It is required for all employees that will be using a computer network and/or Internet access.



Los Angeles Unified School District

Responsible Use Policy (RUP) for District Computer Systems Information for Parents/Guardians/Educational Rights Holders

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. "Parent" is defined as a biological or adoptive parent, legal guardian, or educational rights holder who has rights to access pupil record information. **Only parents of current students are authorized to use the Parent Portal and associated applications.**

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, accounts, and/or Internet access or files, including electronic communications with District accounts. 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.

Parent 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 communication.
- 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 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.



Los Angeles Unified School District

Responsible Use Policy (RUP) for District Computer Systems Information for Parents/Guardians/Educational Rights Holders

- 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.
- I will be aware of privacy settings on websites that I visit.

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, and video conferencing.

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.
- If I become aware of bullying, I am strongly encouraged to report it to the school.

I am responsible for accessing only District-related 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 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 or trademark protected materials, unauthorized software, or apps on any District computers, tablets, smartphones, or other new technologies.
- 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 will report system security weaknesses or security events to the school.

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 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 legal action.

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.



Los Angeles Unified School District

Responsible Use Policy (RUP) for District Computer Systems

Information for Parents/Guardians/Educational Rights Holders

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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. Return to your school site.

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: _____

Parent/Legal
Guardian Name: _____Parent/Legal
Guardian Signature: _____

Please return this form to the school where it will be kept on file. It is required for all parents that will be using a District network, applications, account, and/or Internet access.