Acceptable Use Policy (AUP)

Conejo Valley Unified School District Employees
What is the CVUSD Acceptable Use Policy (AUP)?

- The CVUSD Acceptable Use Policy is a signed agreement (although signature is not required by law) that defines acceptable and unacceptable use of technology that is the property of the Conejo Valley Unified School District.
- The AUP defines the employees responsibilities when using devices relating to school and work.
- The policy extends to school and work related use of personal devices and communication with students and employees in the district.
- The CVUSD AUP is differentiated for students in elementary school, middle and high school and for faculty and staff.
- It is legal and binding.
What is the purpose of the AUP?

The AUP:

- Safeguards the intellectual property, financial assets and reputation of the CVUSD
- Demonstrates diligence towards compliance with state and federal regulations and laws
- Discourages copyright infringement, software piracy, and plagiarism
- Defines rules for efficient, ethical, legal computer/network use, and
- Promotes safe and appropriate computer social behavior
By understanding and observing the AUP rules, you protect your own privacy and safety, plus demonstrate respect for the rights and the intellectual property of others.
The AUP is a contract you sign defining the rules for using technology while at school and work and for using technology for any school or work related purpose.

By signing the AUP, you are agreeing to obey the behavioral expectations and accept the established consequences for breaking the rules.

http://www.icts.uiowa.edu/content/contract-negotiation
Review rules and expectations CVUSD employees agree to follow when they sign the Acceptable Use Policy (AUP).
Understand the consequences associated with the rules.
Define and understand legal terms associated with AUP, specifically: Libel, Digital Criminal Acts and Copyright Violations.
1. Employees are responsible for safeguarding their computer and email accounts.

I agree to:

▸ Never share my password.
▸ Never allow anyone to use my account or password.
▸ Never use anyone else’s password.
▸ Always log off programs I use when I am no longer using them.
▸ Log off the computer when finished, thus protecting your account and information from being accessed by unauthorized users.

http://www.trianglemom2mom.com
2. Employees are responsible for language used on a computer or digital device.

I agree to:

☞ Not to use profanity, harassing, discriminatory or abusive language in emails, chats, typing programs, or any other forms of digital communication that relate to school and work.

3. Employees are responsible for how they treat other people online.

I agree to:

✿ Model and use appropriate language.

✿ Send messages and documents that are appropriate to share in an educational setting.

✿ Never use technology to threaten or harass others.

✿ This includes social media such as Facebook, Instagram, as well as text messaging.

District employees are responsible for their virtual presence and actions.

This includes statements, images, videos posted on any digital site.

Misuse of information may result in libel and have legal consequences.
Libel Laws defined:

Libel laws:

Publicly defaming people through publishing, sharing or forwarding materials on the Internet, email, texting etc.

http://dasas.net/stalking/cyberstalking
4. Employees are responsible for their use of the CVUSD network.

I agree to:

attività\not search, share, or display unkind or inappropriate material.

attività\not search, share or display weapons or other threatening/violent material..
I agree to:

饺 Be responsible online, at school/work, and outside of school/work. My digital responsibility does not end when I leave the classroom or workplace.

饺 Never send harassing email messages or post negative or disrespectful comments about students or adults.

饺 Not do or say anything on social websites that negatively impact myself, others, or CVUSD.
Never pretend to be someone else online.

Never post or send messages using a name that is not my own.

Pretending to be someone else or using a name that is not yours when posting or sending messages are both digital criminal acts and subject to legal consequences.
I agree to:

☞ Respect security and Internet settings.
☞ Not use proxies.
8. Employees are responsible for protecting district property.

I agree to:

✧ Respect all district equipment and other people’s personal technology devices.
✧ Not change programs, files or settings on any computer or peripherals.
✧ Not use any electronic device that could harm the operation of the district network.
9. Employees are responsible for respecting other peoples’ property online.

I agree to:

♫ Model ethical behavior and obey copyright laws.
♫ Not download music, videos, pictures or any other intellectual property without permission from the owner.
♫ Not plagiarize.
♫ Always give credit by citing source.

http://www.firesigninc2.com/our-services/
10. Employees are responsible for following CVUSD rules when putting information online.

I agree to:

мон Protect student personal information.
  o Never post any personal information about students.

мон Protect my personal information and reputation.
  o Never post personal information about myself.

мон Protect the personal information and reputation of staff.
  o Never post personal information about staff.
As a CVUSD employee, you represent the district. Model ethical behavior.

Being a good example…

✍️ an “Example is not the main thing in influencing others. It is the only thing.”

— Albert Schweitzer, German physician, musician, theologian, philosopher (1875-1965).
Employees are responsible for knowing copyright laws and violations.

By signing this AUP agreement means:

- You have read and understand the laws associated with libel, copyright violations, and digital criminal acts.
- You understand that consequences for violating laws may result in District and legal actions.

The following slides will provide District staff more information on each of these important topics.
Copyright violations defined:

- Copying, selling or distributing copyrighted material without the express written permission of the author or publisher.
  - This means that users should assume that all materials available on the Internet are protected by copyright.

- Engaging in plagiarism – using other’s word’s or ideas as your own.
What are Digital Criminal Acts?

These include, but are not limited to:

- “hacking” or attempting to access computer systems without authorization
- sending or forwarding threatening/harassing emails or creating/sharing hurtful social networking posts
- cyber-stalking
- vandalism
- unauthorized tampering with computer systems
- using misleading domain names
What are the consequences of not complying with the AUP?

- Some choices have long lasting consequences.
- Your digital footprint doesn’t just go away.

Click on this link to view a two minute video:

http://dclotheconsequencesline.com/2013/05/10/who-pays-the-
What are possible consequences of not complying with the AUP?

- Loss of computer privileges
- Disciplinary action
- Police involvement and legal action
CVUSD Employees agree to be responsible for:

- Safeguarding their computer and email accounts.
- Appropriate use of language on computers or digital devices.
- How they treat other people online.
- Their use of the CVUSD network.
- Their conduct on all online sites.
- Being honest when online.
- Protecting the security of the CVUSD network.
- Protecting district property.
- Respecting other peoples’ property online.
- Following CVUSD rules when putting information online.
In order of appearance:

- Shielded Computer: [https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcTx3qHMXJeAlwXyBTl0yZ3uu9xSD8cKK8P6o-BYQncAmGuWCoF](https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcTx3qHMXJeAlwXyBTl0yZ3uu9xSD8cKK8P6o-BYQncAmGuWCoF)
- Contract: [http://www.icts.uiowa.edu/content/contract-negotiation](http://www.icts.uiowa.edu/content/contract-negotiation)
- Chained Screen: [http://www.trianglemom2mom.com](http://www.trianglemom2mom.com)
- Threatening Mail: [http://dasas.net/stalking/cyberstalking](http://dasas.net/stalking/cyberstalking)
- Handshake: [www.illustrationsource.com](http://www.illustrationsource.com)
- Social Media: [www.archive.constantcontact.com](http://www.archive.constantcontact.com)
- Vandalism: [http://pactcambridge.org/?page_id=174](http://pactcambridge.org/?page_id=174)
- Locked Screen: [http://brucedragon.files.wordpress.com/2013/04/privacy123.gif](http://brucedragon.files.wordpress.com/2013/04/privacy123.gif)
- Consequences Ahead: [http://dcclotheconsequencesssline.com/2013/05/10/who-pays](http://dcclotheconsequencesssline.com/2013/05/10/who-pays)