



# 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

# Why an Acceptable Use Policy?

- ☞ 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.



# CVUSD Acceptable Use Policy

- ∞ 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.



# In this presentation you will:

- ☞ 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.



## 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.



<http://www.hti-technologies.com/information-technology/netiquette-internet-etiquette.html>

# CVUSD Employees are responsible for actions on and off school property.

- ∞ 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.



# 4. Employees are responsible for their use of the CVUSD network.

I agree to:

- ⌘ Not search, share, or display unkind or inappropriate material.
- ⌘ Not search, share or display weapons or other threatening/violent material..



# 5. Employees are responsible for their conduct on all online sites.

I agree to:

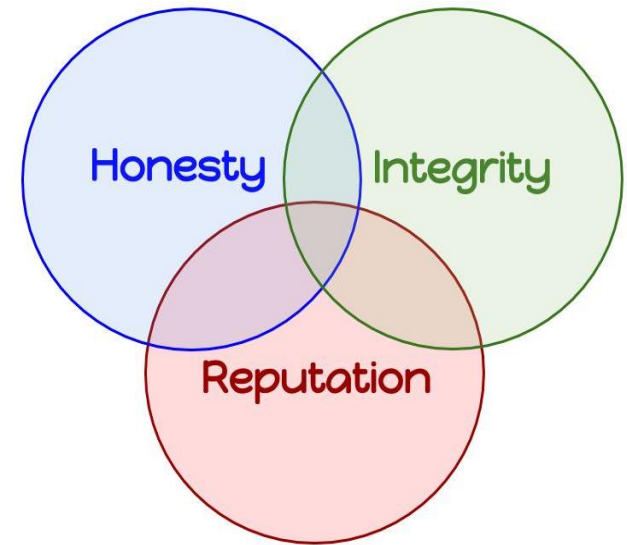
- ☞ Be responsible online, at school/work, and outside of school/work. My digital responsibility does not end when I leave the classroom or workplace.
- ☞ Never send harassing email messages or post negative or disrespectful comments about students or adults.
- ☞ Not do or say anything on social websites that negatively impact myself, others, or CVUSD.



## 6. Employees are responsible to be honest when online.

I agree to:

- ☞ 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

# 7. Employees are responsible for protecting the security of the CVUSD network.

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.



# 10. Employees are responsible for following CVUSD rules when putting information online.

I agree to:

- ∞ Protect student personal information.
  - Never post any personal information about students.
- ∞ Protect my personal information and reputation.
  - Never post personal information about myself.
- ∞ Protect the personal information and reputation of staff.
  - Never post personal information about staff.

<http://brucedragon.files.wordpress.com/2013/04/privacy123.gif>



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

## 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

# CONSEQUENCES

What are the consequences of not complying with the AUP?

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



<http://dccllotheconsequencesline.com/2013/05/10/who-pays-the->

[Click on this link to view a two minute video:](#)



[The Digital Footprint Video](#)

# CONSEQUENCES

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.



# Image Credits

In order of appearance:

- Shielded Computer: <https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcTx3qH-MXJeAlwXyBTI0yZ3uu9xSD8cKK8P6o-BYQncAmGuWCoF>
- Contract: <http://www.icts.uiowa.edu/content/contract-negotiation>
- Login Password: <http://www.tech360ng.com/passwords-and-mobile-experience/>
- Chained Screen: <http://www.trianglemom2mom.com>
- Censored: <http://abcnews.go.com/blogs/headlines/2012/06/massachusetts-town-swears-off-swearing/>
- Kind language: <http://www.hti-technologies.com/information-technology/netiquette-internet-etiquette.html>
- Threatening Mail: <http://dasas.net/stalking/cyberstalking>
- Handshake: [www.illustrationsource.com](http://www.illustrationsource.com)
- Social Media: [www.archive.constantcontact.com](http://www.archive.constantcontact.com)
- Lock and Key: <http://getting-in.com/wp-content/uploads/2012/09/GCSE-ICT-Unlocked-computer.png>
- Vandalism: [http://pactcambridge.org/?page\\_id=174](http://pactcambridge.org/?page_id=174)
- Hands off Brain: <http://blogs.saschina.org/pudongtok/files/2010/09/Intellectual-property-lt-255x300.gif>
- Copyright Symbol: <http://www.firesigninc2.com/our-services/>
- Locked Screen: <http://brucedragon.files.wordpress.com/2013/04/privacy123.gif>
- Consequences Ahead: <http://dcclitheconsequencessline.com/2013/05/10/who-pays>
- Police Badge: [http://commons.wikimedia.org/wiki/File:USA\\_-\\_DOD\\_Police.png](http://commons.wikimedia.org/wiki/File:USA_-_DOD_Police.png)