



**Carlsbad Unified School District
Acceptable Use Agreement for Staff
Technology and Telecommunication Resources**

Carlsbad Unified School District (CUSD) is dedicated to the use of technology as a tool to enhance learning, increase productivity and promote creativity. The internet and the use of technology communication tools are extremely valuable for collaboration, publishing, and interacting with peers, experts, and other audiences. Specifically, the use of the internet provides opportunities to access a wide variety of information, reference materials, and educational resources previously inaccessible. However, by its very nature, the free-flowing, uncensored exchange of information and communication that characterizes the internet has caused the District to address the issue of how and by whom all technology should be used.

As a result, the District has created this Acceptable User Agreement (AUA) to attempt to ensure safe and legitimate uses of the internet and the District's technology and telecommunications resources. This policy is to be regularly reviewed by the Superintendent or designee to ensure its effectiveness.

One purpose of CUSD's AUA is to comply with the Children's Internet Protection Act (CIPA) by preventing unlawful and malicious activities by users on the CUSD network, and securing confidential information from unauthorized access. All CUSD employees need to use the network to complete their job responsibilities. Staff members must sign the AUA, which will be kept on file at their site. All users, with or without a signed AUA, must comply with this policy. Users are expected to report any security problems or misuse of District technology to Information Systems and the user's principal or supervisor.

The District utilizes an internet filter to block access to content that is obscene, pornographic, or detrimental in general. Given the nature of the internet, it may be impossible to block all such content, but any use or viewing by staff remains unauthorized. The District reserves the right to monitor users' network activities. Therefore, users should have no expectation of privacy concerning the use of the CUSD network. This includes, but is not limited to, District computers, electronic files, websites, voicemail, and all electronic communication (e.g., email, chatting, blogging).

The proper use of telecommunications and/or access to the internet is an extension of the educator's responsibility in his/her classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize internet-related technologies focus on appropriate and specific learning goals and objectives. All student use of internet-related applications must be authorized and supervised by the educator.

The use of CUSD technology and telecommunications resources is an extension of the student's responsibility in the classroom. Educators are encouraged to define a student code of conduct and a set of responsibilities for the safety and acceptable use of telecommunications in the classroom. All administrative functions and/or file maintenance to the server are the responsibility of the educator/administrator at that location. Only CUSD staff should ever have administrative responsibilities for technology, including hardware and software programs.

In exchange for the use of CUSD technology and telecommunication resources, including but not limited to the CUSD operating network, computers, electronic files, websites, voicemail, and all electronic communication (e.g., email,

chatting, blogging) and in accordance with Board Policy 4040, the following agreement will apply. Please read this document carefully. Violation of CUSD's AUA can result in the following:

- revocation of an employee's access and use, without prior notice
- formal discipline
- referral to law enforcement

Acceptable Uses of CUSD Technology and Telecommunication Resources

The CUSD network is to be used for educational purposes and District business, such as: lesson planning, class assignments, career development activities, educational research, communication activities and access to network resources.

To the extent employees communicate with students during class time or outside of the classroom via District technology, personal technology, or the internet, the District expects employees to maintain professional standards and conduct themselves ethically and professionally at all times. Such technology should be used in a safe and responsible manner consistent with this Agreement and District Board Policies and Administrative Regulations, including, but not limited to, District and School Websites (BP/AR 1113), and District-Sponsored Social Media (BP/AR 1114), and Employee Use of Technology (BP/AR 4040).

Unacceptable Uses of CUSD Technology and Telecommunication Resources

Any unlawful or malicious use of CUSD technology and telecommunication resources, is defined as, but not limited to:

- Accessing, posting, submitting, publishing, displaying or transmitting any of the following:
 - Pornographic or sexually explicit material
 - Material that could be construed as harassment or disparagement of others based on race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs
 - Obscene depictions
 - Materials that are threatening or encourage illegal activities
- Selling or purchasing illegal items or substances
- Selling anything using the CUSD network
- Accessing and/or spreading malicious files, such as viruses, worms, spam, etc.
- Violation of copyright laws or plagiarism of any kind.
- Causing harm to others or damage to property, such as, but not limited to:
 - The use or distribution of profane, abusive, or offensive language; threatening, harassing, or making damaging or false statements about others.
 - Using, deleting, copying, modifying or forging other users' names, emails, files, or data.
 - Using another person's network account name, information or credentials.
 - Disclosing information that could potentially lead to unauthorized access of network account name, information or credentials.
- Accessing the CUSD network, either internally or externally, to pursue "hacking" and/or denial of service.
- Using the network to encourage the use of drugs, alcohol, or tobacco.
- Using the network for commercial, political, religious or gambling purposes.
- Disclosing, using, or disseminating personal information regarding minors.

Personal Responsibility

The CUSD network and all technology equipment are District property and are provided for instructional or administrative use. Although occasional personal use is recognized, it is understood that such use shall not take place during instructional time or interfere with an employee’s duties and responsibilities. Staff shall use the District technology in a responsible, ethical, and legal manner. The District also recognizes that employees may have a legitimate educational purpose in bringing personal technology to school sites. Employees do not have a privacy right to personal technology in the classroom or school site if used for classroom purposes, and misuse of personal technology in the classroom or school site may be grounds for discipline and/or referral to law enforcement. Disclaimer: The District makes no guarantees about the quality of the network services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of its network, computers or accounts, or from use of personal devices on its network.

Penalties for Violation of the AUA:

Any violation of this AUA may result in the loss of the user’s network access, disciplinary and/or legal action for employees, including dismissal from District employment and/or criminal prosecution by government authorities. Disciplinary action for misuse of the District’s technology equipment and/or resources shall be in accordance with board policies, administrative regulations, and state and federal law.

Disclaimer and Waiver:

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of its network, computers or accounts. Any additional charges a user accrues due to the use of the District’s computers or network are to be borne by the user; the user hereby waives any and all claims against the District and further agrees to indemnify and defend the District for and against any claims arising out of the use of the District’s network, computers or accounts. The District is not responsible for the accuracy or quality of any information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author’s individual point of view and not that of the District, its affiliates, or employees.

Your signature below acknowledges that you have read and understand the District’s Board Policy 4040 and this AUA regarding technology use. Any questions regarding the Agreement should be directed to District administration. Failure to sign this acknowledgement does not relieve the employee of the responsibility to abide with all District rules and regulations, including those that pertain to employee use of technology.

Name	_____	Date	_____
Signature	_____	Site	_____