

**El Camino Real High School
Los Angeles Unified School District
Computer Usage Policy**

ECR computing resources are provided for student use related to the school's mission statement. **Our mission is to educate our diverse student body by developing students' talents and skills so that they will succeed in a changing world, value and respect themselves and others, and make a positive contribution to our global society.** The computing resources may only be used for purposes related to research, instruction, and school-sanctioned activities.

The use of ECR computing resources is a privilege to which all students of ECR are entitled. Certain responsibilities accompany that privilege and understanding them is important for all users. The responsibilities are:

- Computer usage is for school-related work only.
- The user may not change his/her password.
- The user must not eat or drink near any computer equipment.
- The user should be aware of computer viruses and other destructive computer programs and take steps to avoid being their victim or unwitting vector.
- The user must respect any disk quotas applied to his/her account and use as little disk space as possible. Students cannot use temporary areas or the local hard drive to store data.
- Students must respect the privacy and property of all files on the computer system. Do not assume that the ability to read a file implies permission to read the file.
- Students may not attempt to breach or bypass client and/or network security on ECR computers.
- Students may not install software onto ECR machines.

ECRnet Acceptable Use Policy Rules and Regulations

The Internet is a public network, and as such, e-mail is not private. ECRnet system operators have access to all user account directories and data, e-mail, personal Web pages, and any other files stored on system servers. System operators may delete files at anytime to conform to system storage needs.

Access to the Internet from ECRnet is a privilege, not a right. Access to ECRnet is free to actively enrolled students with a Student Identification Number at El Camino Real High School. Each user voluntarily agrees to release, hold harmless, defend, and indemnify the LAUSD, its officers, board members, and agents for and against all claims, actions, charges, losses, or damages which arise out of the user's use of the ECRnet and/or LAUSDnet, including, but not limited to, negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data or service interruptions.

Each user acknowledges that the information from other Web sites may not be accurate. Use of any of the information obtained via the Internet is at the user's own risk. LAUSD makes no warranty of any kind, either express or implied, regarding the quality, accuracy, or service interruptions.

ECR Technology Staff Rights and Responsibilities

Within the limits of the capability of the computer system, ECR Technology Staff (ECRTS) will attempt to maintain the privacy of all files and electronic mail. However, ECRTS has the right to examine any file, backup archives, electronic mail, or printer listings as part of normal system administration or when there is a reasonable belief that a user is violating policies specified in this document.

ECRTS will work to protect the information saved on the centrally located file server from accidental loss, tampering, unauthorized search, or other access. In the event of inadvertent or non-malicious actions resulting in the loss of or damage to that information, or the invasion of the user's privacy, the ECR Technology Staff will make a reasonable effort to mitigate the loss or damage. In most cases, however, ultimate responsibility for prevention and resolution of such problems rests with the user. ECR will assume no responsibility for the security of publicly accessible computer files.

- ECRTS will make every effort to maintain backup copies of student files, and restore them when they are lost or damaged. However, ECRTS cannot guarantee that there is a backup copy of any file, or that a file can be restored immediately.
- Within the limits of the capability of the computer system, ECRTS will maintain the privacy of student personal information.
- ECRTS has the right to monitor all activity on a computer system, including individual sessions.
- ECRTS has the right to terminate any computer session or print job that is consuming excessive resources, including idle sessions.
- ECRTS has the right to delete an inactive account.
- ECRTS has the right to refuse access to any person who has violated the policies in this document or the policies of the school.
- ECRTS has the right to require students to change passwords regularly, to refuse to allow students to use a specific password, and to require students to use a random password.
- ECRTS has the right to limit student disk space and other available computer resources.
- **ECRTS has the right to revoke any account that has been used in violation of the policies specified in this document.**

THIS AREA IS INTENTIONALLY LEFT BLANK

TEAR-OFF ON REVERSE SIDE

**El Camino Real High School
Los Angeles Unified School District
Acceptable Use Agreement of
Technology and Telecommunications Resources**

The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. All connections to the Internet by Los Angeles Unified School District students are subject to the LAUSD's Acceptable Use Policy (AUP). ECRnet is a free and open forum for discussion. However, since ECRnet access is provided as an instructional tool rather than a personal forum, users will not use ECRnet access to demean, defame, or denigrate others for race, religion, creed, color, national origin, ancestry, physical handicap, gender, sexual persuasion, or other reasons. By using this network, users have agreed to this policy.

Student Internet Safety

1. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
2. Students shall not meet in person anyone they have met only on the Internet; and
3. Students must abide by all laws, this Acceptable Use Policy and all District security policies.

Unacceptable Uses of the Computer Network or Internet

Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;

- **Criminal activities that can be punished under law;**
- **Selling or purchasing illegal items or substances;**
- **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
- **Causing harm to others or damage to their property, such as:**
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 2. Deleting, copying, modifying, or forging other users' names, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any District computer to pursue "hacking", internal or external to the District, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).

Unacceptable Uses of the Internet Include, But Are Not Limited To:

- Forwarding personal communication without the author's prior consent.
- Using text, graphics, sound, or animation in messages or the creation of Web pages without displaying a notice crediting the original producer of the material, and stating how permission to use the material was obtained.
- Using the resources of ECRnet or any other LAUSD Internet connection, including a connection from a campus network or through a dialup, to attempt unauthorized access to any other computer system, or to go beyond the user's authorized access on ECRnet or any other District network. This includes attempting to log in through another person's account or access another person's files. It also includes any attempt to disrupt any computer system performance or destroy data on any computer system.
- Using the Internet for commercial purposes, financial gain, personal business, produce advertisement, business service endorsement, or religious or political lobbying is prohibited.

User Policy Regarding Hardware/Software

Any tampering, vandalizing, and/or performing any other unauthorized activity, including installation/removal of software/hardware and changing of the computer/software setup will also result in the cancellation of the privilege of use and disciplinary action, which may include the following:

- Suspension or removal of student's account
- Referral to the Dean
- A parent conference
- Suspension from school
- Financial responsibility for the complete restoration of the damage, including parts and labor

The El Camino Real High School computer system is intended for the exclusive use of its registered users, who are responsible for their password and their accounts. Any problems that might arise from the use of the account are the responsibility of the account holder. Any misuse of the account or system will result in disciplinary action and/or the suspension or cancellation of privileges. **Use of the account by someone other than the registered user will be grounds for cancellation for all parties.**

-----Tear-off-----

This tear-off is to be returned during pre-registration for processing.

This agreement may be updated and changed at the discretion of El Camino Real High School and in compliance with changes in Los Angeles Unified School District policy. All users will be notified if such changes are made. I have read and understand the terms of this agreement and accept the responsibility of using the ECRnet. By signing this tear-off, you agree to the El Camino Real High School AUP, as well as the LAUSD AUP.

Student Name (printed) _____ Student Signature _____

Student ID# or Birth date _____ Date _____ Parent/Guardian Signature: _____

Graduation Year: 2007 2008 2009 2010 Check here if you do **not** want your child to have access to the Internet.

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.