

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

USER GUIDE TO THE ELECTRONIC INFORMATION SERVICES SYSTEM

The Board of Education has established the Electronic Information Services (EIS) system to be used only for the educational and business purposes and goals of the District. Use of the system is a privilege and not a right. The terms under which individuals are permitted to use the system are outlined in this User Guide.

Those who wish to use the EIS are required to:

- Read and understand the information contained in this User Guide
- Sign the signature page indicating understanding of and agreement to abide by these terms and conditions
- Return the signature page to your school principal or program manager prior to using the EIS each year

1. INTRODUCTION

The EIS system provides the ability to view, communicate, transmit, or manipulate information electronically. It consists of hardware, software, and transmission and communication services which the District either owns, leases, or to which the District subscribes. Examples include but are not limited to:

- Voice mail, electronic mail (e-mail), fax machines, modems
- On-line services and Internet service providers
- Computers of all types and related equipment, networks, and fixtures
- Computer software, operating systems, and electronic files of all sorts
- Scanners, still and video cameras, video and audio recorders, and playback units
- Television and radio productions and broadcasts

WARNING - Those who use the EIS system, particularly the services available over the Internet, will have access to an abundance of research and educational opportunities such as local, national, and even international universities, libraries, databases, as well as information available through private and governmental agencies. However, the Internet is not regulated and, as a result, material is also available over the Internet which may be illegal, inaccurate, offensive and completely inappropriate for use in a classroom or public school district. In addition, one's communications, electronic files, and Internet activity can be viewed and accessed by others.

2. SYSTEM USE INFORMATION

Users must be aware of the following:

No Privacy - Users have no privacy with respect to their use of the EIS.

There are a variety of circumstances where a user's EIS activities and transmissions may be observed and even accessed by others.

Do Not Overload The System - The EIS can easily be overloaded causing it to no longer be efficient. To avoid overloads, users should address their communications to small numbers of people related to the purpose at hand, and messages should be as brief as possible. Note: a message posted to multiple recipients should be sent as a single message with multiple addresses rather than as a series of individual messages.

Prohibiting Access To Certain Internet Sites - Users shall not use the EIS to access Internet sites that are not related to the educational and business goals and purposes of the District. The District reserves the right to block user access to such Internet sites.

Etiquette - Users are expected to be polite, professional and respectful of others in their use of the EIS. Message titles shall be descriptive and accurate. Individuals shall not forward another user's communications without his or her express prior consent.

Monitoring EIS For System Abuse - The District reserves the right to monitor all components and individuals' use of the EIS for the purpose of maintaining the system's integrity, efficiency, security, and to prevent system abuse.

Cyber Bullying - Cyber Bullying is the use of any electronic communications system to willfully harm, harass, or threaten a person or persons and will not be tolerated.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Section 504)

3. PERMITTED USE

Individuals are permitted to use the EIS only for purposes that further and support the District's educational and business goals and purposes. Use for any other purpose is prohibited.

4. PROHIBITED USE

Individuals shall not use the EIS in any way that results in a violation of the law, School Board Policies and Regulations, District procedures, or school rules. Examples of prohibited use include but are not limited to:

- Maliciously accessing, altering, deleting, or damaging the components of the EIS system or using the District's EIS to do the same to another system.
- Moving another user's accounts, changing another user's passwords, or using unauthorized accounts.
- Using the EIS to attempt to make money illegally or for purposes unrelated to the District's educational or business goals and purposes.
- Intentionally disrupting, overloading or damaging any part of the EIS or using the EIS in a manner that intentionally disrupts, overloads or damages someone else's system.
- Using the EIS to violate copyrights, trade secrets, or libel laws or otherwise violate the law.
- Using the EIS in any manner that intentionally creates or spreads computer viruses. Users shall not use the EIS to engage in any form of "hacking". Examples include such activities as attempting to gain access to restricted computer sites and then viewing, copying, downloading, or altering programs, data files, and other materials from that site.
- Using passwords, recognition codes, security access information, or physical locking devices on any part of the EIS without the System Administrator's prior express, written consent. If such permission is given, the user shall provide the District's System Administrator with keys, passwords, access codes and/or other security information to permit the District to obtain access to the user's computer and electronic files prior to using such security devices. The District reserves the right to remove any such device at any time at the District's discretion.
- Using the EIS in any manner that intentionally modifies or alters the EIS in any way except under the express direction and authority of the District's System Administrator. Modification and alteration of the EIS does not include ordinary operations involving the saving and deletion of user generated data files that are created to further District business or educational purposes.

5. CONSEQUENCES OF PROHIBITED USE

Discipline And/Or Loss Of Use Privileges. Use of the EIS is a privilege and not a right. Users who engage in prohibited activities as described in this User Guide may be subject to appropriate discipline, including loss of EIS use privileges.

Procedural Rights. Users accused of violating the terms and conditions of use in this User Guide shall have the same procedural rights to which they are normally entitled.