



Internet User Agreement
Read pages 1-5. Print page 6.

Definitions

1. System shall mean the technology services and equipment owned and/or provided by Larkspur-Corte Madera School District (LCMSD) for the use of LCMSD employees and students, Marin County schools and other authorized users, including but not limited to: computers, Internet, telephones, fax machines, voice mail, email, electronic pagers, cell phones and radios.
2. Access to the Internet – A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network, which has access to the Internet.
3. Minor shall mean an individual who has not attained the age of 18.
4. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
5. Child pornography shall have the meaning given such term in Section 2256 of title 18, United States Code.
6. Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:
 - i. taken as a whole and with respect to minors, appeal to a prurient interest in nudity, sex, or excretion;
 - ii. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - iii. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
7. Hacking shall mean attempting to gain unauthorized access to computer and network system connected to the Internet.
8. Gaming shall mean the practice of gambling including the playing of games that simulate gambling whether or not the gaming involves a monetary transaction.
9. Technology protection measure shall refer to a proxy server managed by LCMSD that blocks and/or filters Internet access.
10. Authorized employee as used herein shall refer to an adult staff member appointed by the LCMSD Technology Committee.

INTERNET - Terms and Conditions

- 1) **Acceptable Use** - The use of your account must be in support of education and research and consistent with the educational objectives of your district. Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- 2) **Unacceptable Use** - Transmission of any material in violation of any U.S. or state statute or regulation is prohibited. This includes, but is not limited to: copyright infringement, threatening or obscene material, or inappropriate use of material protected by trade secret or illegal gaming. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Any transmission or reception of pornographic material is expressly prohibited.
- 3) **Privileges** - The use of INTERNET is a privilege, and unacceptable use will result in a cancellation of those privileges. The system administrator may close an account at any time as required. The administration, faculty, and staff of any school district may request the system administrator to deny, revoke, or suspend specific user accounts.

4) **Network etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite.
- b) Use appropriate language.
- c) Do not reveal personal address or phone numbers of students or colleagues.

- d) Note that electronic mail (e-mail) is not guaranteed to be private. **Messages relating to or in support of illegal activities must be reported to school administration and LCMSD.**
- e) All communications and information accessible via the network should be assumed to be the private property of LCMSD.

5) **Risk** - LCMSD makes no guarantees of any kind, whether expressed or implied, for the service it is providing. LCMSD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by it's own negligence or your errors or omissions. Use of any information obtained via the INTERNET is at your own risk.

6) **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the INTERNET, notify your site technology staff member immediately. Do not use another individual's account without written permission from that individual. Attempts to login to INTERNET as a system administrator will result in cancellation of user privileges and possible disciplinary action.

7) **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, INTERNET, or any of the above listed agencies or other networks that are connected to the INTERNET. This includes, but is not limited to, the uploading or creation of computer viruses.

8) **Access to Internet and Other Technologies by Adults** - Adults accessing the System when working as an employee or volunteer of LCMSD; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by LCMSD or at a facility of which LCMSD has otherwise been granted primary custody; or when accessing the System with remote access connections shall be subject to the rules and regulations specified in the Acceptable Use Policy and the Child Internet Protection Act.

1. The employee in whose name an on-line account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses and telephone numbers private. They shall use the System only under their own account number.
2. Employees shall use the System primarily for purposes related to their employment within the District. Commercial use of the System is strictly prohibited.
3. Any illegal use of LCMSD systems, or use in support of illegal activities is prohibited. Illegal use includes use that violates local, state and/or federal law. This includes, but is not limited to, the following: stalking others, transmitting or originating any unlawful, fraudulent or defamatory communications, transmitting copyrighted material beyond the scope of fair use without permission of the copyright owner, or any communications where the message or its transmission or distribution, would constitute or would encourage conduct that is a criminal offense. Users shall not use any technology or system to promote unethical practices or any activity prohibited by law or district policy.

4. Activities that interfere with or disrupt network users, services, or equipment are prohibited. Such interference or disruption includes, but is not limited to, distribution of unsolicited advertising or mass mailings, "spamming," propagation of computer worms or viruses; and using District systems to make or attempt to make unauthorized entry to other computational, informational or communications devices or resources. For the purpose of this AUP, "unsolicited advertising" includes any transmission that describes goods, products, or services for sale, except as permitted in the electronic Bulletin Board service as set forth herein.
5. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs, or otherwise inappropriate for training or work-related uses.
6. Users shall not engage in any type of gaming activities on the System.
7. Users shall not engage in the playing of computer games (i.e. solitaire, free cell, etc.) except for instructional purposes when approved by the user's manager.
8. Users shall not use the System to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, voicemail messages or other property of the LCMSD or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to and including termination.
9. Users shall not connect any equipment to the System without prior approval from Information Systems management. Computers are assigned to positions, not individuals. An individual will not move equipment unless the supervisor, in consultation with the Information Systems Department, has given permission.
10. Users shall not connect any computer while on the County Office Network to any other Internet Service provider or Network. Users shall not connect a network computer to a modem without prior Information Systems Management approval.
11. Copyrighted material may not be placed on the System without the author's permission. Users may download copyrighted material for their own use only and only in accordance with copyright laws.
12. Users shall not read other users' electronic mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail nor shall they attempt to read, delete, copy, or modify other users' mail without authorization. Users shall not forge other users' mail.
13. Users are encouraged to keep messages brief. Personal use of the e-mail system is permitted so long as that use is appropriate, does not violate any other county policies, and is acceptable to the individual employee's supervisor.

14. The following practices are prohibited:

- a. Sending or relaying chain letters.
- b. Sending unsolicited jokes or similar material.
- c. Use in support of partisan political activities.
- d. Use for private or personal activities that exceed LCMSD related research, instruction, or administrative applications.
- e. Visiting pornographic, racist or otherwise objectionable Web sites.
- f. Any other use that is unacceptable or not in keeping with the role, mission or goals of this organization as determined by the leadership of the LCMSD.

15. Users shall report any security problem or misuse of the System to the Superintendent or designee.

16. Users shall not load or download from the Internet any software on LCMSD Equipment without prior authorization of Information Systems management. This includes media players, screen savers, and wallpaper.

9) **Access to Internet by Minors** - Minors accessing the System, including Internet services, provided by LCMSD when working as an employee or volunteer of LCMSD; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by LCMSD or at a facility of which LCMSD has otherwise been granted primary custody; or when accessing LCMSD Internet services with remote access connections shall be subject to the same rules and regulations as adult users. In accordance with the **Child Internet Protection Act**, minors shall be subject to the following rules:

1. Minors shall not access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational or work-related uses
2. Minors shall only use electronic mail, chat rooms and other forms of direct electronic communications for purpose related to education within the context of a school-related assignment activity or for purposes related to work, including volunteer, at LCMSD.
3. Minors shall not disclose personal identification information on the Internet.

10) **Privacy** - Employees have no right to privacy as to any information or file transmitted or stored through the System, including the LCMSD computer system, voicemail, text messaging, electronic mail, personal email or other technical resources. LCMSD reserves the right to retrieve and read any message or file. All users should be aware that when a message is deleted, it may still be possible to recreate the message; therefore, ultimate privacy of messages cannot be guaranteed to anyone. The reliability of passwords for maintaining confidentiality cannot be guaranteed.

11) **Policy Violation** - Any violation of this policy and regulation may result in the loss of access to the System, or any component part by LCMSD, and may be referred to applicable law enforcement agencies when necessary. Any violation of this policy by a LCMSD employee may also be grounds for disciplinary action, up to an including termination.

12) Public Records and Retention:

1. Information stored on the System or LCMSD equipment, including e-mail, e-mail attachments, Web postings, and voice mail messages may become records of LCMSD. LCMSD records pertaining to LCMSD's business, whether paper or computerized, are considered public records and, therefore, may be subject to disclosure under the Public Records Act ("PRA") and Title 5, section 16020, et seq., of the California Code of Regulations, pertaining to the retention and destruction of school records.
2. A LCMSD e-mail account is not intended for permanent storage of e-mail. LCMSD may retain or dispose of an employee's e-mail, whether an employee is currently or formerly employed by the LCMSD. E-mail account in-boxes and out-boxes may be purged as often as every 90 days by LCMSD's Information Systems department.
3. Employees shall remove or delete e-mail and other electronic files from LCMSD e-mail accounts regularly. E-mail and other electronic files that are classified as LCMSD records shall first be preserved in either of the three manners described in paragraph (2) above. If, for any reason, an employee believes an e-mail, voice mail, text message or other electronically-stored record should be preserved in electronic form, the employee shall notify the Information Systems department that the record should be preserved in electronic form.

**PRINT, READ AND COMPLETE THE FOLLOWING FORM.
RETURN ASAP TO THE ASSISTANT TO
THE DIRECTOR OF TECHNOLOGY AT THE DISTRICT OFFICE.**

INTERNET USER AGREEMENT SIGNATURE PAGE

I understand and will abide by the Terms and Conditions of the Larkspur-Corte Madera Internet User Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Today's Date / /

| | |
|--|--|
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Rehire |
|--|--|

User Name
 Please print clearly.

User Signature

Job Location

Job Title

*User E-mail address: @LCMSchools.org Password: **lcm1cm123**

*Address will be your first initial, last name. To Logon, go to www.gmail.com and enter your username and password as above. Once you are logged on, you must personalize your password.

I understand that it is my **obligation** to change my password upon activation of this account:
 Initial here.

Email address where notice of activation may be sent:

D.O. Use Only

Staff Distribution Lists:

- | | | |
|--|---|--|
| <input type="checkbox"/> LCM, All Staff | <input type="checkbox"/> Site, All Staff | <input type="checkbox"/> All Sites, All Staff |
| <input type="checkbox"/> LCM, Certificated | <input type="checkbox"/> Site, Certificated | <input type="checkbox"/> All Sites, Certificated |
| <input type="checkbox"/> LCM, Classified | <input type="checkbox"/> Site, Classified | <input type="checkbox"/> All Sites, Classified |

Site(s): _____