

## 1. Overview and Purpose

Twin Rivers USD provides Internet access to all students and staff. Internet access allows classrooms and individuals to have access to information, software, news and opinion, and communication by electronic mail that originates from any point in the world. All users must agree to the guidelines in this Code of Conduct to have access to the Internet through their classrooms, library, or computer labs.

Our network system has been established for educational purposes including classroom activities, direct and independent learning activities, individual and collaborative writing and publishing, career development, personal productivity, and other high-quality learning activities. Our district has the right to place reasonable restrictions on the individuals who can access the network system and the material they may post on the system.

All users shall not hold the District or any District staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. All users shall agree to indemnify and hold harmless the District and District personnel for any damages or costs incurred.

## 2. Limitations of Liability

The District makes no guarantee that the functions or the services provided by or through its network or the Internet provider will be error free or without defect. The District will not be responsible for any damage an individual may suffer, including but not limited to a loss of or non-delivery of data or interruption of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on its network. The District will not be responsible for financial obligations arising through the unauthorized use of the TRUSD network.

### 2.1 Personal Gain

- i. The TRUSD network may not be used for commercial purposes, financial gain, personal business, product advertisement or political lobbying activities.
- ii. Advertising on District or school web sites may be accepted under the same restrictions and conditions set forth in law, Board policy, and administrative regulations pertaining to advertising in district and school-sponsored publications. (BP 1113)

### 2.2 Personal Privacy

- i. Employees do not have a reasonable expectation of privacy with regards to district property under an employee's control including computers or phones. As necessary to protect the health, welfare, or safety of students and staff, school officials may search such items in order to uncover evidence that the employee is violating the law, Board policy, administrative regulation, or other rules of the district or school. (BP. 4119.1)
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- ii. Due Process:
  1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the TRUSD network.
  2. In the event there is a claim regarding an individual's violation of the Network Code of Ethical Conduct in the use of the TRUSD network, the individual will be provided with the appropriate notification and will be provided with an opportunity to be heard.
  3. Any violation of this Network Code of Ethical Conduct may, in addition to any other penalties which may apply, result in the loss of access to the TRUSD network.

### 2.3 Illegal Activities

- i. Use of TRUSD technologies and web pages to support illegal activities, as defined by local, state or federal law, is prohibited.
- ii. No user may use the TRUSD network to engage in any illegal act, such as arranging for a drug sale, engaging in criminal gang activity, threatening the safety of another person, and engaging in gambling activities.

### 2.4 Network Vandalism

- i. Vandalism is not permitted and will be strictly disciplined. Vandalism is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet or Intranet (District internal network). Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses, logic bombs, ASCII mail bombs, Trojan horse programs, or any software utilized to scan the network for passwords or confidential information.

### 2.5 Peer-to-Peer Sharing

- i. Users shall not access peer-to-peer file sharing networks such as but not limited to Kazaa, Limewire, Audio Galaxy & Morpheus, to download or install, duplicate or execute illegal software.

### 2.6 Unauthorized Access & System Security

- i. No user will attempt to gain unauthorized access to the TRUSD network or go beyond authorized access. This includes attempting to log on through another person's account or access another person's files. No user will attempt to disrupt the TRUSD network system or destroy data by spreading computer viruses or by any other means.
- ii. Each individual user is responsible for his or her individual account and should not provide his or her password to another person. All individual users will avoid the inadvertent spreading of computer viruses by following the district virus protection procedures when downloading software.
- iii. Individual users will not post chain letters or engage in spamming. Spamming is defined as sending an unsolicited message to an individual or a group of people.

## 2.7 Cyberbullying, Harassment, & Discriminatory Attacks

- i. Restrictions against inappropriate language apply to public messages, private messages, and material posted on TRUSD Web sites. In general, users should make language choices which are appropriate for school situations. Individual users may not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language when using the TRUSD network. Individual users may not engage in personal attacks, including prejudicial or discriminatory attacks against another individual through the use of the TRUSD network.
- ii. No user may use the TRUSD network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people. If an individual user mistakenly accesses inappropriate information, he or she should immediately tell his or her administrator.

## 2.8 Fair Use of Copyrighted Material

- i. The Superintendent or designee should ensure that copyright laws are not violated in the use of material on district or school web sites. (BP 1113) If a work contains language that specifies appropriate use of that work, individuals should follow the expressed requirements for citing the work. If unsure whether or not one can use a work, one should request permission from the copyright owner.

## 3. Online Communities & Communications

### 3.1 Creation & External Links

- i. All classroom websites will reside in the TRUSD School Loop system.
- ii. All links to external web sites shall support the educational mission. All TRUSD pages that link to external web sites shall include a disclaimer that "Twin Rivers Unified School District is not responsible for the content on the external web sites." (BP 1113).
- iii. With the approval of the District webmaster or designee, extracurricular organizations may establish web sites. All materials presented on the web site must relate specifically to the organization's activities and comply with the District's rules and regulations.
- iv. While many sites and online communities and communications are accessible as educational tools within TRUSD classrooms, some are deemed inappropriate and are blocked within the TRUSD network. Various online communities may be used for educational purposes, including but not limited to: wikis, blogs, social networks (e.g. Nings), video/photo sharing sites (e.g. TeacherTube, Flickr), virtual classrooms/chat areas (e.g. Elluminate, School Loop), video conferencing, and discussion boards. TRUSD reserves the right to block network access to any online resources at any time.
- v. Teacher-developed web pages, wikis, blogs, forums, or similar online communications shall be subject to rules and guidelines established for TRUSD online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content.

### 3.2 Use of Student Image & Student Work

- i. Photographs of students with their names may be published EXCEPT when the student's parent or guardian has notified the District in writing to not allow the release of the student's photograph without prior written consent (BP 1113).

### 3.3 Content

- i. District and school web sites shall not include content that is obscene, libelous, or slanderous, or which creates a clear and present danger of inciting students to commit unlawful acts, violate school rules, or substantially disrupt the school's orderly operation (BP 1113).
- ii. District and school web sites shall not post the home address or home telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

**Twin Rivers Unified School District  
Network Code of Ethical Conduct**

**EMPLOYEE AGREEMENT**



Name: \_\_\_\_\_

Position: \_\_\_\_\_

School/Location: \_\_\_\_\_

I have read the Twin Rivers Unified School District Network Code of Ethical Conduct. I agree to follow the rules contained in this Code. I understand that violation of the Code is unethical and may constitute a criminal offense. Violations may result in the loss of access privileges and/or I may face disciplinary action in accordance with Board of Education Policy.

I hereby release the Twin Rivers Unified School District, its personnel and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system's network, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

