



We are pleased to offer you access to the Yucaipa-Calimesa Joint Unified School District computer network. To gain access, you must sign the *Employee RUA Signature Form* and return it your site administrator or Human Resources.

Purpose

Access to the District network will enable you to view information about your students, explore thousands of curriculum-related resources, and communicate with people within the district and throughout the world. These resources will be valuable tools in your duties and responsibilities as a teacher in the Yucaipa-Calimesa Joint Unified School District.

Risks

Although our district takes every precaution to keep you and your students safe while using these resources, you should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. However, we believe that the benefits from access to the Internet, in the form of information resources and

opportunities for collaboration, exceed any disadvantages. *Ultimately, you are responsible for following District philosophy and acceptable use standards and for reporting misuse and security problems when using media and information sources and when teaching your students to do the same.*

District Internet and E-Mail Rules

Employees are responsible for following generally accepted social standards for use of a publicly owned and operated communication and collaboration tool. Examples of unethical/unacceptable use of District technology equipment and systems include the following:

- Sending, displaying, or accessing offensive messages or pictures
- Using obscene language
- Streaming music or video for non-instructional use. (Background music does not qualify as “instructional use.”)
- Violating local, state, or federal laws, including but not limited to copyright laws, the federal Children’s Internet Protection Act (CIPA), and the federal Children’s Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA).
- Encouraging or assisting students under the age of 13 to create email or other accounts online without written, express parental approval.
- Utilizing or hosting peer-to-peer file sharing where in violation of copyright or criminal law
- Harassing, insulting, or attacking others
- Intentionally damaging computers, computer systems, data, or computer networks

- Using another’s password, or using passwords you are no longer authorized to use
- Trespassing in another’s folders, work, or files
- Intentionally wasting limited resources; including participation in unauthorized social media and/or the use of email to send/forward non-work related messages/images
- Hosting an official web presence for a District classroom or program on a non-District public server
- Using one’s personal outside email account rather than the District-provided email account to conduct official District communications
- Promoting personal religious or political convictions
- Failing to take reasonable precautions to safeguard confidential information (*Aeries*, *Data Director*, *SchoolFusion*, etc.) in compliance with FERPA and COPPA.
- Attaching to the District’s network resources for personal, outside business, commercial, or gambling purposes.

Individual users of the District’s computer networks are responsible for their behavior and communications on those networks. Violations of the District policy described in this document may result in disciplinary or legal action.

Privacy of Your Files

Network and computer storage areas, including your email account, are the property of the District. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not

expect that files stored on district servers will always be private.

Post near your computer.

Quick Reference of District Systems & Resources

The following systems and resources are used in the Yucaipa-Calimesa JUSD to support teaching and learning.

- DataDirector:** Student assessment data. Enter benchmark scores, access current and historical data. (<http://www.achievedata.com/yucaipa>)
- SchoolFusion:** District & school web content management system. Create class web pages, and provide links to access Internet-based resources and documents. (<http://ycjUSD.schoolfusion.us>)
- Destiny:** Online library/textbook catalog. Help students locate books at their reading level or related to their research topic.
- Aeries:** Aeries is the student information system used by all teachers and secondary students and parents. Take attendance, access student contact information, and maintain gradebooks. (<http://abistaff.ycJUSD.k12.ca.us>)
- Cmail:** Web-based email system. Check daily for District and school communications. (<http://cmail.ycJUSD.k12.ca.us>)
- Office 365:** Web-based Outlook email, Office Web Apps, SkyDrive storage, SharePoint collaboration team sites, and Lync messaging/conferencing system available to some as a pilot in 2013-2014.
- Renaissance Learning:** Instructional learning system used at elementary sites; includes Accelerated Reader (AR) and Accelerated Math (AM). (Access varies by site.)
- Aesop*:** Online employee absence reporting system. (<http://www.frontlineplacement.com/education/>)

Additional resources may be available at your school or within your content area.

Cut Here

Post near your computer.

Instructor's Technology Use Pledge

- I will annually talk with my students about the Student Responsible use Agreement (RUA) and how to follow the rules in conjunction with my class (located under District Resources on all school sites).
- I will promote awareness of Internet safety issues and responsible and ethical use of information sources.
- I will monitor student use of technology at all appropriate times.
- I will keep all passwords private and secure.
- I will act reasonably to safeguard all confidential data, in compliance with FERPA and COPPA rules.
- I will log out and close browsers of any systems before I walk away from the computer.
- I will secure any portable technology before leaving my classroom.
- I will not create spam by forwarding emails unrelated to my work.

Learn more about Internet Safety by reviewing the FCC's guide for online safety, *NetCetera*®, at <http://www.onguardonline.gov>, or request a copy from your administrator.

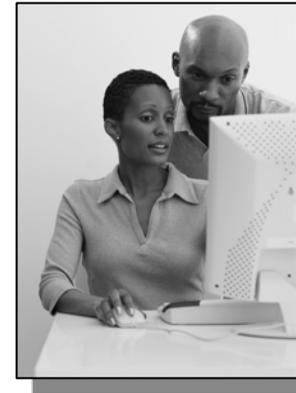
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Providing Instruction Using Technology

Technology is an integral part of life and work in today's society. Using technology in your instructional program is critical to providing a meaningful and relevant education to your students. Below are some guidelines to keep in mind.

- Verify that students have a signed RUA prior to use of the District's computer devices and/or the Internet.
- Only use District-approved communication tools to communicate with students and their parents (ie: NO social networking or personal web sites outside of District-provided hosting space; no personal email accounts used for school business.)
- Model and provide instruction in ethical use of resources, including citing sources any time you use information, images, or audio files that are not your own creation.
- Preview and select electronic resources appropriate to your students' learning needs. Select web sites with limited/no advertising.
- Do not assign work which requires students under the age of 13 to create email or other system user accounts on third party services not approved by the District without written parent approval since the providing of the personal information to set up such accounts would violate the Children's Online Privacy Protection Act (COPPA).
- Annually provide age appropriate instruction in the use of electronic resources. (See the Technology Scope & Sequence located in the District Technology Plan posted on the Staff page of the District web site.)

- Monitor student use of computers and ensure that students follow the rules outlined in the student RUA.
- Avoid transmitting student information in any emails or other communications unless approved by your administrator.
- Stay informed of potential risks for students related to current technologies.



Responsible Use Agreement For Computer & Internet Use



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