



**LEADERSHIP
PUBLIC SCHOOLS
SAN JOSE**

Leadership Public Schools – San Jose
1881 Cunningham Avenue
San Jose, CA 95122
Phone: (408) 937-2700 • Fax: (408) 937-2705
Website: www.lpsphoenix.org

Leadership Public Schools Student Internet Permission Agreement

Please complete ALL of the information below and return this form to your child's school. It **MUST** be completed, signed and returned regardless of whether you **WILL** allow your child to use Leadership's technology resources based on the *Acceptable Use Policy for Technology* OR whether you **WILL NOT** allow your child to use the Leadership's technology resources. Leadership supports and respects each family's right to decide whether or not your child has access to these resources.

We, child and parent/guardian, have read Leadership's *Acceptable Use Policy for Technology*. We have discussed this policy and understand that our student, _____, is required to follow the rules for acceptable use of technology. We understand that we will be liable for any violations of these rules and that the aforementioned student will be subject to potential disciplinary action for violating these rules and/or the policy as well as loss of access and user privileges.

(Please **ONLY** check one box.)

We, child and parent/guardian, accept this policy and agree to abide by its rules and mandates; our acceptance will allow (student name) _____ to use Leadership's tech resources—computer hardware/software and networks and the Internet (e.g., electronic mail and the World Wide Web). We hold Leadership and its officers, board members, employees and agents harmless from and against any and all liability, loss, expense or claim for injury or damages students may have arising out of the use of Leadership's tech resources.

We, child and parent/guardian, do not accept this policy; we understand that (student name) _____ will not be allowed to use Leadership's technology resources—computer hardware/software, networks, servers, or the Internet (e.g. electronic mail, and the World Wide Web).

Student Name (please print) _____

Student Signature _____

School, Grade _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

Date _____

Home Phone _____

Please turn in this page only.



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Leadership Public Schools Acceptable Use Policy for Technology (Including Student Internet Permission Agreement)

The primary purpose of Leadership Public Schools' electronic communications network is to support and enhance learning and teaching that prepares students for success. Providing access to the Leadership Network [LN] is an investment in the future of both our students and staff.

Leadership believes that electronic communication is a tool for life-long learning, and that access to LN is a resource that promotes educational and organizational excellence. We believe the responsible use of the LN will propel our schools into the information age allowing students and staff to significantly expand their knowledge by accessing and using information resources, and by analyzing, collaborating and publishing information.

1. Students and staff should use the LN in a responsible, efficient, ethical, and legal manner in accordance with our mission. The use of LN is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Users assume responsibility for understanding the policy and guidelines as a condition of using LN. Staff members are accountable to teach and use LN responsibly. Use of LN that is inconsistent with this policy may result in loss of access as well as other disciplinary or legal action.

2. Each student must have a completed *Student Internet Permission Agreement* on file, stating whether or not he/she will abide by Leadership's Appropriate Use Policy and rules regarding technology resources. Signatures of students and parents/guardians indicate an agreement to comply with Leadership's standards and honor the agreement they have signed.

3. Access is a privilege, not a right. Access entails responsibility and is only for educational and school business purposes. Students are *individually* responsible for their behavior when using Leadership's technology resources. General Leadership rules and policies for behavior apply. Students may not engage in inappropriate behavior when using Leadership resources. Examples of inappropriate behavior include:

- Using technology resources without appropriate permission or access rights
- Intentionally damaging, degrading or wasting any technology resource
- Using technology resources to harass, insult or attack others
- Sharing or copying another's work without his/her consent
- Altering or using another user's account, password, folders, files, etc. without the other user's express permission
- Copying material from the Internet or Leadership's computer systems and representing it as your or another's own work or violating copyright laws
- Using technology resources to create, find, share or download offensive, obscene language and/or images or child pornography or any other visual depictions that are harmful to minors
- Accessing or participating in real-time chatting (e.g. chat rooms, instant messaging) without the express consent of Leadership personnel
- Disclosing your or someone else's home address, phone number or other personal information
- Providing credit card or other financial information or conducting financial transactions over the Internet (except by staff members pursuant to school business)
- Knowingly participating in any way in the transmission of computer viruses or the spread of other harmful computer programs
- Modifying or altering Leadership's computer systems (e.g. downloading or installing software on the computer system or attaching peripheral hardware such as disk drives, printers, etc.) without permission
- "Hacking," *i.e.*, gaining or attempting to gain unauthorized access to computer systems, unauthorized

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viewing, copying, downloading, locking or otherwise altering of Leadership's computer systems. The person in whose name an account is issued is responsible at all times for its proper use. Passwords should never be shared with another person and should be changed on a regular basis

- Using the LN for personal financial gain or in a manner otherwise inconsistent with our pedagogy, mission and goals
- Using the LN for political activity

The following activities, in particular, are not permitted:

- Using network resources to commit plagiarism
- Unauthorized use, copying, or forwarding of copyrighted material
- Unauthorized installation, use, storage, or distribution of copyrighted software
- Using the LN tech resources for any illegal purpose

4. Leadership reserves the right to access student work, files, folders, accounts, passwords, etc. and other server-based information, and to modify and/or delete those items in the interests of security, maintenance or other legitimate purposes.

5. Leadership cannot control information from the Internet, it and its employees will not be held accountable for any claims, liabilities, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to your own or your child's use of the Internet

LN E-mail Access

LN E-mail users are expected to observe well-established rules of *Netiquette*.

The following individuals are authorized to use e-mail on LN:

Leadership employees and school board members may be issued an individual e-mail account.

Students may obtain individual LN e-mail accounts, with written consent from their parents/guardian.

Others may be issued Guest Accounts based on their need for doing Leadership business after receiving written permission.

Acceptable Internet Use Guidelines

Staff members are expected to teach responsible use to students when students are accessing the Internet, as well as to provide guidance and supervision of students using the Internet in the following ways:

- Teachers and other supervising adults will discuss the appropriate use of the LN and the Internet with their students, monitor their use, and intervene if the resource is not being used appropriately.
- Computers that allow access to the Internet should only be placed in areas where adults are present.
- Internet users are encouraged to develop uses that meet their individual learning and teaching needs and to take advantage of the network's many useful functions.

It is possible that students may find material on the Internet that parents consider objectionable. Although students may be supervised when they use the Internet, this does not guarantee that students will never access inappropriate materials. Leadership's guidelines for accessing the Internet prohibit access to material that is inappropriate in the school environment. Students should promptly report inappropriate access of material to a teacher or staff member. Parents are encouraged to discuss responsible use of the Internet with their children and how this responsibility includes using the Internet at school as well as from home.



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Privacy

Staff and student users of the LN must be aware that information accessed, created, sent, received or stored on the network is not private. It is subject to review by network system administrators. System administrators may investigate complaints regarding e-mail that may contain inappropriate or illegal material.

Web Content

The content on the Leadership website shall be consistent with its purpose of supporting and enhancing learning and teaching that prepares students for success, enhances life long learning and promotes respect for one another.

Staff who publish pages on LN should use criteria appropriate to selecting material that enriches the learning environment

Internet Guidelines Committee and CIPA

It is the policy of Leadership Public Schools to fully comply with the Children's Internet Protection Act [CIPA]. In addition to the formal adoption of this Appropriate Use Policy, the following actions have been taken, or will promptly be undertaken, at each LPS school site, to ensure CIPA compliance:

- An open meeting with the community has been or will be held to discuss Internet benefits and risks, and to discuss the Appropriate Use Policy and Student Internet Permission Agreement. Students and their parent/guardian are expected to execute the associated Agreement to indicate their understanding of and agreement to comply with the AUP, prior to gaining access to technology resources.
- Leadership Public Schools shall use a *proxy server* approach to *block access* to Internet web sites deemed inappropriate for children by the school administration, faculty and community. This will involve either a commercial product or an open source proxy server technology combined with a block list managed by the school administration and possibly shared with other LPS sites. Nevertheless, it is not technically possible to guarantee that all inappropriate sites on the Internet will be blocked.
- LPS shall *actively monitor* student Internet usage, through a *combination of human supervision* and technology (e.g., *review of log files*).
- LPS has taken or is taking further steps, such as implementation of *spam filtering* software, to protect minors when using electronic mail, chat rooms, and other forms of direct electronic communications, as well as the use of *best practices* in security to prevent "hacking" or other unlawful online activities by minors, and to protect the confidentiality of personal information about minors.

Please KEEP pages 2-4 for your records