Dear Instructor,

We are pleased to offer you access to the Rialto Unified School District computer network. To gain access, you must sign the other side of this form and return it your site administrator.

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 in-district and throughout the world. These resources will be valuable tools in your duties and responsibilities as a teacher in Rialto 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 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 tool. Examples of unethical, unacceptable use of District technology equipment include the following:

❑ Sending, displaying, or accessing offensive messages or pictures

❑ Using obscene language

❑ Harassing, insulting, or attacking others

❑ Intentionally damaging computers, computer systems, or computer networks

❑ Violating copyright laws (i.e. Showing illegal copies of movies in class)

❑ Using another's password or passwords you are no longer authorized to use

❑ Trespassing in another's folders, work, or files

❑ Employing the network for outside business, commercial, or gambling purposes.

Individual users of the district computer networks are responsible for their behavior and communications on those networks. Violations of the district policy described will result in access privileges suspended or revoked as well as other disciplinary or legal action.

Privacy of Your Files

Network storage areas, including your email account, will be treated like school lockers. 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.

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Quick Reference of District Systems & Resources

The following systems and resources are used in Rialto to support teaching and learning.

❑ **Synergy**: student information system. Take attendance and access student contact information, grade book and parent communication.

❑ **Illuminate***: student assessment data. Enter benchmark scores, access current and historical data.

❑ **School Loop***: district & school web publishing system. Create class webpages, and provide students safe access to Internet-based resources. Also access district/site resources for teachers.

❑ **Outlook***: email system. Check daily for district & school communications.

❑ **Grolier & EBSCO and World Book for elementary***: online reference subscriptions for student/teacher research. Access encyclopedias, educational & professional magazines.

❑ **Renaissance:** instructional learning system includes Accelerated Reader (AR) and Accelerated Math (AM).

❑ **Destiny***: online library catalog. Help students locate books at their reading level or related to their research topic.

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

* Accessible from your school's School Loop page at _____.rialto.k12.ca.us

Instructor's Computer Safety Pledge

❑ I will talk with my students about the Student Acceptable Use Policy and how to follow the rules while in my class.

❑ I will promote awareness of Internet safety issues.

❑ I will monitor student use of computers at all times.

❑ I will keep all passwords private and secure.

❑ I will log out of any systems before I walk away from the computer, (for security reasons, DO NOT use your login on a student computer except when your computer is designated not working).

❑ 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 at www.iSAFE.org

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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.

❑ Only use district-approved communication tools to communicate with students and their parents. (i.e.: NO Facebook!)

❑ 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 websites with limited/no advertising.

❑ Provide age appropriate instruction in the use of electronic resources. (For resources see www.commonsensemedia.org)

❑ Verify students have a signed AUP prior to use of the Internet.

❑ Monitor student use of computers and ensure they follow the rules outlined in the policy.

❑ 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.
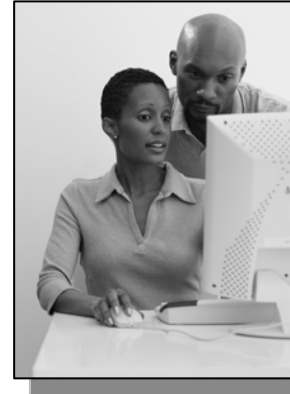
Access valuable resources related to the use of technology on the curriculum & educational technology webpages available through www.rialto.k12.ca.us

I have read the District Acceptable Use Policy. I agree to abide by its rules and procedures to ensure appropriate use by my students and myself.

_____
Signature

_____
Print Name

_____
Date

RIALTO UNIFIED SCHOOL DISTRICT

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RIALTO
UNIFIED SCHOOL DISTRICT
BRIDGING FUTURES THROUGH INNOVATION

Acceptable Use Policy for Computer & Internet Use

INSTRUCTIONAL STAFF

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