



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Responsible Use Policy (RUP) for District Computer and Network Systems

NUMBER: BUL-999.12

DOCUMENT VISIBILITY: PROTECTED PUBLIC

ISSUER: Shahryar Khazei, Chief Information Officer
Information Technology Division

James Thurmond, Director of IT Security
Information Technology Division

DATE: November 27, 2017

ROUTING
All Employees
All Locations

PURPOSE: The purpose of this Bulletin is to ensure that teachers, students, parents, administrators and other District and school personnel use District data systems in a responsible, efficient, ethical, and legal manner, and that such use is in support of the District’s business and education objectives.

MAJOR CHANGES: This revision replaces BUL-999.11, dated August 20, 2015, clarifying the use of District e-mail for transmission of student information, authorized software, hardware use and Virtual Private Network (VPN) access. This revision adds an additional state compliance requirement set forth by the California Electronic Communications Privacy Act (CalECPA). This revision also includes clear desk and clear screen requirements.

BACKGROUND: On January 8, 2002, the Los Angeles Unified School District Board of Education established Board Rule 1254 as the “Acceptable Use Policy,” pursuant to the Children’s Internet Protection Act (CIPA), a federal law affecting the educational use of digital media. All uses of District computer and network systems by students, parents, employees, contractors, and consultants are subject to this policy. This bulletin will undergo periodic review to ensure it reflects current laws and regulations.

GUIDELINES: The following guidelines apply.

Users of District computer systems, networks, or the Internet must adhere to the Responsible Use Policy.

Site administrators must annually distribute, collect, and keep on file the completed attached forms prior to authorizing access to the Internet or the District’s network:



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ATTACHMENT A: RUP information and sign-off form for Students and Parents

ATTACHMENT B: RUP information and sign-off form for Employees

Employees will confirm their assent to the RUP both in writing and electronically when they activate their District account and/or change passwords.

**VALIDITY &
DOCUMENT
MANAGEMENT:**

The owner of this document is the Director of IT Security, who must check and, if necessary, update the document at least once a year. When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

- Number of incidents related to unacceptable or unauthorized use of District equipment
- Number of incidents related to unauthorized installations of software or files on computers, tablets, and mobile devices

AUTHORITY:

This is a policy of the Superintendent of Schools. The following legal authorities are applied in this policy:

Children’s Internet Protection Act (CIPA), Pub. L. 106-554 Children’s Online Privacy Protection Act (COPPA), 16 CFR Part 312

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 CFR Part 99

California Business and Professions Code, Chapter 22.1, Privacy Rights for California Minors in the Digital World

California Business and Professions Code, Chapter 22.2, Student Online Personal Information Protection Act California Education Code §44932 et seq. and California Penal Code §422 et seq.

California Public Records Act, §6250 et seq.

California Electronic Communications Privacy Act, (CalECPA), SB178 Chapter 3.6

**RELATED
RESOURCES:**

[BUL-5688.2, Social Media Policy for Employees and Associated Persons](#), dated September 29, 2017

[BUL-6399.1, Social Media Policy for Students](#), dated November 8, 2017

[BUL-1077.2, Information Protection Policy](#), dated July 18, 2017

[BUL-1347.3, Child Abuse and Neglect Reporting Requirements](#), dated August 19, 2016

[BUL-1893.1, Sexual Harassment Policy \(Employee-to-Employee\)](#), dated August 1,



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2005

BUL-2047.1, *Hate-Motivated Incidents and Crimes – Response and Reporting*, dated June 15, 2015

BUL-3349.1, *Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult)*, dated August 6, 2014

BUL-6532.2 *Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct*, dated July 17, 2017

BUL-5159.7, *Uniform Complaint Procedures (UCP)*, dated February 22, 2017

BUL-5167.0, *Code of Conduct with Students – Distribution and Dissemination Requirement Policy*, dated July 1, 2010

BUL-5212.2, *Bullying and Hazing Policy (Student-to-Student and Student-to-Adult)*, dated November 26, 2014

BUL-5798.0, *Workplace Violence, Bullying and Threats (Adult-to-Adult)*, dated July 16, 2012

Employee Code of Ethics, LAUSD Ethics Office, Dated February 2003

Los Angeles Unified School District Board Resolution, Respectful Treatment of All Persons, passed October 10, 1988

ISO/IEC 27001 standard, clauses A.6.2.1, A.6.2.2, A.8.1.2, A.8.1.3, A.8.1.4, A.9.3.1, A.11.2.5, A.11.2.6, A.11.2.8, A.11.2.9, A.12.2.1, A.12.3.1, A.12.5.1, A.12.6.2, A.13.2.3, A.18.1.2

ASSISTANCE:

For further information, please contact the Office of Information Security at information.security@lausd.net or one of the following offices:

LAUSD Communications Office (213) 241-6766 - for assistance with obtaining approval to use district logos and general district communication

Crisis Counseling and Intervention Service, School Mental Health (213) 241-2174 or (213) 241-3841 - for assistance with threat assessments and mental health issues

Equal Opportunity Section (213) 241-7685 - for assistance with alleged adult-to-adult discrimination and sexual harassment complaints

Employee Relations (213) 241-6591 - for assistance with employee records and personnel files

Human Relations, Diversity and Equity (213) 241-8719 - for assistance with issues of bullying, cyber-bullying, conflict resolution, and diversity trainings

Information Technology (213) 241-4906 - for assistance with identifying and establishing appropriate educational websites

Los Angeles School Police Department (213) 625-6631 - for assistance with any law



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enforcement matters

Office of the General Counsel (213) 241-7600 - for assistance/consultation regarding legal issues

Division of District Operations (213) 241-5337 - for assistance in school operations and procedures concerning students and employees

Staff Relations (213) 241-6056 - for assistance with employee disciplinary action