Superintendent Policy
Computer Use Policy

SP 4040
Personnel

In support of the Shasta County Office of Education mission, teaching, public service, and operations of the organization, the County Office provides computing facilities, as defined in Appendix A - Definitions, to students, faculty, and staff. All persons, employees, independent contractors, consultants, etc., who use these facilities shall at all times be governed by established policy and guidelines. This policy applies to all computers owned, leased, or in the possession of the County Office and shall also govern all use independent of the location from which these facilities are utilized.

Purpose

The purposes of this policy are to assure that:

1. The County Office community is informed about the applicability of policies and laws governing the use of the computing facilities and e-mail (e-mail);

2. E-mail services and computing facilities are used in compliance with those policies and laws;

3. Users of e-mail services and computing facilities are informed about how concepts of privacy and security apply to e-mail; and,

4. Disruptions to County Office computing facilities, e-mail and other services and activities are minimized;

5. Confirm that there is no guarantee of privacy to persons using the County Office computing facilities or e-mail.

No Expectation of Privacy

All persons, employees, independent contractors, consultants, etc., who are given access to and permission to use the County Office computing facilities, will be notified of the following No Expectation of Privacy statement:

"You have been authorized to use a computer, various software, and an Internet connection in the performance of your duties for the Shasta County Office of Education. The computer, software, and all stored data are the property of the County Office which may access the computer, computer software and data at any time. The County Office has the right to monitor any and all aspects of its computer system and network including, but not limited to, monitoring employees' use of the Internet, chat groups, news groups, reviewing of material downloaded or uploaded by any employee, reviewing e-mail sent
and received by employees, and any document or data stored on the computer. The employees do not have any right to privacy in anything on the computer or in anything they create, store, send or receive on the computer (or software or data thereon) which is owned by, the County Office or used by, the employee in the performance of the employee's duties for the County Office."

Rights and Responsibilities

Computers and networks can provide access to resources on and off County Office property, as well as the ability to communicate with others via such means as the worldwide WEB. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Persons may have rights of access to information about themselves contained in computer files, as specified in federal and state laws. Computer system files may be subject to search under provisions of this policy or court order. In addition, the County Office may invoke this access at any time as required to protect the integrity of its computer facilities.

Existing Legal Context

All County Office regulations and policies apply, including not only those policies that are specific to computers and networks, but also those that may apply generally to personal conduct.

Misuse of computing facilities, networking, or information resources may result in the loss of computing privileges and/or disciplinary action. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable County Office policies, procedures, or collective bargaining agreements. Complaints alleging misuse of computing facilities will be directed to those responsible for taking appropriate disciplinary action. Reproduction or distribution of copyrighted works, including, but not limited to, images, text, or software, without permission of the owner is an infringement of U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment. Personal use of County Office computing facilities must be consistent with provisions outlined in V. Specific Provisions, A. Allowable Use, item 8, Personal Use.

Examples of Misuse

Examples of misuse include, but are not limited to, the activities in the following list.

1. Using a computer account that you are not authorized to use.

2. Obtaining a password for a computer account without the consent of the account owner.
3. Using the SCOE network to gain unauthorized access to any computer systems.

4. Knowingly or negligently performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.

5. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.

6. Attempting to circumvent data protection schemes or uncover security loopholes.

7. Violating terms of applicable software licensing agreements or copyright laws.

8. Deliberately or negligently wasting computing resources.

9. Using e-mail to harass others.

10. Masking the identity of an account or machine.

11. Posting materials on electronic bulletin boards that violate existing laws or the County Office codes of conduct.

12. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

Activities will not be considered misuse when authorized by the Superintendent for security or performance testing.

Intellectual Property

All products developed by persons in the performance of their duties utilizing County Office computing facilities may be considered the property of the County Office. Staff is obligated to seek clarification in this regard if unsure of the scope of this stipulation.

Additional Use Policies

Additional use policies and terms and conditions may be in place for specific electronic services offered either by the County Office Technology Resources Center, or private subscription network service providers that govern the use of those services. You must familiarize yourselves with any of these when you agree to their use.

Enforcement
Penalties may be imposed under one or more of the following: County Office Superintendent Policy and regulations, California law, or the laws of the United States. Minor infractions of this policy or those that appear accidental in nature are typically handled internally by the appropriate department or site administrator in an informal manner. More serious infractions will be handled via formal personnel procedures. In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the situation is under investigation. More serious infractions, such as unauthorized use, attempts to steal passwords or data, harassment, or repeated minor infractions may result in the temporary or permanent loss of access privileges and appropriate disciplinary action. In these cases, the offender's associated school or department will be notified of the infraction. If the offender is a student at one of the County Office campuses, the case will also be referred to the site administrator for appropriate action. Offenses which are believed to be in violation of County Office policies, or local, state, or federal laws may result in the immediate loss of computing privileges, and will be reported to the appropriate law enforcement authorities.

I. POLICY CLARIFICATIONS

This section clarifies the applicability of law and of other County Office policies pertaining to computing facilities. It also defines new policy and procedures where existing policies do not specifically address issues particular to the use of e-mail.

Cautions:

Users should be aware of the following:

1. Both the nature of e-mail and the public character of the County Office's business (see Caution 2 below) make e-mail less private than users may anticipate. For example, e-mail intended for one person sometimes may be widely distributed because of the ease with which recipients can forward it to others. A reply to an e-mail message posted on an electronic bulletin board or "listserver" intended only for the originator of the message may be distributed to all subscribers to the listserver. Furthermore, even after a user deletes an e-mail record from a computer or e-mail account it may persist on backup facilities, and thus be subject to disclosure under the provisions of this policy. The County Office cannot routinely protect users against such eventualities.

2. E-mail, whether or not created or stored on County Office equipment, may constitute a County Office record (see Appendix A, Definitions) subject to disclosure under the California Public Records Act or other laws, or as a result of litigation. However, the County Office does not automatically comply with all requests for disclosure, but evaluates all such requests against the precise provisions of the Act, other laws concerning disclosure and privacy, or other applicable law.

Users of County Office e-mail services also should be aware that the California Public Records Act and other similar laws jeopardize the ability of the County Office to guarantee complete protection of personal e-mail resident (see Section V. A. 8) on
County Office facilities.

The California Public Records Act does not, in general, apply to students except in their capacity, if any, as employees or agents of the County Office. This exemption does not, however, exclude student e-mail from other aspects of this policy.

3. Persons are strongly encouraged to use the same personal and professional courtesies and considerations in using e-mail as they would in other forms of communication.

4. There is no guarantee, unless "authenticated" mail systems are in use, that e-mail received was in fact sent by the purported sender, since it is relatively easy, although a violation of this policy, for senders to disguise their identity. Furthermore, e-mail that is forwarded may also be modified. Authentication technology is not widely and systematically in use at the County Office as of the date of this policy. As with print documents, in case of doubt receivers of e-mail messages should check with the purported sender to validate authorship or authenticity.

5. Encryption of e-mail is another emerging technology that is not in widespread use as of the date of this policy. This technology enables the encoding of e-mail so that for all practical purposes it cannot be read by anyone who does not possess the right key. The answers to questions raised by the growing use of these technologies are not now sufficiently understood to warrant the formulation of County Office policy at this time. Users and operators of e-mail facilities should be aware, however, that these technologies will become generally available and probably will be increasingly used by members of the community.

II. DEFINITIONS

The terms e-mail and e-mail are used interchangeably throughout this policy.

The following terms used in this policy are defined in Appendix A. Knowledge of these definitions is important to an understanding of this policy.

1. Computing Facility(ies)

2. E-mail system or services

3. County Office e-mail system or services

4. E-mail record or e-mail

5. County Office Record

6. County Office e-mail record
7. Use of County Office or other e-mail services

8. Possession of e-mail

9. Holder of an e-mail record or e-mail holder

III. SCOPE

This policy applies to all County Office computing facilities as defined in Appendix A, Definitions. The policy may apply to printed copies of e-mail or other similar documents. Other County Office records management policies (see Appendix B, References), however, do not distinguish among the media in which records are generated or stored. E-mail messages, therefore, in either their electronic or printed forms, are subject to those other policies, including provisions of those policies regarding retention and disclosure. This policy applies equally to transactional information (such as e-mail headers, summaries, addresses, and addressees) associated with e-mail records as it does to the contents of those records.

IV. GENERAL PROVISIONS

Purpose

In support of its mission, the County Office encourages the use of County Office computing facilities and e-mail services to share information, to improve communication, and to exchange ideas.

County Office Property

County Office e-mail systems and services are County Office facilities as that term is used in other policies and guidelines. Any e-mail address or account associated with the County Office, or any sub-unit of the County Office, assigned by the County Office to individuals, sub-units, or functions of the County Office, is the property of County Office.

Service Restrictions

Those who use the County Office computing facilities and e-mail services are expected to do so responsibly, that is, to comply with state and federal laws, with this and other policies and procedures of the County Office, and with normal standards of professional and personal courtesy and conduct. Access to these services, when provided, is a privilege that may be wholly or partially restricted by the County Office. This can occur without prior notice and without the consent of the user or when required by and consistent with law or when, within the discretion of the County Office, such action is warranted.

Misuse
Both law and County Office policy prohibit, in general, the theft or other abuse of computing facilities. Such prohibitions apply to email services, and include (but are not limited to) the examples cited in this policy. Under certain circumstances, the law contains provisions for felony offenses. Users of e-mail are encouraged to familiarize themselves with these laws and policies (see Appendix B, References).

V. SPECIFIC PROVISIONS

A. Allowable Use

In general, use of County Office e-mail services is governed by policies that apply to the use of all County Office computing facilities. In particular, use of County Office e-mail services is encouraged and is allowable subject to the following conditions:

1. Purpose. E-mail services are to be provided by County Office organizational units in support of the teaching, research, and public service mission of the County Office, and the administrative functions that support this mission.

2. Users. Users of County Office email services are to be limited primarily to County Office students, faculty and staff for purposes that conform to the requirements of this Section.

3. Noncompetition. County Office e-mail services shall not be provided in direct competition with commercial services to individuals or organizations outside the County Office.

4. Restrictions. County Office e-mail services and computing facilities may not be used for: unlawful activities; commercial purposes not under the auspices of the County Office; personal financial gain (except as permitted under applicable academic policies); personal use inconsistent with Section V. A. 8; or uses that violate other County Office policies or guidelines. The latter include, but are not limited to, policies and guidelines (see Appendix B., References) regarding intellectual property, or regarding sexual or other forms of harassment.

5. Representation. E-mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the County Office or any unit of the County Office unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not representing the County Office. (An appropriate disclaimer is: "The opinions or statements expressed herein are my own and should not be taken as a position, opinion, or endorsement of the County Office.")

6. False Identity. County Office e-mail users shall not employ a false identity. E-mail may, however, be sent anonymously provided this does not violate any law or this or any other County Office policy, and does not unreasonably interfere with the
administrative business of the County Office.

7. Interference. County Office e-mail services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities, or unwarranted or unsolicited interference with others' use of e-mail or e-mail systems. (Such uses include, but are not limited to, the use of e-mail services to: (i) send or forward e-mail chain letters; (ii) "spam", that is, to exploit listservers or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited e-mail; and (iii) "letter-bomb," that is, to resend the same e-mail repeatedly to one or more recipients to interfere with the recipient's use of e-mail.)

8. Personal Use. County Office e-mail services and computing facilities may be used for incidental personal purposes provided that, in addition to the foregoing constraints and conditions, such use does not (i) directly or indirectly interfere with the County Office operation of computing facilities or email services; (ii) burden the County Office with noticeable incremental cost; or (iii) interfere with the e-mail user's employment or other obligations to the County Office. E-mail records arising from such personal use may, however, be subject to the presumption in Appendix A, definition of a County Office E-mail Record, regarding personal and other e-mail records. Persons should assess the implications of this presumption in their decision to use County Office e-mail services for personal purposes.

B. Security and Confidentiality

1. The confidentiality of e-mail cannot be assured. Such confidentiality may be compromised by applicability of law or policy (State of California Public Records Act (Government Code 6250 et seq.), including this policy, by unintended redistribution, or because of inadequacy of current technologies to protect against unauthorized access. Users, therefore, should exercise extreme caution in using e-mail to communicate confidential or sensitive matters.

2. County Office policy prohibits County Office employees and others from "seeking out, using, or disclosing" without authorization "personal or confidential" information, and requires employees to take necessary precautions to protect the confidentiality of personal or confidential information encountered in the performance of their duties or otherwise. This prohibition applies to computer facility and e-mail records.

3. Notwithstanding the previous paragraph, users should be aware that on occasion network and computer operations personnel and system administrators may, during the performance of their duties, inadvertently see the contents of e-mail messages. Except as provided elsewhere in this policy, they are not permitted to do so intentionally or disclose or otherwise use what they have seen. One exception, however, is that of systems personnel who may need to inspect e-mail when rerouting or disposing of otherwise undeliverable e-mail. This exception is limited to the least invasive level of inspection required to perform such duties. Furthermore, this exception does not exempt
operations personnel from the prohibition against disclosure of personal and confidential information of the previous paragraph, except insofar as such disclosure equates with good faith attempts to route the otherwise undeliverable e-mail to the intended recipient. Re-routed mail normally should be accompanied by notification to the recipient that the e-mail has been inspected for such purposes.

4. The County Office attempts to provide secure and reliable e-mail services. Operators of County Office e-mail services are expected to follow sound professional practices in providing for the security of e-mail records, data, application programs, and system programs under their jurisdiction. Since such professional practices and protections are not foolproof, however, the security and confidentiality of e-mail cannot be guaranteed. Furthermore, operators of e-mail services have no control over the security of e-mail that has been downloaded to a user's computer.

As a deterrent to potential intruders and to misuse of e-mail, e-mail users should employ whatever protections (such as passwords) are available to them.

5. Users of e-mail services should be aware that even though the sender and recipient have discarded their copies of an e-mail record, there may be back-up copies that can be retrieved. Systems may be "backed-up" on a routine or occasional basis to protect system reliability and integrity, and to prevent potential loss of data. The back-up process results in the copying of data onto storage media that may be retained for periods of time and in locations unknown to the originator or recipient of e-mail. The practice and frequency of back-ups and the retention of back-up copies of e-mail vary from system to system. E-mail users are encouraged to request information on the back-up practices followed by the operators of County Office e-mail services, and such operators are required to provide such information upon request.

C. Archiving and Retention

County Office records management policies do not distinguish among media with regard to the definition of County Office records. As such, e-mail records are subject to these policies. In particular, such records are subject to disposition schedules in the County Office Records Disposition Schedules Manual, which distinguishes among different categories of records, from the ephemeral to the archival.

The SCOE does not maintain central or distributed email archives of all email sent or received. E-mail is normally backed up (see Section V. B. 5), if at all, only to assure system integrity and reliability, not to provide for future retrieval, although back-ups may at times serve the latter purpose incidentally. Operators of County Office e-mail services are not required by this policy to retrieve e-mail from such back-up facilities upon the holder's request, although on occasion they may do so as a courtesy.

E-mail users should be aware that generally it is not possible to assure the longevity of e-mail records for record-keeping purposes, in part because of the difficulty of guaranteeing that e-mail can continue to be read in the face of changing formats and
technologies and in part because of the changing nature of e-mail systems. This becomes increasingly difficult as e-mail encompasses more digital forms, such as embracing compound documents composed of digital voice, music, image, and video in addition to text. Furthermore, in the absence of the use of authentication systems (see Section 1, Caution 4), it is difficult to guarantee that e-mail documents have not been altered, intentionally or inadvertently.

E-mail users and those in possession of County Office records in the form of e-mail are cautioned, therefore, to be prudent in their reliance on e-mail for purposes of maintaining a lasting record. Sound business practice suggests that consideration be given to transferring (if possible) e-mail to a more lasting medium/format, such as acid-free paper or microfilm, where long-term accessibility is an issue.

VI. POLICY VIOLATIONS

Violations of County Office policies governing the use of County Office e-mail services may result in restriction of access to County Office information technology resources. In addition, disciplinary action may be applicable under other County Office policies, guidelines, implementing procedures, or collective bargaining agreements, up to and including dismissal.

VII. RESPONSIBILITY FOR POLICY

The Superintendent of Schools is responsible for development, maintenance, and publication of this policy.

VIII. CAMPUS RESPONSIBILITY AND DISCRETION

Each County Office campus may develop, maintain, and publish specific procedures and practices that implement this policy and communicate its provisions to campus users of County Office e-mail services. The following are assigned to individual campus authority and discretion:

A. An e-mail address assigned by the County Office to a student is a student record, unless assigned in the student's capacity, if any, as an employee or agent of the County Office. Disclosure is governed in accordance with County Office policies and procedures and the Education Code, 49061 et seq.

B. Each campus shall designate the appropriate administrator to be responsible for the authorization of action pursuant to Sections V. C and E of this policy. This authorization responsibility may not be further re-delegated.

C. Each campus may establish appropriate notification procedures regarding this policy to all e-mail users, including positive acknowledgment by e-mail users of receipt and understanding. Such notification and acknowledgment can be electronic to the extent that the e-mail user's identity can be assured. It is recognized that it may take time to
phase in such procedures; however, the lack of comprehensive procedures shall not, in the interim, invalidate the provisions and applicability of this policy.

D. Each campus may establish its own procedures that further refine and conform with this policy.

Legal Reference:
EDUCATION CODE
51870-51874 Education technology
GOVERNMENT CODE
3543.1 Rights of employee organizations
PENAL CODE
502 Computer crimes, remedies
632 Eavesdropping on or recording confidential communications
7001 Internet safety policy and technology protection measures, Title III funds
UNITED STATES CODE, TITLE 20
6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D
6777 Internet Safety
UNITED STATES CODE, TITLE 47
254 Universal service discounts (E-rate)
CODE OF FEDERAL REGULATIONS, TITLE 47
54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:
CDE PUBLICATIONS
CDE PROGRAM ADVISORIES
1223.94 Acceptable Use of Electronic Information Resources
WEB SITES
CDE: http://www.cde.ca.gov
CSBA: http://www.csba.org
American Library Association: http://www.ala.org

Policy SHASTA COUNTY OFFICE OF EDUCATION
adopted: October 10, 2001 Redding, California
Exhibit
Computer Use Policy

E 4040
Personnel

APPENDIX A - DEFINITIONS

Computing Facility(ies): Computing hardware and software, services, and network systems such as computers and computer time, data processing or storage functions, computer systems and services, servers, networks, input/output and connecting devices, and related computer records, programs, software, and documentation.

E-mail System or Services: Any messaging system that depends on computing facilities to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print computer records for purposes of asynchronous communication across computer network systems between or among individuals or groups, that is either explicitly denoted as a system for e-mail; or is implicitly used for such purposes, including services such as electronic bulletin boards, listservers, and newsgroups.

County Office E-mail System or Services: E-mail system or services owned or operated by the County Office or any of its sub-units.

E-mail Record or E-mail: Any or several electronic computer records or messages created, sent, forwarded, replied to, transmitted, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several e-mail systems or services. This definition of e-mail records applies equally to the contents of such records and to transactional information associated with such records, such as headers, summaries, addresses, and addressees. This policy applies only to e-mail in its electronic form. The policy does not apply to printed copies of e-mail.

County Office Record: A "public record" as defined in the California Public Records Act. "Public records" include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained (by the County Office) regardless of physical form or characteristics. (Government Code 6252(d)) With certain defined exceptions, such County Office records are subject to disclosure under the California Public Records Act.

Records held by students, including e-mail, are not County Office records unless such records are pursuant to an employment or agent relationship the student has or has had with the County Office. This exemption does not, however, exclude student e-mail from other aspects of this policy, regardless of whether such e-mail is a County Office record.

County Office E-mail Record: A County Office record in the form of an e-mail record regardless of whether any of the computing facilities utilized to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print the e-mail
record are owned by the County Office. This implies that the location of the record, or the location of its creation or use, does not change its nature as: (i) a County Office e-mail record for purposes of this or other County Office policy and (ii) having potential for disclosure under the California Public Records Act.

Until determined otherwise or unless it is clear from the context, any e-mail record residing on County Office-owned computing facilities may be deemed to be a County Office e-mail record for purposes of this policy. This includes, for example, personal e-mail (see Section V A. 8). Consistent, however, with legal compliance, the County Office will make a good faith effort to distinguish County Office e-mail records from personal and other e-mail where relevant to disclosures under the California Public Records Act and other laws, or for other applicable purposes of this policy.

Use of County Office or other E-mail Services: To create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print e-mail (with the aid of County Office e-mail services). A (County Office) e-mail user is an individual who makes use of (County Office) e-mail services.

Receipt of e-mail prior to actual viewing is excluded from this definition of "use" to the extent that the recipient does not have advance knowledge of the contents of the e-mail record.

Possession of E-mail: An individual is in "possession" of an e-mail record, whether the original record or a copy or modification of the original record, when that individual has effective control over the location of its storage. Thus, an e-mail record that resides on a computer server awaiting download to an addressee is deemed, for purposes of this policy, to be in the possession of that addressee. Systems administrators and other operators of County Office e-mail services are excluded from this definition of possession with regard to e-mail not specifically created by or addressed to them.

E-mail users are not responsible for e-mail in their possession when they have no knowledge of its existence or contents.

Holder of an E-mail Record or E-mail Holder: An e-mail user who is in possession of a particular e-mail record, regardless of whether that e-mail user is the original creator or a recipient of the content of the record.
APPENDIX B - REFERENCES

The following list identifies significant sources used as background in the preparation of this policy, whether or not they are directly referenced by this policy. It does not, however, include all federal and state laws and County Office policies that may apply to e-mail. These policies and laws change from time to time, therefore users of this policy are encouraged to refer to on-line versions of this and other County Office policies accessible on the Shastalink home page on the World Wide Web.

- County Office Policies and Guidelines
- SCOE Superintendent Policy
- Business and Finance Bulletins:
- Personnel Manuals and Agreements:
- Other Related Policies and Guidelines:
- State of California Statutes
- State of California Education Code.
- State of California Public Records Act (Gov. Code Section 6250 et seq.)
- State of California Penal Code 502
- Federal Statutes
- Federal Family Educational Rights and Privacy Act of 1974
- Federal Privacy Act of 1974
- Electronic Communications Privacy Act

Exhibit
SHASTA COUNTY OFFICE OF EDUCATION
version: October 10, 2001  Redding, California

AUS Acceptable Use Standards (District to SCOE)
As the Superintendent of the contracting District, I hereby assume responsibility for District use of the Internet connection provided by the SCOE in such a manner that these Acceptable Use Standards shall be followed. It is herewith recognized that it is the District's responsibility (not the SCOE's) to determine any level of filtering of the Internet it may deem suitable for use within the District. I also agree that:

1. The Shasta County Office of Education/SCOE may terminate District's SCOE Internet access at any time without cause if these Acceptable Use Standards are violated.

2. Use of the system is a privilege which may be terminated if the District abuses the system. Abuse would include, but is not limited to: the placing of unlawful information on or through the system; and the use or retrieval of information (messages, text, images, programs) which is obscene, abusive, or otherwise objectionable; redistribution or extension of Internet connectivity beyond the District's schools; and use of the system as a commercial operation;

3. The Shasta County Office of Education/SCOE or designated staff will be the sole determiner of what constitutes use or retrieval of information (messages, text, images, programs) which is obscene, abusive, or otherwise objectionable.

4. The Shasta County Office of Education/SCOE or designated staff reserves the right to access any material stored in its equipment on behalf of the District and reserves the right to remove any material which it considers obscene, abusive, or otherwise objectionable.

5. The District is responsible for any password security extended to it in conjunction with Internet access or activities.

Indemnification (District to SCOE)

Further, in consideration for using the Shasta County Office of Education ShastaLink Internet or e-mail system, I, as Superintendent of [District], hereby agree that our district shall defend, protect, indemnify, and hold the Shasta County Office of Education and the Shasta County Office of Education Board of Trustees, its staff and operators, and any institutions with which they are affiliated harmless from any and all claims of any nature arising from our District's use of the Shasta County Office of Education ShastaLink or inability to use the Shasta County Office of Education ShastaLink. Furthermore, our District agrees to defend, protect, indemnify, and hold the Shasta County Office of Education and the Shasta County Office of Education Board of Trustees, its staff and operators, and any institutions with which they are affiliated harmless from any and all claims of any nature arising from the content our District's staff or students may place on home pages stored on the ShastaLink server.

Superintendent's printed name    Superintendent's signature    Date
PARENT NOTICE

This AUS (Acceptable Use Standards) serves as notice to parents, students, and others, in compliance with Education Code Sections 48980 and 51870.5, that the Shasta County Office of Education's policy regarding access to the Internet for its students and employees is known as its Acceptable Use Standards (AUS), which are below.

The Internet may contain harmful matter (as defined in subdivision (a) of Section 313 of the Penal Code). Although we exercise reasonable supervision over those who access the Internet within our system and we use due diligence in educating students and employees regarding acceptable and unacceptable practices on the Internet within our system, it is still possible that students and employees may intentionally or unintentionally access information which some may consider to be inappropriate.

Our AUS (Acceptable Use Standards):

1. The Shasta County Office of Education/SCOE may terminate any student's or employee's SCOE Internet access at any time without cause if these Acceptable Use Standards are violated.

2. Use of the system is a privilege which may be terminated if the student or employee abuses the system. Abuse would include, but is not limited to: the placing of unlawful information on or through the system; and the use or retrieval of information (messages, text, images, programs) which is obscene, abusive, or otherwise objectionable; redistribution or extension of Internet connectivity beyond the student or employee's schools; and use of the system as a commercial operation.

3. The Shasta County Office of Education/SCOE or designated staff will be the sole determiner of what constitutes use or retrieval of information (messages, text, images, programs) which is obscene, abusive, or otherwise objectionable.

4. The Shasta County Office of Education/SCOE or designated staff reserves the right to access any material stored in its equipment on behalf of the student or employee and reserves the right to remove any material which it considers obscene, abusive, or otherwise objectionable.

5. The student or employee is responsible for any password security extended to him/her in conjunction with Internet access or activities.

Exhibit

SHASTA COUNTY OFFICE OF EDUCATION
version: October 10, 2001 Redding, California
APPENDIX C
PARENT NOTICE AND ACCEPTABLE USE STANDARDS
1998-1999

This AUS (Acceptable Use Standards) serves as notice to ShastaLink users, in compliance with Education Code 48980 and 51870.5, that the Shasta County Office of Education's policy regarding access to the Internet for its students, employees, and ShastaLink users is known as its Acceptable Use Standards (AUS), which are below.

The Internet may contain harmful matter (as defined in subdivision (a) of Section 313 of the Penal Code). Although we exercise reasonable supervision over those who access the Internet within our system and we use due diligence in educating students and employees regarding acceptable and unacceptable practices on the Internet within our system, it is still possible that ShastaLink users may intentionally or unintentionally access information which some may consider to be inappropriate.

Our AUS (Acceptable Use Standards):

1. The Shasta County Office of Education/SCOE may terminate a ShastaLink user's account at any time without cause if these Acceptable Use Standards are violated.

2. Use of the system is a privilege which may be terminated if the ShastaLink user abuses the system. Abuse would include, but is not limited to: the placing of unlawful information on or through the system; and the use or retrieval of information (messages, text, images, programs) which is obscene, abusive, or otherwise objectionable; redistribution or extension of Internet connectivity beyond the ShastaLink user's computer; and use of the system as a commercial operation.

3. The Shasta County Office of Education/SCOE or designated staff will be the sole determiner of what constitutes use or retrieval of information (messages, text, images, programs) which is obscene, abusive, or otherwise objectionable.

4. The Shasta County Office of Education/SCOE or designated staff reserves the right to access any material stored in its equipment on behalf of the ShastaLink user and reserves the right to remove any material which it considers obscene, abusive, or otherwise objectionable.

5. Each ShastaLink user is responsible for any password security extended to him/her in conjunction with Internet access or activities.

I agree with the above:

____________________________  _________________________
ShastaLink User's Name (print)    ShastaLink User's Signature
(If ShastaLink user is a minor, parent/guardian completes this part.)

<table>
<thead>
<tr>
<th>Parent/Guardian's printed name</th>
<th>Parent/Guardian's signature</th>
<th>Date</th>
</tr>
</thead>
</table>

PARENT/STUDENT AUS
(ACCEPTABLE USE STANDARDS)

As the parent/guardian of I hereby give the Shasta County Office of Education permission to allow to access the Internet, and I understand and agree that although the Shasta County Office of Education exercises reasonable supervision over those who access the Internet within our system and that the Shasta County Office of Education uses due diligence in educating students and employees regarding acceptable and unacceptable practices on the Internet within our system, it is still possible that students and employees may intentionally or unintentionally access information which some may consider to be inappropriate.

I further understand and agree that these Acceptable Use Standards (AUS):

1. The Shasta County Office of Education/SCOE may terminate a student's SCOE Internet access at any time without cause if these Acceptable Use Standards are violated.

2. Use of the system is a privilege which may be terminated if the student abuses the system. Abuse would include, but is not limited to: the placing of unlawful information on or through the system; and the use or retrieval of information (messages, text, images, programs) which is obscene, abusive, or otherwise objectionable; and use of the system as a commercial operation.

3. The Shasta County Office of Education/SCOE or designated staff will be the sole determiner of what constitutes use or retrieval of information (messages, text, images, programs) which is obscene, abusive, or otherwise objectionable.

4. The Shasta County Office of Education/SCOE or designated staff reserves the right to access any material stored in files and reserves the right to remove any material which it considers obscene, abusive, or otherwise objectionable.

5. The student is responsible for any password security extended to him/her in conjunction with ShastaLink SCOE Internet activities.

<table>
<thead>
<tr>
<th>Parent/Guardian's printed name</th>
<th>Parent/Guardian's signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Exhibit SHASTA COUNTY OFFICE OF EDUCATION
version: October 10, 2001    Redding, California