

## **EGUSD Tub Ntxhais Daim Ntawv Pom Zoo Txais Yuav Thiab Ua Raws Li Kev Siv Technology**

Elk Grove Unified School District (EGUSD) pom tau hais tias cov technology muaj lossis muab los ntawm lub district yeej yog tej uas yuav tsum muaj rau kev kawm ntawv, tsi hais tej network thiab Internet services uas muaj ntau yam kawm los mus txhawb rau cov homphiaj kawm ntawv kom mus tau deb yog li ntawd thiaj li npaj muaj technology services thiab kom nkag tau mus rau hauv network rau cov tibneeg ua haujlwm thiab cov tub ntxhais kawm ntawv. Kev uas nkag tau mus rau hauv ntau yam kev qhia rau kev kawm ntawv no yeej muaj kev samfwm rau txhua tus uas siv, kom nyias yuav tsum paub nyias tes haujlwm. Vim li ntawd, txhua tus uas siv nyob hauv EGUSD thiaj li yuav tsum tau koj zoo thiab siv raws li kevcai kom mus raws li district cov homphiaj thiab ua raws li tej kev siv uas tsimnyog rau kev kawm ntawv. Thov mus saib rau Board Policy 6163.4 thiaj li muaj kev qhia ntxaws dua.

Cov uas siv EGUSD technology thiab network services yuav tsum tau nco ntsoov hais tias kev uas ua tej yam uas tsi xav pub kom leejtwg paub (confidentiality) nyob rau hauv ib lub computer ua yog district li tej zaum yuav tsi zoo ib yam li uas yog yus lub kiag lossis yus li internet. Kev sis txuas lus nyob rau hauv, tej files thiab tej internet records tej zaum yuav raug muab tshuaj xyuas vim yog kev kawm ntawv lossis cov thawj koj xav saib seb puas ua raws li cov kev koj (guidelines).

EGUSD yeej ua txhua yam los mus saib kom tej kev siv technology thiab network yog siv mus txhawb rau district tej homphiaj xwb. Txawm hais tias EGUSD yeej muaj qhov uas muab tej tsi zoo thiab tsi tsimnyog rho tawm (Internet content filtering technology) kom nkag tsi tau mus saib los, kev uas muab rho tawm ntawd yeej yuav tsi zoo tag tag, thiab tejzaum cov uas siv ntawd yeej tseem nkag tau mus saib tej uas tsi tsimnyog saib uas yog rau cov laus saib xwb. Tibyam li ntawd, kev saib rau kev ruaj nres ntawm lub computer los yeej tsi zoo tag tag thiab tej zaum tus uas yeej txhob txwm xav mus saib ntawd nws yeej nkag tau mus saib tej uas tsi tsimnyog. EGUSD ntseeg hais tias kev uas nkag tau mus saib tej kev qhia txog kev kawm hauv internet yeej muab qhov zoo ntau dua li tej uas tsi zoo. Thaum kawg, cov niamtxiv, thiab cov saibxyuas ntawm cov menyuam yuav tsum yog cov qhia cov qauv rau lawv cov menyuam kom yuav tsum ua raws li hais.

Kev uas tau siv EGUSD technology, network services, thiab Internet yog lub district kev pom zoo tso cai rau siv thiab yuav tau ua raws li tej kevcai siv thiab kev txwv muaj nyob rau hauv Board policies, administrative cov kevcai, thiab Daim Ntawv Kev Pom Zoo Txais Yuav no. EGUSD muaj cai rho tawm kev siv lub sijhawm twg los yeej tau, uas tsi tas yuav qhia rau paub, tsi hais yog tim dabtsi li, lossis rho tawm tsi pub siv lub sijhawm twg los yeej tau vim yog ua tej yam tsi tsimnyog ua. Kev siv Internet, network, thiab technology services tsuas yog pub siv rau kev kawm ntawv nkaus xwb. EGUSD yeej xav kom txhua tus tub ntxhais nyias paub nyias tes haujlwm ua tib zoo siv technology kom tsi txhob muaj teebmeem thiab txhaum cai uas yuav tau lav phij xauj rau. EGUSD tejzaum yuav txwv tsi pub mus saib tej lub sites, tej cov ntaub ntawv, thiab /lossis tej kev qhia uas cov tub ntxhais nkag tau mus saib los ntawm EGUSD technology services thiab network. Txhua tus tub ntxhais uas tau kev tso cai siv EGUSD technology services thiab network thiab lawv niamtxiv/ tus saibxyuas twb xees daim ntawv Pom Zoo Txais Yuav no qhia hais tias lawv twb nyeem thiab totaub txog cov kev pom zoo txais yuav lawm.

### **DEFINITIONS**

EGUSD technology muaj li no, tiamsis tsi tas rau cov no xwb, computers, district's computer network uas muaj servers thiab wireless computer networking technology (Wi-Fi), Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones thiab smart devices, xovtooj, cellular xovtooj, wearable technology, any wireless communication device tsi hais tej emergency radios, thiab/lossis future technological innovations, txawm hais tias yuav nkag tau mus ntawm site mus los tsi tau lossis mus ntawm ib lub computer uas yog district li lossis yog nws li.

## **TUB NTXHAI S TEJ UAS YUAV TSUM TAU UA THIAB NWS TES HAUJLWM**

Ua ib tus uas siv EGUSD technology services, network thiab Internet connections, kuv pom zoo yuav:

- A. Siv kuv lub computer thiab nkag rau hauv network raws li qhov uas tsimnyog siv tau, yuav ua raws li EGUSD cov kevcai ntsig txog kev siv network, tsi hais yuav tau ua siab zoo, hais lus zoo, thiab hwm txog lwm tus li (privacy).
- B. Siv tej kev qhia kev pab los ntawm technology/network kom zoo thiab tsuas pub siv rau kev kawm ntawv xwb.
- C. Qhia tuaj txog teebmeem kev ruaj nres (xws li pom zoo kom sis qhia txog tej uas kom tsi txhob pub qhia rau leejtwg paub li xees npe nkag (login) lossis tus account) lossis tsi siv technology lossis network services nrog rau tus xibfwb, thawj coj saib kev kawm ntawv, lossis EGUSD Office li qhov uas tsimnyog.
- D. Yog hais tias muab ib tus account rau kuv, kuv yuav yog tib tus uas siv xwb, yuav tivthaiv kuv tus account tsi qhia kuv tus password rau leejtwg paub, yuav qhia tej uas kuv pom hais tias siv tsi yog lawm mus rau tus xibfwb lossis tus thawj saib kev kawm ntawv uas tsimnyog, thiab yuav lav txhua yam uas siv nyob rau hauv tus account no.
- E. Ua raws li tasnrho cov kevcai qhia txog kev uas siv lossis muab lwm tus li los siv thiab kom totaub hais tias kev uas kaij lwm tus li tsi raws cai lossis siv lwm tus li los ua nws tus yog kev kaij lawv li xwb (plagiarism). Tibyam li ntawd thiab, txhua yam uas yog kuv tsim los ntawm kev siv EGUSD technology services/network yeej yog kuv li xwb, txawm li ntawd los yeej yuav tsum tau ua raws li cov qauv qhia nyob rau hauv cov kevcai.
- F. Pab ua kom EGUSD network tsi txhob tau cov kabmob malware lossis tej yam phem tsi zoo los rau hauv lub computer los ntawm qhov uas tsi txhob qhib tej uas lawv xa tuaj uas yus tsi paub tus neeg ntawd, downloading thiab/lossis nruab tej software uas tsi tau kev tso cai kom ua, thiab yuav tsum ceevfaj txog tej lus ceebtoom.

Kuv totaub hais tias **KEV UAS TSI TSIMNYOG SIV TECHNOLOGY/NETWORK/ON-LINE** muaj li no, tiamsim tsi tas rau cov ntawm no xwb:

- A. Siv EGUSD technology lossis network los ua tej yam tsi raws kevcai, tsi hais nruab tej yam uas tsi tau tso cai kom ua, siv, lossis khaws cia, lossis muab tej software lossis ntaub ntawv yais tawm mus rau sawvdaws yam txhaum txojcai rau copyright.
- B. Kev uas nruab lossis siv tej software lossis hardware uas tsi yog, lossis tsi muaj licensed los ntawm EGUSD xws li (e.g., games, applications, operating systems, “shareware”, computer components, thiab peripherals).
- C. Mus rau hauv, mus tso, xa, muab luam tawm lossis tso tej yam uas tsi tsimnyog uas hem yuav ua phem rau lwm tus, ua kom lwm tus puas npe, tso tej duab liab qab, tej duab sis deev, uas yog li ua saib tsi taus lwm tus, hais lwm tus plig tsi zoo (“cyber bullying”) raws li pom hais tias nws yog lwm haivneeg, tuaj lwm lub tebchaw tuaj, yog pojniam lossis txivneeg, yog hom neeg pojniam nyiam pojniam lossis txivneeg nyiam txivneeg, muab hnub nyoog licas, kev ntseeg yog licas lossis kev ntseeg txog kev ua nomtswv licas. (Penal Code Section 313(a).)
- D. Thab plaub lwm tus, ua saib tsi taus lwm tus, hem kom lwm tus ntshai, hem yuav ua phem rau lwm tus tub ntshais, cov tibneeg ua haujlwm, lossis rau tej tus.
- E. Siv EGUSD technology lossis network rau yus tej lagluam (private business), ua lagluam muag khoom, lossis kev ua nom ua tswv.
- F. Siv lwm tus li npe, user account, lossis password.
- G. Cia lwm tus nkag los siv nyob hauv kuv tus account, qhia tus passwords rau lwm tus, cia tus password nyob rau ntau qhov chaw rau lwm tus pom, lossis cia qhov “signed on” lossis “logged on” nyob ntawm lub computers uas tsi saib xyuas zoo txog.
- H. Qhia, siv, lossis muaj kev qhia txog tej uas nws yais tawm rau sawdaws lossis “contact information” (txog lwm tus tub ntshais, tibneeg ua haujlwm, lossis lwm tus tibneeg) thaum sis txuas lus nyob rau hauv computer. (Yeej twb hais rau cov tub ntshais kom tsi txhob qhia txog lawv tej information rau leejtwg kiag li hauv internet uas tsi tau kev tso cai los ntawm cov tibneeg ua haujlwm thiab thov nqua hu kom koj los

tham txog cov kevcai siv online nrog rau koj niamtxiv lossis tus saibxyuas. Kev qhia txog tus kheej (personal information) muaj xws li kev qhia txog tus tub ntxhais lub npe, chaw nyob, xovtoo, tus lej Social Security, lossis lwm yam kev qhia uas qhia tau hais tias yog nws.)

- I. Mus nyeem lossis nkag mus rau hauv lwm tus li tej electronic mail, chat messages lossis files. (Kev uas ua haujlwm uake yuav ua tau kom tsimnyog thiab qhia tau lub chaw/ thiab share tau tej files thiab kev qhia.)
- J. Yuav ua kom muaj kev tabkaum rau lwm tus kev siv technology, kev xa lossis kev txais electronic mail, lwm tawm, kaj, muab kho dua tshiab, lossis dag siv lwm tus li mail lossis files.
- K. Xa lossis sau tej ntawv uas tsi raws li lub tsev kawm ntawv lossis lub district cov kevcai, lossis raws li daim ntawv Pom Zoo Txais Yuav Li Hais Txog Kev Siv ntawm no.
- L. Siv encryption, encoding, lossis passwords los zais tej email lossis files.
- M. Xa tej electronic media files uas yuav ua rau muaj kev daig rau lub network lossis cuamtshuam lwm tus tibneeg kev nkag los rau hauv thiab kev siv lub system (e.g., downloading cov files uas loj heev; xa/ib cov electronic messages ntau heev tawm lossis ib cov chain letters; downloading tej video thiab audio files uas tsi yog hais txog lub district tej homphiaj; muaj tej chat lossis instant messages ntau heev uas tsi yog hais txog kev kawm ntawv).
- N. Txhob txwm upload, download, lossis tsim tej kabmob mus tua tej programs siv hauv lub computer.
- O. Txhob txwm muab ua kom puas ntsoog, ua rau kom tsi zoo, txhob txwm cuamtshuam, ua kom nres mus tsi taus, lossis ua kom EGUSD technology piamsij, ua rau district operations, equipment, tej kev qhia (data) piamsij, lossis lwm yam materials tsi hais tej uas siv nkag tau rau hauv yam tsi tau kev tso cai.
- P. Txhob txwm hla kom dhau, nrhiav lwm txojkev hla, lossis ua rau kom tsi txhob ua tau haujlwm nyob rau hauv: kev saibxyuas txog kev ruaj nres rau kev siv network, kev tivthaiv tej kabmob ua yuav tua tau lub computer, lossis Internet kev uas muab tej yam tsi zoo rho tawm; uas muaj li no, tiamsis tsi tas rau cov kev siv Internet los dag rau kev siv/ computer lossis tej yam nyob rau hauv.
- Q. Muab lwm tus tej data hloov mus los, tsi hais nyob ntawm lub tsev kawm ntawv lossis nyob rau tej kev pab ntawm EGUSD.
- R. Tsi tau kev tso cai siv servers, computer systems, lossis tej network equipment.
- S. Siv lossis txuas lwm tus lossis tej equipment uas (tsi yog lub district li) mus rau EGUSD network.
- T. Muaj kev koomtes nrog lossis txhawb rau kev ua tej yam tsi zoo lossis ua txhaum kevcai, txhaum Board kevcai lossis administrative kevcai, lossis daim ntawv Pom Zoo Txais Yuav Txog Kev Siv no.

### **TSI PUB LEEJTWG PAUB TXOG**

Vim yog kev siv EGUSD technology yeej yog rau kev kawm ntawv xwb, cov tub ntxhais yuav tsum tsi txhob xav tias tej uas lawv siv nyob rau hauv EGUSD technology yuav tsi muaj leejtwg pom.

Lub district muaj cai yuav sojntsuam thiab saib tej record ntawm txhua tus uas siv EGUSD technology, tsi hais tej li no, tiamsis tsi tas rau tej ntawm no xwb, kev nkag rau hauv Internet lossis social media, kev sis txuas lus tsi hais tej ntawv sau xa tawm lossis tej uas tau txais los ntawm lub district technology, lossis lwm yam kev siv. Cov kev sojntsuam li no/kev muab kaw cia, yuav ua rau lub sijhawm twg los yeej tau uas tsi tas yuav hais qhia uantej vim ua raws li cai uas muaj li no, thiab tsi tas rau cov ntawm no xwb, xws li mus muab tej record thiab tej uas raug muab xa tawm/ thiab kev tshawb nrhiav txog tej uas tsi tsimnyog ua, txhaum kevcai, lossis tej uas twb raug txwv kom tsi txhob ua. Cov tub ntxhais yuav tsum paub hais tias, feem ntau tej uas lawv siv district technology los tshawb nrhiav txog (xws li tshawb nrhiav hauv web) yeej muab lwm tsi tau tawm lossis rho tawm tsi tau.

Tasnrho cov passwords uas tsim los mus siv rau district technology yeej yog lub district ntiag tus li xwb. Kev uas tsim lossis siv tus password uas yog tus tub ntxhais ntawd tsim los siv rau district technology, yuav tsi tivthaiv tau nws kom tsi muaj leejtwg paub txog tej nws ua ntawd.

### **TEJ DEVICES UAS YOG NWS LI NTIAG TUG**

- U. Yog tus tub ntxhais siv nws lub device nkag los rau hauv EGUSD technology, nws yeej tseem yuav tau ua raws li Board kevcai, administrative kevcai, thiab daim ntawv Pom Zoo Txais Yuav Txog Kev Siv no.

## **TEJ UAS YUAV RAUG RAU YOG UA TXHAUM QHOV KEV POM ZOO NO**

Cov tub ntxhais uas tau ua txhaum *EGUSD Tub Ntxhais Daim Ntawv Pom Zoo Txais Yuav Thiab Ua Raws Li Kev Siv Technology no*, Board Kevcai, lub xeev thiab nomtsww kevcai yuav rau qhuab ntuas (mus txog rau qhov uas raug muab ncaaws tawm tsi pub kawm ntawv los kuj muaj lossis muab rho tawm hnuv puav tsi pub kawm ntawv), yuav tsi tau siv ntawv lawm (tsi hais kev muab rho tawm tsi pub siv EGUSD technology), thiab/ lossis yuav tau ua raws li kevcai (tsi hais kev qhia mus rau koomhaum tub ceebxwm li tsimnyog). District Technology Services Department thiab cov thawj coj ntawm lub tsev kawm ntawv muaj cai rho tawm tej yam uas tsi tsimnyog muab tso tawm lossis tej tsi zoo uas pheed ua ntau zuj zus tsi tsimnyog nyob rau hauv on-line.

## **Elk Grove Unified School District txhawb thiab hwm txog txhua tsevneeg kev uas muaj cai txiav txim siab txog kev thov tuaj kom cia siv lossis tsi cia siv Network/Internet.**

EGUSD yuav tsi lav ib yam dabtsi tsi hais tej uas tau hais lossis tej uas xav tias muaj rau tej kev siv los ntawm EGUSD Internet connection hais tias yuav tsi muaj yuam kev hlo li lossis zoo heev tsi muaj ib qhov puas li. EGUSD yuav tsi lav dabtsi li yog tus uas siv ntawd raug mob, uas muaj li no, tiamsis tsi tas rau cov ntawm no, xws li ua rau cov kev qhia (data) ploj tas lawm, muaj kev cuamtshuam rau kev siv, pom tej yam tsi tsimnyog lossis tej tus tibneeg. EGUSD yuav tsi lav them nyiaj dabtsi rau tej uas tsi tau kev tso cai siv nyob hauv lub system. Tus uas siv lossis niamtxiv/ tus saibxyuas rau tus uas siv ntawd yuav tsum them rau thiab yuav tsum tsi kom EGUSD them ib yam dabtsi los ntawm tej uas tau muab ua ploj lossis xiam vim nws tsi siv qhov system kom zoo.

Niamtxiv thiab tub ntxhais mus ua kom tiav qhov nram qab no uas qhia hais tias nej txais yuav thiab paub txog lawm nyob rau hauv Synergy.

**Tub Ntxhais Kev Lees Paub Txog thiab Txais Yuav**

Kuv tau txais, nyeem, totaub, thiab pom zoo yuav raws li *EGUSD Tub Ntxhais Daim Ntawv Pom Zoo Txais Yuav thiab Ua Raws Li kev Siv Technology*, thiab lwm txojcai thiab lub district tej kevcai thiab kevcai tswj rau kev siv EGUSD technology. Kuv totaub hais tias yeej tsi muaj qhov uas yuav tsi muaj leejtwg pom tej uas kuv ua thaum uas siv EGUSD technology. Kuv totaub hais tias yog kuv tseem ua txhaum kevcai thiab tej zaum yuav tsi pub siv ntxiv lawm, yuav raug qhuab ntuas, thiab/ lossis yuav tau ua raws kevcai yog ua txhaum.

Npe: \_\_\_\_\_ Qib Kawm: \_\_\_\_\_

(Please print)

Lub Tsev Kawm Ntawv: \_\_\_\_\_

Xees Npe: \_\_\_\_\_ Hnub: \_\_\_\_\_

**Niamtxiv lossis Tus Saibxyuas Kev Lees Paub thiab Txais Yuav**

Yog hais tias tus tub ntxhais tsi tau muaj 18 xyoo, niamtxiv/ tus saibxyuas yuav tsum tau nyeem thiab xees daim ntawv pom zoo no.

Kuv uas yog tus niamtxiv/ tus saibxyuas ntawm tus tub ntxhais muaj npe li saum toj no, kuv tau nyeem, totaub, thiab pom zoo tias kuv tus menyuam yuav ua raws li hais nyob hauv *EGUSD Tub Ntxhais Daim Ntawv Pom Zoo Txais Yuav thiab Ua Raws Li kev Siv Technology*. Los ntawm qhov uas xees daim ntawv pom zoo no, kuv tso cai rau kuv tus menyuam siv EGUSD technology thiab/lossis nkag rau hauv lub tsev kawm ntawv li computer network thiab Internet. Kuv totaub hais tias, txawm hais tias EGUSD yuav siv zog ua npaum li cas los, lub tsev kawm ntawv yeej yuav txwv tsi tau kom tsi txhob pom tej uas tsi zoo nyob rau hauv. Kuv pom zoo yuav tsi hais kom lub tsev kawm ntawv, EGUSD thiab district cov tibneeg ua haujlwm lav tej uas hais tuaj (claims), thiab them tej uas tau muab ua piamsij, thiab tej yuav tau them vim kuv tus menyuam siv EGUSD technology lossis tsi muaj kev tivthaiv zoo rau kev siv technology los ntawm EGUSD. Tsi tas li ntawd xwb, kuv lav yuav saib xyuas kuv tus menyuam kev siv nws tus account yog hais tias nws tsi siv nyob pem tsev kawm ntawv.

Npe: \_\_\_\_\_ Hnub: \_\_\_\_\_

(Please print)

Xees Npe: \_\_\_\_\_