

TORRANCE UNIFIED SCHOOL DISTRICT
Student Acceptable Use and Copyright_Policy

I. ACCEPTABLE USES OF TECHNOLOGY

The Torrance Unified School District strongly believes in the educational value of electronic services and recognizes the potential of such to support our curriculum and student learning. We are pleased to announce that electronic information series are available to students and teachers in our District. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Listed below are terms and guidelines for appropriate use of technology. If any user does not follow these guidelines, access to the information service may be denied and the user may be subject to disciplinary or legal action. (Possible disciplinary action may include: Parent Conference, removal from class, restitution, suspension, refer to Police Department, adjustment transfer to another school

1. Privileges

The use of the information system is a privilege, not right, and inappropriate use will result in a cancellation of those privileges. All decisions, related to the cancellation, are subject to the District's review process. The Torrance Unified School District may deny, revoke, or suspend specific user accounts.

2. Acceptable Use

The use of the assigned account must be in support of education and research and with the educational goals and objectives of the Torrance Unified School District. The user is personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
- c. Use of unauthorized commercial activities is not acceptable.
- d. Use of product advertisement or political lobbying is prohibited.
- e. Use of the network that incurs expense to the District is prohibited.
- f. Unauthorized installing of any software or data is prohibited.

3. District Responsibilities/Limitations

- a. The District will take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and District files. The District cannot guarantee that information on any computer system will be secure from other users.
- b. The District will attempt to provide error free and dependable access to technology resources associated with the network.
- c. The District will not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- d. The District cannot be held liable for the accuracy of information available through its services.

4. Web Policy

- a. Teacher/Staff Web Pages. Teachers may establish Web pages for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher Web pages will be developed in such a manner as to reflect well upon the District and school.
- b. Student and Extracurricular Organization Web Pages. Students may create a web site as part of a class activity. Material presented on a student class activity Web site must meet the educational objectives of the class activity. Material presented on extracurricular pages must relate specifically to organization activities.
- c. Online Identification – Middle School/High School. To recognize achievement and success, images of students and their work may be displayed on Web pages. Images of students, student work, and student achievement will only be identified by first name and last initial. Student grades may be displayed by I.D. number. Signed parent permission must be obtained if students are to be identified beyond these guidelines.
- d. Online Identification – Elementary School. To recognize student achievement and success, images of students and their work may be displayed on Web pages. Images of students, student work, and student achievement will only be displayed with signed positive parent/guardian permission.
- e. It will not be considered a violation of a user's right to free speech to require the removal of material that fails to meet established educational objectives or that is in violation of this ISP or student disciplinary policy.

5. Personal Responsibility

- a. As a representative of this school, the user will accept personal responsibility for reporting any misuse of the network to a teacher, administrator or supervisor. Misuse can come in many forms, but is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism and inappropriate language.
- b. Security on any computer system is a high priority because there are so many users. If the user identifies a security problem, notify an administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. All use of the system must be under the user's own account. Any user identified as a security risk will be denied access to the information system.
- c. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and/or legal referral.

II. COPYRIGHT LAW AND FAIR USE

The Torrance Unified School District also believes strongly in the educational value of print media, video/DVD, and software, and recognizes the potential of such to support our curriculum and student learning. We are pleased to articulate your professional responsibilities as it applies to copyright law and fair use. Also made clear in the Torrance Unified School District Curriculum Handbook and Board Policy 6162.6 and 6162.8, the law of copyright is serious and must be understood by educators.

1. Definition of Copyright

- a. "Copyright is the exclusive right to produce or reproduce (copy), to perform in public, or to publish an original literary or artistic work." (Source: Duhaime's Law Dictionary). Almost everything created privately and originally after March 1, 1989 is copyrighted and protected whether it has a notice or not.

2. Application of Fair Use

- a. Fair Use Clause: "Fair use" is a part of the United States Copyright law. It allows people to use and make copies of copyrighted works if they are using them for criticism, comment, news reporting, teaching, scholarship, and research. The following factors determine Fair Use:
 - i. *The purpose and character of the use*, including whether such use is of a commercial nature or is for nonprofit educational purposes. For example, you must be using for educational use, not just using it in a school environment.
 - ii. *The nature of the copyrighted work*. Note: Fair use applies more narrowly to highly creative works-in comparison to those that are mostly fact-based in nature.
 - iii. *The amount and substantiality of the portion used* in relation to the copyrighted work as a whole, including consideration of quantity and quality of the portion used. For example, is the individual using only what is necessary and not the heart of the work.
 - iv. *The effect of the use upon the potential market for or value of the copyrighted work*.
 - v. The copying should not *harm the market* for the original work.
 - vi. Copying materials from consumables such as workbooks, weigh heavily against fair use.

3. Guidelines for Students

- a. Students may incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for a specific course.
- b. Students may perform and display their own projects in the course for which they were created.
- c. Students may retain them in their own portfolios as examples of their academic work for later personal uses such as job and school interviews.

Guidelines In Order to Stay Within Fair Use	
<i>Use the smallest amount of</i>	
Motion Media	10% or 3 minutes
Text	10% or 1,000 words
Poetry	250 words; no more than 3 poems by same author; no more than five poems from any single anthology
Music, Lyrics, Video	10% or 30 seconds
Photos & Illustrations	5 images from one author; not more than 10% or 15 images from a single published collected work
Numerical Data Sets	10% or 2,500 fields or cells

4. Software Copyright*

Use of software does not fall under fair use. Unless you have specific permission from the copyright owner, it is illegal to:

- a. Purchase a single user license and load it onto multiple computers or a server
- b. Download copyrighted software from the Internet or bulletin boards
- c. Load the software your school purchased onto your computer at home

*Copyright © 2007 Intel Corporation – may be used for not-for-profit, educational purposes.

5. Copyright Requirements – Movies on Campus

- a. Pre-recorded home videocassettes and DVDs that are available for rental or purchase include the right to exhibit the movie for home use only.
- b. These motion pictures do not include a license for showing outside one's home.
- c. Movies shown in any other place, or for other use, must have a separate license that specifically authorizes such use. (United States Code, Title 17.)

6. Other Important Provisions

- a. The rental or purchase of a video or DVD does not bear the right to perform the copyrighted work publicly. (USC Title 17, § 202.) Videos may be shown without a separate license in the home to "a normal circle of family and its social acquaintances" (USC Title 17, § 101) because such showings are not considered public.
- b. Videos may be shown without a license for non-profit educational purposes and in certain narrowly defined "face-to-face" teaching activities because the law provides limited exceptions for such showings (Section 110).
- d. All other public performances of videos and /or DVDs are illegal unless they have been authorized by license. Even performances in semipublic places such as clubs, lodges, factories, summer camps, and schools are public performances subject to copyright control. (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64.)

Student and parent/guardian signature required each year.