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APPENDIX G

**Memorandum of Understanding
Between
Long Beach Unified School District
and
Teachers Association of Long Beach
Regarding**

**District Internet and Electronic Mail Guidelines and Procedures for
Represented Certificated Staff**

14 All access to Internet sites is routed through a “technology protection measure” designed to
15 filter out material that is in violation of the District’s Internet policies. This filter will
16 block most objectionable material. Users should be aware that some objectionable
17 material may be missed by the filter and users, upon discovering the presence of such
18 material, shall report offending sites to the Technology and Information Services Branch at
19 extension 8411. Review processes are available to block sites with objectionable material
20 and to request the removal of blocks to sites that users believe contain material that has
21 educational benefit. Finally, an adult filter is available if the user submits a request and
22 receives approval from the appropriate Assistant Superintendent and the Executive
23 Director of Information Services.

24
25 Represented certificated employees are responsible for following generally accepted social
26 standards for use of a publicly owned and operated communication tool. Represented
27 certificated staff will maintain high standards of ethical conduct while using the system.
28 Examples of unethical, unacceptable use of District technology equipment include the
29 following:

- 30
- 31 • Sending, displaying, or accessing pornographic, abusive, obscene, or other
 - 32 objectionable language, graphics, or other media
 - 33 • Unauthorized disclosure, use, and dissemination of personal information about students
 - 34 or employees
 - 35 • “Hacking” or otherwise engaging in unlawful activities while online
 - 36 • Using obscene language
 - 37 • Harassing, insulting, or attacking others
 - 38 • Intentionally damaging computers, computer systems, data, files, information or
 - 39 computer networks
 - 40 • Violating copyright laws
 - 41 • Using or distributing another’s password
 - 42 • Trespassing in another’s folders, work, or files
 - 43 • Intentionally wasting limited resources
 - 44 • Employing the network for outside business or commercial purposes
 - 45 • Sending or receiving of unethical, illegal, immoral, inappropriate, or unacceptable
 - 46 information of any type

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AND PROCEDURES (continued)

- 1 • Engaging in activities that cause disruption to the network or its systems
- 2 • Attempting to bypass the system security measures
- 3 • Reposting or forwarding without the permission of the sender a message sent to you
- 4 privately which is of a confidential nature or one clearly designed to be read by a
- 5 limited number of selected recipients
- 6 • Posting chain letters or engaging in “spamming” – i.e., sending an annoying or
- 7 otherwise unnecessary message to a large number of people

8
9 The network is provided for represented certificated staff to conduct research, to
10 communicate with others on academic topics, and to engage in legitimate District business.
11 Individual users of the District computer networks are responsible for their behavior and
12 communications on those networks. Users shall comply with District standards and will
13 abide by the policies specified herein. Violations of the District policy described may
14 result in access privileges being suspended or revoked, as well as other disciplinary action
15 as warranted. Any commercial, political, or unauthorized use of those materials or
16 services, in any form, is forbidden. All copyright laws must be observed.

17
18 Members of the certificated teachers bargaining unit may engage in teacher association
19 business on the District computer networks. Such teacher association business shall be
20 conducted during non-duty hours which are defined in Article IV, Section C of this
21 Agreement. Association use of District e-mails shall be limited to the following:
22 authorized Association representatives may use District e-mails to provide notice of
23 meetings, agendas for meetings, minutes of meetings, confirmation of a meeting with a
24 District representative, or a limited distribution communique` between an authorized
25 Chapter officer and a District representative; the Association will not use e-mail to
26 denigrate the District or its personnel and will observe the prohibitions of Education Code,
27 Section 7054.

28
29 The Long Beach Unified School District respects the privacy of all certificated teacher
30 users. System administrators and their staff may not log on to a user’s account or view a
31 user’s files without explicit permission from the user (for example, by setting file access
32 privileges). Exceptions arise when the user’s account is suspected either of disrupting or
33 endangering the security or integrity of any network systems or services or of violations of
34 applicable school district policies, federal or state law. Even then, the system
35 administrator must normally obtain prior approval of the Director of Information Services
36 unless grave danger to the continued operation of the systems requires emergency action.

37
38 This does not preclude system administrators from maintaining and monitoring system
39 logs of user activity from within the District firewall on school district property.
40 Moreover, automated searches for files that endanger system security or integrity are
41 preformed regularly to protect all users. System administrators may take appropriate
42 action in response to detection of such files (typically removal of those files and possibly
43 suspension of the user’s accounts until the matter can be resolved).

44
45 Use of the computer network may be revoked at any time for inappropriate use. The
46 Technology and Information Services Branch, in collaboration with school administration,

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AND PROCEDURES (continued)

1 will be the sole determiners of what constitutes inappropriate behavior according to local,
2 state, and federal law. The violation of any item contained in this policy may result in the
3 loss of computer access and/or other disciplinary action, as well as possible punitive action
4 as provided for by local, state, and federal law.
5

6 Security on any computer system is a high priority, especially any system that has many
7 users and/or Internet access. Represented certificated staff members shall not let others use
8 his or her account or password as he or she has a reasonable responsibility for all actions
9 related to his or her account. Certificated staff must notify school administrators
10 immediately if their password is lost or stolen or if they think someone has access to their
11 account. Represented certificated employees are to use only the network directories and
12 resources that have been assigned for their use. Unauthorized access to any other level of
13 the system, or other system resource, is strictly prohibited. Users will make no attempt to
14 bypass the District anti-virus software, firewall, filtering and safeguards. When finished
15 with a computer represented certificated employees are expected to logout where
16 appropriate.
17

18 Represented certificated employees are not allowed to install software onto the computers
19 or the computer network without a valid purchase order or other proof of District or
20 personal ownership. Legal software and/or data stored on local hard drives of District
21 computers are subject to removal with prior notification and consent of the represented
22 certificated staff member. Long Beach Unified School District shall take reasonable
23 precautions to ensure the security, integrity, or longevity of data and/or programs stored on
24 staff computers.
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26 Represented certificated staff acknowledge that they share responsibility for any and all
27 use of the District's computer network and that misuse could lead to liability and/or
28 consequences that extend beyond the District's authority. The Long Beach Unified School
29 District and its represented certificated staff members shall be held harmless from any use
30 or misuse of the computer network by students. Long Beach Unified School District
31 makes no warranty of any kind, whether expressed or implied, for the service that it is
32 providing. Long Beach Unified School District will not be responsible for any damage
33 users may suffer including, but not limited to, loss of data or interruptions of service as a
34 consequence of equipment failure, either on or off District property. Long Beach Unified
35 School District and its represented certificated employees are not responsible for the
36 accuracy or quality of the information obtained through or stored on the system.
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APPENDIX G – DISTRICT INTERNET AND ELECTRONIC MAIL GUIDELINES
AND PROCEDURES (continued)

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RATIFICATION OF AGREEMENT
District Internet and Electronic Mail Guidelines and Procedures for
Represented Certificated Staff

For the District

For TALB

Date

Date