

## ACCEPTABLE USE POLICY FOR SCHOOL COMPUTER SYSTEMS AND THE INTERNET -- FACULTY AND STAFF USE

In an effort to provide faculty and staff the vast resources accessible through a computerized information resource system such as the Internet, the Lincoln Parish School Board believes it is necessary for all persons to become aware of acceptable uses of computers. The academic benefit of having access to resources from all over the world must be weighed against objectionable materials found on the Internet.

### INTERNET SAFETY

The Lincoln Parish School Board shall incorporate the use of Internet protection measures, either hardware or software, that are designed to restrict or filter access to specific areas or sites on the Internet. Such measures provide protection against access by minors or adults to Internet resources that are or contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing, or material harmful to minors (with respect to Internet access by minors), or are otherwise inappropriate in an educational environment.

It is the policy of Lincoln Parish School Board that all Internet access from within Board facilities be filtered with no exceptions. In the case of Internet access by minors, the filtering mechanism may not be disabled for any reason. However, the School Board does not prohibit employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1000, for legitimate scientific or educational purposes approved by the Board. For access by adults, the filtering mechanism may be, but is not required to be, disabled to enable bona fide research.

The Board recognizes that filtering or blocking technology is not 100% effective. School administrators may request the blocking of additional sites that are deemed inappropriate for their students. This request shall be in writing to the district technology coordinator. The possibility exists that all inappropriate content may not be blocked or that a determined person may find a method to partially or completely circumvent the filtering or blocking method.

In addition to filtering requirements, the Board shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as *Instant Messaging*;
- Prohibit unauthorized access, including what is now known as *hacking*, and other unlawful on-line activities by minors online;
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Institute measures designed to restrict minors' access to materials harmful to minors.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. Faculty and staff shall be required to sign an *Acceptable Use of Computers and Internet*

*Agreement.* The signatures shall be **legally binding** on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.

## ACCOUNTABILITY

Faculty and staff use of school computers or the School Computer System (SCS) shall only be reserved for **academic purposes** and the conducting of business aspects of the school system. All personnel using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. This shall include, but not be limited to, (a) unauthorized use resulting in expenses to the school; (b) equipment damage; (c) use of unauthorized software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene and objectionable materials; (g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; and (h) any action that is deemed inappropriate by the supervisory personnel. Teacher or class files on the network are analogous to school lockers, that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. Access codes or passwords shall be kept on file by the principal or his designee in case an inspection is warranted. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet and the SCS.

## UNAUTHORIZED AND ILLEGAL USE

Faculty and staff shall not be under direct supervision but must abide by Board policy. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious purposes.

Use of the network for any illegal activities shall also be prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

Employees shall not use any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a netbook, iPod, iPhone or iPad on the network or accessing the internet from any device not owned by the school district must be approved by the principal.

## PRIVACY AND COPYRIGHTS

All personnel must adhere to the [Copyright Laws of the United States](#) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. Reposting personal communications without the original author's prior consent shall be prohibited. To do this is a violation of the author's privacy. All persons who willfully violate copyright laws do so without the sanction of the Board and at their own risk and assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves (a means of broadcasting an E-mail message for the purpose of maintaining a discussion list) may be copied in subsequent communications, so long as proper attribution is given.

The School Board directs that:

1. Unlawful copies of copyrighted materials shall not be produced on Board-owned equipment or within Board-owned facilities.
2. Unlawful copies of copyrighted materials shall not be used on Board-owned equipment, within Board-owned facilities, or at Board sponsored functions.
3. Information about copyright law and guidelines shall be made available to all employees.

### INSTALLING PRANK SOFTWARE

Employees should avoid the knowing or inadvertent spread of computer viruses and/or worms. Computer viruses and/or worms are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus and/or worms, employees shall not import files or programs from home or from unknown or disreputable sources. If an employee obtains software or files from remote sources, proper procedures should be followed to check for viruses before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or any spreading of computer viruses and/or worms shall be considered criminal activity under state and federal law. No software shall be loaded without the permission of the administration.

### OBJECTIONABLE MATERIALS

Profanity or obscenity shall not be tolerated on the network. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden. All users should use language appropriate for school situations as indicated by school codes of conduct. Offensive or inflammatory speech should be avoided. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an **unacceptable** use of the network. If a user is the victim of a "flame", a harsh critical or abusive statement, the user should bring the incident to the attention of a teacher or system administrator. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials shall not be allowed.

The SCS shall be used for academic purposes only. Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of network privileges.

Special restrictions by the school or district may be implemented in order to meet special needs provided that School Board policy is not violated.

### USE OF THE INTERNET

The Internet is a vast global computer network that provides access to major universities, governmental agencies, other school systems, municipalities, commercial providers of data banks, and marketing services. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the Lincoln Parish School Board. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner and must have a consent form on file. The Board retains the right to monitor all computer usage and files for compliance with all regulations and/or procedures. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

1. Appropriate language and manners which demonstrate honesty, ethics, and respect for others shall be required.
2. Individual students shall not be permitted to have e-mail accounts. Only classes as a whole or teachers and administrators may be permitted to have an e-mail account. Only appropriate teacher or class messages shall be allowed.
3. No photographs, personal addresses, personal phone numbers, or last names will be permitted on the Internet. Only first names and last initials shall be used to identify students and/or faculty in photographs posted on the Internet. Schools must obtain parental permission prior to posting student photographs on the Internet. Pseudonyms, impersonations, and anonymity are not permitted.
4. Illegal activities, including copyright or contract violations shall not be permitted on the Internet.
5. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
6. Threatening, profane, harassing, or abusive language shall be forbidden.
7. Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.
8. No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
9. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
10. A student may not attempt to access any Internet resource without the prior consent of the teacher.
11. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
12. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.
13. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
14. Any subscription to list serves, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet. This shall apply to all personnel and students.

## SECURITY

Teachers and personnel who have computers in their charge shall be responsible for their security. Computers must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the system or the Internet.

The following are acceptable security measures:

- Locking the computer CPU with a key
- Locking the keyboard or computer in a cabinet or closet
- Locking the room housing the computer

Revised: August, 1999

Revised: May, 2002

Revised: March, 2011

Approved: May 3, 2011

Ref: La. Rev. Stat. Ann. §§[17:81](#), [17:100.7](#)  
Board minutes, 9-3-96, [5-7-02](#), [5-3-11](#)

Lincoln Parish School Board