

Union Parish Schools

Acceptable Use Policy for School Computer Systems and the Internet

Faculty Use

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FACULTY USE

Rationale:

_____ In an effort to provide faculty and staff the vast resources accessible through a computerized information resource system such as the Internet, the Union Parish School Board believes it is necessary for students to become aware of an acceptable use policy. The academic benefit of having access to resources from all over the world must be weighed against objectionable materials found on the Internet. In essence we must balance value with liability.

Accountability:

Faculty and staff use of these computers or the School Computer System (SCS) will be reserved for academic purposes only. All personnel using a school computer or a computer network located on school property, or computers accessing the Internet will be held accountable for its use. This includes but is not limited to:

- unauthorized use resulting in expenses to the school
- equipment damage
- use of unauthorized software
- privacy and copyrights
- tampering
- accessing obscene and objectionable materials
- sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; and
- 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 will 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 will not be under direct supervision but must abide by the policy as printed. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users is prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees and rates is strictly prohibited. Furthermore, the computer system will not be used for commercial, political, or religious purposes.

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.

Privacy and Copyrights

All personnel must adhere to the Copyright Law of the United States (P.L. 94-553) 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. Re-posting personal communications without the original author's prior consent is 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 newsgroups or listserves (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 may not be produced on board owned equipment or within board owned facilities.
- 2) Unlawful copies of copyrighted materials may 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

Avoid the knowing or inadvertent spread of computer viruses. "Computer viruses" are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, do not import files or programs from home or from unknown or disreputable sources. If you do obtain software or files from remote sources, follow proper procedures 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 is considered criminal activity under state and federal law. No software will be loaded without the permission of the administration.

Objectionable Materials

Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Avoid offensive or inflammatory speech. 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 you are the victim of a "flame", a harsh critical or abusive statement, 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 will not be allowed.

The SCS is to 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.

This policy may be amended by the school or the district level to include further restrictions in order to meet special needs provided that the 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 Union 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 to 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. 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. Any subscription to list serves, bulletin boards, or on-line services shall be approved by the superintendent or his 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.

No student shall be permitted to use the Internet unless a completed consent form signed by parents, the teacher, and the student is on file and current for the year.

Security

Teachers and personnel who have computers in their charge will 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