

ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE LAWRENCE COUNTY SCHOOL DISTRICT

USE OF INFORMATION TECHNOLOGIES

Students and employees are provided with opportunities to access a variety of information technologies. The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of Lawrence County Schools. Information technologies in Lawrence County Schools include all computers owned by the District as well as hardware, software, electronic data communication networks, modems, telephone lines, etc. associated with these systems. The guidelines in this policy apply not only to all students and employees of Lawrence County Schools but also to all other persons who may use or attempt to use an electronic communication resource owned by the District.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways consistent with the Mission Statement and instructional goals of the Lawrence County Schools.

All technology resources will be used in accordance with any and all District policies and procedures, as well as with local, state and federal laws and/or guidelines governing the usage of technology and its component parts.

All information technology resources, regardless of purchase date or location are subject to this policy.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

Users who submit to the School, as directed, a properly signed Policy and follow the Policy to which he or she has agreed will have computer network and Internet access during the course of the current school year only. Users will be asked to sign a new Policy each year during which they are students or employees of the School District before they are given an access account.

III. ACCEPTABLE USES

A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about

whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network.

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages, offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy, view, transmit or download pornographic materials or materials that encourage others to violate the law, intrude into the networks or computers of others, and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies), employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the Internet, upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism, participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others, don't impersonate another user.
4. Uses that are commercial transactions. Users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third

parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

A. General Warning; Individual Responsibility of Users. All users and students' parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Students should consult with their parents and teachers if they are unsure about whether or not a site is acceptable. Employees should consult with their supervisor or the technology office if unsure about the acceptability of a site. If a user finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of User and Student Information. Personally identifiable information concerning students and employees may not be disclosed or used in any way on the Internet without the permission of the legally appropriate persons. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2)

child pornography, or (3) harmful to minors. The School will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material which is illegal or inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

Network and Internet access is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are

taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or her/his parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

USER GUIDELINES

Any questions about these guidelines, their interpretation, or specific circumstances should be directed to district-level technology personnel or the superintendent's office.

Computer and Network Access

1. Users must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside Lawrence County Schools.
2. Students and employees of Lawrence County Schools must not attempt to modify technology resources, utilities and/or configurations or to breach any technology resource's security system.
3. Employees and students may not bring their own computers onto District property without written permission from the Superintendent and Technology Office. Employee and student owned computers used on District's property are subject to all terms and conditions of this policy
4. Employee and student owned computers may not be connected to the district's computer network for any reason, at any time, without written permission from the Superintendent or Technology Office. If permission is granted, employee and student owned computers may be subject to inspection for viruses or security

- threats prior to being allowed to connect to the network. Employee and student owned computers plugged into the District's network are subject to all terms and conditions of this policy, and once plugged into the network, owners of the computers agree to be legally responsible for any violation of the law or breach of security that results from the use of their computers through the district's network.
5. All wireless switches, routers or other devices must be approved by the District Technology Office prior to installation and use.
 6. The configuration of wireless devices will be performed only by technology office staff or technology office designees, and wireless configurations and uses must be approved by the technology office.
 7. BE PREPARED to be held accountable for your personal actions. Exemplary behavior is expected for all users at all times.
 8. DO notify a teacher (students) or the system administrator (staff) if materials that violate the school system's computer/internet policy or code of conduct are encountered.
 9. Do not use a computer or the Internet to hurt, harass, attack or harm other people or their work.
 10. Do not damage the computer or network in any way.
 11. Do not degrade the performance of the network through the posting of electronic chain letters or other useless information.
 12. Do not use the Internet for illegal activities (i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase of alcohol, gang activities, etc.).
 13. Do not install software or download unauthorized files, games, programs, or other electronic media.
 14. Do not violate copyright laws.
 15. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
 16. Do not share a password with another person.
 17. Do not reveal the personal address or phone number of anyone, including the user's.

18. Do not access other person's work, folders, or files without specific, verifiable permission from that person or the technology office or Superintendent.
19. Do not re-post non-academic personal communications without the original author's prior consent.
20. Students may not use school computers to access third party email such as Hot Mail, AOL Mail, etc. Staff members will be allowed access to third party mail at appropriate times.
21. Students may not download from the Internet except for class work and only with approval from a teacher.

Software

1. Duplication of any copyrighted software is prohibited unless specifically allowed for in a license agreement.
2. Backup copies of software shall only be made if allowed in the license agreement.
3. If a single copy of a given software program is purchased, it may only be used in one computer at a time. Multiple loading or loading the contents of one disk into multiple computers (1987 Statement on Software Copyright) is not allowed. If more than one copy of the software is needed, a site license, lab pack, or network version must be purchased.
4. Only district-level personnel or a local school designee shall sign license agreements for a school in the District or for the District itself. Any district-wide agreement that is signed will be distributed to all schools that will use that software by the appropriate persons.
5. Only district-level technology personnel may install software for use on the local area networks. Students and staff members are not authorized to install network software.
6. Software belonging to students, teachers or other individuals may not be loaded into computers without prior written authorization from district technology personnel.
7. Individuals are not authorized to make copies of any software or data without permission from their supervisor or technology office personnel.
8. Illegal copies of software may not be created or used on school equipment.

Email

1. Electronic mail capability among District users exists for the purpose of enhancing their communication in order to better perform tasks associated with their positions and assignments. Therefore, all users who have access to the District network shall adhere to the following guidelines when sending or receiving messages via electronic mail (e-mail).
2. Personal use of electronic mail is permitted as long as it does not violate Lawrence County Schools' policies and/or adversely affect others or the speed of the network,
3. Employee access to e-mail is for employee use in any educational and instructional business that he/she may conduct.
4. Electronic mail should reflect professional standards at all times.
5. Lawrence County Schools' e-mail accounts may not be used:
 - a. to transmit sensitive data;
 - b. to transmit advertising material (other than school-related advertisements);
 - c. to transmit inappropriate personal observations about the school system, its employees or students;
 - d. to transmit materials of a private nature including private, commercial, political or religious material;
 - e. to transmit content used to promote discrimination on the basis of race, color, national origin, age, marital status, gender, political affiliation, religion, disability, or sexual preference;
 - f. to transmit offensive text or pictures (e.g., pornography, racism, sexism, obscenities, insults, sarcasm); content that may be reasonably considered offensive, threatening, or intimidating; defamatory statements, rumors, and gossip about organizations or individuals;
 - g. to transmit solicitation of donations or subscriptions to political causes;
 - h. to attempt or successfully send anonymous messages; and
 - i. to acquire political or personal gain.
6. The following apply to the sending of mass e-mails:
 - a. Administrators and faculty in each school have the ability to mass email related activities, and are allowed at the discretion of the Principal.
 - b. Only Central Office Administrators, technology staff and school principals may distribute mass e-mail to the entire District, Mass emails to the District shall be limited to school-related topics
7. The need for student email accounts (for special projects) will be evaluated by the technology department at the request of the instructor.

8. Because all computer hardware and software belong to the Board of Education, users have no right to privacy with regard to e-mail communications stored or transmitted on school system computers/networks.
9. Confidentiality of e-mail communication cannot be assured. Such confidentiality may be compromised by applicability of law, or policy, including this policy, by unintended redistribution; or because of inadequacy of current technologies to protect against unauthorized access. E-mail correspondence may be a public record under the public records law and may be subject to public inspection. Users, therefore, should exercise extreme caution in using e-mail to communicate confidential sensitive matters.

Children's Internet Protection Act

To ensure compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act, Lawrence County Schools has implemented an Internet filter, on all computers with Internet access, which blocks adults and minors from accessing visual depictions that are obscene or that portray child pornography or that are harmful to minors. In addition, this filtering technology is intended to prevent access to other matter, which would be inappropriate for minors, including visual depictions and/or non-visual descriptive matter.

As set forth in more detail throughout this policy, it is also the intent of Lawrence County Schools to:

Monitor the online activities of minors for appropriate use

Prohibit the use by all students of direct electronic communications, except through such communication avenues provided by Lawrence County Schools

Prohibit unauthorized online access by students, including "hacking" and other unlawful activities

Prohibit the unauthorized disclosure, use and dissemination of personal identification information regarding minors and their guardians.

For Students

The Lawrence County School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and

Internet access may jeopardize the ability of all students to enjoy such access. While the Schools' teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

It is the responsibility of students and their parents or guardians to read and understand the terms and guidelines of this Policy. Upon reviewing, signing, and returning this Policy, students will be given the opportunity to enjoy Internet access at School and are agreeing to follow the Policy.

If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and her/his parents or guardians.

Please review this entire agreement regarding your computer, network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions.

If this Policy is violated, the student's access will be denied or withdrawn and he or she may be subject to additional disciplinary action.

For Employees

In order for the Lawrence County School District to be able to make its computer network and Internet access available, employees, as well as students, must take responsibility for appropriate and lawful use of this access. All users must understand that one user's misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access. While the District makes a reasonable effort to supervise use of network and Internet access, it must have user cooperation in exercising and promoting responsible use of this access. The following terms define appropriate and lawful use of network, Internet and computer access as it applies to employees of Lawrence County Schools. All Lawrence County School District employees are subject to the terms of this Network and Internet Acceptable use policy for the duration of their employment.

Terms:

- I. All network, Internet and computer hardware and content including servers, computers, removable media, peripherals, and the data contained on them, is the property of the Lawrence County School District. This includes, but is not limited to computer hardware of all types, web pages, email messages, internet usage logs, network usage logs, filtering software logs, virus logs, word processing documents, spreadsheets, databases, graphics and any other form of data.
- II. As owner, The Lawrence County School District reserves the right to establish and enforce policies and guidelines for employee and student use and to inspect the said equipment and data at any time to insure compliance with the terms of acceptable use.

III. Any violation of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property is subject to disciplinary action.

IV. Employees should use the networks, computers and Internet for work related and educational purposes only. If you have any doubt about whether a contemplated activity is appropriate, you may consult with the person(s) designated by the school to help you decide.

V. Employees may be subject to additional terms and conditions not listed in the policy at this time.

Please refer to the most recent Board Policy Manual for additions, changes or clarification of these terms.

Legal References: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h],[i]) Elementary and
Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

STUDENT'S AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the Lawrence County School District's computer network and the Internet, I understand and agree that my access privilege maybe revoked and School disciplinary action may be taken against me.

Student name (PRINT CLEARLY) Home phone

Student signature Date

Address

User (place an "X" in the correct blank): I am 18 or older _____ I am under 18 _____

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

PARENT'S OR GUARDIAN'S AGREEMENT

Student's name

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the Lawrence County School District's Acceptable Use and Internet Safety Policy for the student's access to the Lawrence County School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the Lawrence County School District and the Data Acquisition Site that provides the opportunity to the Lawrence County School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building approved account to access the School District's computer network and the Internet.

Parent or Guardian name(s) (PRINT CLEARLY) Home phone

Parent or Guardian signature(s) Date

Address

EMPLOYEE AGREEMENT

Every employee must read and sign below:

I have read, understand and agree to abide by the terms of this Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the Lawrence County School District's computer network and the Internet, I understand and agree that my access privilege maybe revoked and disciplinary action may be taken against me.

Employee Name (PRINT CLEARLY)

Employee Signature

School / Office and Date