

## Calcasieu Parish School Board Acceptable Use Policy for Internet and District Network Resources

Internet access is available to students, employees and guests in the Calcasieu Parish School System. System e-mail accounts are only available to employees. The School Board is very pleased to bring this access, and believes that the Internet offers vast, diverse, and unique educational resources to all participants.

The Internet is an “electronic highway” connecting billions of computers and individual subscribers all over the world. The School Board’s goal in providing this service to students is to enhance innovative education for students through access to unique resources and collaborations. Furthermore, employees and guests will improve learning and teaching through research, teacher training, communication, collaboration, and dissemination of successful educational practices, methods, and materials.

*Terms and Conditions* in a user’s agreement are provided so that Internet users are aware of the responsibilities they will assume when using this Calcasieu Parish School Board (CPSB) resource. Responsibilities include efficient, ethical, and legal utilization of the network resources. All users, including students, employees, or any other users of School Board computers, hardware, and Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

Each user shall sign an *Internet and District Network Resources Contract* which shall be legally binding and indicates that he/she has read the *Terms and Conditions* carefully and agrees to abide by them.

The School Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized 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 1,000, for legitimate scientific or educational purposes approved by the School Board.

Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

In addition, the School Board, in conjunction with local law enforcement agencies, shall develop and distribute age and grade appropriate information to each student regarding Internet and cell phone safety and online content that is a threat to school safety. The information shall include the following:

- Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform.
- Visual examples of possible threats.
- The process for reporting potential threats, which shall be in accordance with the procedures referenced in policy *EBBB, School and Student Safety*.

Such information shall be either distributed to or explained to students and school personnel at the beginning of each school year and shall be posted on an easily accessible page of the School Board’s website and the website of each school.

If information reported to a school is deemed a potential threat to school safety, the school shall present the written form and any further evidence to local law enforcement.

## **TERMS AND CONDITIONS**

### **1. Personal Safety and Privacy**

- A. Users will not publish online any personal contact information (e.g., address, phone number) about themselves or any other person on any CPSB webpage. Calcasieu Parish School Board home pages will use Calcasieu Parish School Board phone numbers and cpsb.org e-mail addresses. Personal photos and work can be published if a signed district release form is on file.
- B. Users will not agree to meet with someone they have met online without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.
- C. It is expected that all students will be appropriately supervised and monitored during any online activities to ensure proper use.

### **2. Illegal Activities**

- A. Users will not attempt to gain unauthorized access to the network, any computer system or another person's account or files.
- B. Users will not intentionally attempt to disrupt or intentionally disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- C. Users will not engage in any illegal acts, such as selling drugs, engaging in criminal gang activity or threatening the safety of a person or persons, etc.
- D. Users will not attempt to impersonate another individual or organization using CPSB network or other technology resources for any reason (ie. "phishing").

### **3. Security**

- A. Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should users give their password to another person nor post the password in written form where it can be easily seen by others.
- B. Users will log off or lock their personal accounts when away from the computer for more than a few moments to prevent unauthorized access.
- C. Users will immediately notify school authorities if they have identified a possible security problem. However, testing or purposely looking for possible security problems may be considered as an illegal attempt to gain access. Any security concerns should be addressed to the CPSB Tech Support Center.
- D. Users will avoid the spread of computer viruses by installing and maintaining up-to-date antivirus software provided by the district. The user may not remove, disable or replace the district antivirus software solution for any reason.
- E. Users will only use memory storage devices (ie. disks, CDs, pen drives, etc.) that have been scanned and found to be free of viruses.
- F. Users will not download and install unnecessary programs from the Internet since most of this installs "spyware/malware" on the computer and hinders the performance of the computer (i.e. Toolbar helpers, e-mail add-ons, screen savers, search engine assistants, pop-up blockers, etc.).
- G. Users should be aware that the CPSB network, Internet use and system e-mail is maintained and regularly monitored for inappropriate use. If any misuse is detected by the staff, appropriate action will be taken against the person or persons involved.
- H. Users are not allowed to install software to capture or monitor the computer activity of other users on the network or network traffic. Only authorized CPSB tech support staff is permitted to do this in the course of administering the network.

**4. Network**

- A. All computers are to be setup and maintained with connection to the CPSB domain for network administration and security. Removing a computer from the CPSB domain without the permission of a CPSB tech support staff member will be considered an act to circumvent district network security and is strictly prohibited.
- B. All wireless devices on the CPSB network will be setup using official CPSB wireless policies. All wireless devices purchased must be equipment approved by the network department. No unauthorized wireless devices will be attached to the CPSB network and doing so will be considered a network security breach and dealt with accordingly.
- C. Network bandwidth is a limited resource of which must be conserved to serve all of the network needs of the district. Users must understand that listening to online radio stations, viewing non-educational streaming video sites, and downloading very large files, etc. will be considered a misuse of this limited resource.
- D. Important information regarding the CPSB network will be sent out to all employees from time to time during the year addressed from the e-mail account “tech.support@cpsb.org.” It is the responsibility of all employees to open and read all e-mails from this account and then act accordingly. Excuses such as “not reading” or deleting the messages from this account will not be acceptable.

**5. Inappropriate Language/Content**

- A. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional, or disrespectful language. This includes personal attacks or harassment of another person.
- B. Users will not circumvent district content filters using any means in order to access inappropriate content as listed above.

**6. Resource Limits**

- A. Users will use the system e-mail, Internet and network resources only for educational and professional development activities. Personal use of these resources is strongly discouraged.
- B. Users will not post or forward e-mail “chain letters” or send annoying or unnecessary messages to others.
- C. Users will not use district e-mail to mass e-mail and “spam” any users (internal and external) with unauthorized communications or solicitations.
- D. Users will subscribe only to high-quality discussion group mail lists that are relevant to educational or professional development activities and not subscribe others without their consent.

**7. Access and Use of Materials**

- A. Users will not take the ideas or writings of others and present them as if they were their own.
- B. Users will respect copyrighted materials and other intellectual property. Users may not duplicate, copy or distribute electronic resources without the appropriate permissions, documentations or citations.
- C. Users will immediately report to school authorities any website they access with inappropriate content.

**8. Consequences of Misuse**

- A. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of privileges and/or other disciplinary action as deemed appropriate by administration, faculty, and staff.
- B. Users should expect no privacy of the contents of personal files and e-mail on the district system. Messages relating to, or in the support of, illegal activities must be reported to the authorities.
- C. The Calcasieu Parish School Board allows for the suspension of network services and email for the inappropriate or illegal use of the Internet or email by students and employees. Other disciplinary action may also be warranted.

- D. Misuse of the system can result in possible legal action and/or prosecution, and will require restitution for costs associated with system restoration, hardware, or software costs.
- E. Users bringing illegal and/or inappropriate materials into the system's electronic environment will be subject to disciplinary action.

**DISCLAIMER**

The School Board's system is provided on an "as is, as available" basis. The School Board does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The School Board uses a variety of vendor-supplied hardware and software. Therefore, the School Board does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the School Board warrant that the system will be uninterrupted or error-free, nor that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the School Board.

The School Board will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the School Board's computer systems and networks.