

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

Introduction

Internet access is available to students, employees and guests in the Calcasieu Parish School System. We are very pleased to bring this access, and we believe 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. Our 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 are provided so that Internet users are aware of the responsibilities they will assume when using this CPSB resource. Responsibilities include efficient, ethical, and legal utilization of the network resources. The user's signature on the attached contract is legally binding and indicates that he/she has read the *Terms and Conditions* carefully and agrees to abide by them.

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 email 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.

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 alter / destroy data by spreading computer viruses or by any other means.
- c. Users will not engage in any illegal activity, such as, but not limited to, illegal drug activity, fraud, 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 account 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 ensuring that their district computer has 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 not download and install unnecessary programs from the Internet since most of this installs “spyware” on the computer and hinders the performance of the computer (ie. Toolbar helpers, email add-ons, screen savers, search engine assistants, pop-up blockers,

- etc.).
- f. Users should be aware that the CPSB network, Internet use and system email is maintained and regularly monitored for inappropriate use. If any misuse is detected by the staff, appropriate disciplinary action will be taken against the person or persons involved.
 - g. 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. Non-CPSB devices (ie. personal devices) are not eligible to be setup on or use CPSB wireless or wired network resources.
- d. 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 the use of rich Internet content (ie. listening to streaming audio, viewing streaming video sites, and downloading extremely large files, etc.) should not be abused where it impacts network use by others.
- e. Important information regarding the CPSB network will be sent out to all employees from time to time during the year addressed from the email account “tech.help@cpsb.org.” It is the responsibility of all employees to open and read all emails 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 Content

- a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional, or disrespectful language in any electronic form using the CPSB network. This includes personal attacks or harassment of another person.
- b. Users will not use the CPSB network to access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional or disrespectful content in any electronic form including audio, images, video and text.
- c. 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 email, Internet and network resources only for educational and professional development activities. Personal use of these resources is prohibited. This includes using district network resources for personal monetary gain such as operating a personal business.
- b. Users will not post or forward email “chain letters”, jokes, or send annoying or unnecessary messages to others.
- c. Users will not use district email to mass email and “spam” any users (internal and external) with unauthorized communications or solicitations.
- d. Users will subscribe only to high-quality discussion groups and information feeds that are relevant to educational or professional development activities. Users will not subscribe others to such services 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 information on district computers and email on the district system. Messages relating to, or in the support of, illegal activities must and will 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 District's system is provided on an "as is, as available" basis. The District 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 District uses a variety of vendor-supplied hardware and software. Therefore, the District 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 District 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 District.

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

Employee/Guest Internet and District Network Resources Contract

I have read the Calcasieu Parish School Board Internet and District Network Resources Terms and Conditions. I hereby agree to abide by those standards, restrictions, and obligations. I understand that I am responsible for the appropriate use of any CPSB electronic devices under my supervision and the content on those devices. As an employee, I agree to instruct the students on acceptable, appropriate, safe, fair and legal use of the Internet and District Network Resources and proper Internet etiquette. I agree to use reasonable care to supervise and protect the students.

Employee/Guest Name (please print): _____

Employee/Guest Signature: _____

Date: _____

Student Internet and District Network Resources Contract
Please return only this page to your assigned teacher

Last Name: _____ First Name: _____

Student ID Number: _____

STUDENT CONTRACT AGREEMENT AND APPLICATION FOR CALCASIEU PARISH SCHOOL BOARD INTERNET AND DISTRICT NETWORK ACCESS

Directions: After reading the Calcasieu Parish School Board Internet and District Network Resources Terms and Conditions, please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian on the Parent Contract is also required.

I have read the Calcasieu Parish School Board Internet and District Network Resources Terms and Conditions. I understand and will abide by the stated *Terms and Conditions*. I further understand that violation of the *Terms and Conditions* is unethical and illegal. Should I commit any violation, my access privileges may be revoked and/or school disciplinary action or other appropriate action may be taken.

User Signature: _____

Date: _____

Parent Internet and District Network Resources Contract

As the parent or guardian of this student, I have read the *Terms and Conditions* of the Acceptable Use Policy. I understand that this access is designed for educational purposes and Calcasieu Parish School Board has taken available precautions to monitor safe and appropriate student access.

However, I also recognize it is impossible for Calcasieu Parish School System to restrict access to all controversial materials. I will not hold the Calcasieu Parish School System responsible for materials acquired on the network. I understand that my child will be held responsible for any disregard of the Acceptable Use Policy. I hereby give permission for my child to have school use of the Internet and District Network Resources.

Domiciliary Parent or Guardian (please print):

Signature: _____

Date: _____

Daytime Phone: _____ Evening Phone: _____