

DISTRICT TECHNOLOGY SYSTEMS AND NETWORKS USE FOR ADMINISTRATORS, TEACHERS, AND OTHER EMPLOYEES

St. John the Baptist Parish Public Schools Technology Acceptable Use Procedures

I. DEFINITION

- A. In general, the district's technology includes hardware, software, video and subscription services. Specifically, the district's technology includes, but is not limited to: computers (and related equipment/attachments), monitors, printers, scanners, network devices, network access, portable computers, digital cameras, flex cameras, video cameras, electronic microscopes, probes, global positioning systems, phones, PDAs, scan converters, projectors, amplifiers, TVs, VCRs, DVD players, MP3 players, uninterruptible power supplies, surge protectors, operating systems, applications, streaming video, DVD videos and services (local/subscription services).
- B. Consumables include, but not limited to: ink cartridges, mouse pads, paper, transparencies, cleaning supplies, pen drives, zip disks, blank CDs, and blank DVDs.
- C. Personal devices are defined as privately owned wireless and/or portable electronic handheld devices that include, but is not limited to, smart technologies, portable internet devices, PDAs, etc.

II. PURPOSE

- A. The purpose of these procedures is to provide guidelines for acceptable and safe access to technology.
- B. In keeping with the district's mission, to provide premium technology and support to aid in the student learning process in order to increase student achievement and produce life-long learners who are able to succeed in an information society.
- C. Providing access to technology must be in support of education and research which is consistent with the educational objectives of the St. John the Baptist Parish School District.

III. USE OF SYSTEM

- A. The use of technology is a privilege **not a right**. Ensuring its proper use is the joint responsibility of teachers, students, parents, and employees.
- B. It is imperative that users conduct themselves in a responsible ethical and polite manner while using the network.
- C. **FAILURE TO ADHERE TO THE NETWORK RULES WILL RESULT IN SUSPENSION OR REVOCATION OF THE USER'S ACCOUNT BY THE SYSTEM ADMINISTRATOR. IN ADDITION, DISCIPLINARY ACTIONS WILL BE TAKEN THAT COULD RESULT IN SUSPENSION OR POSSIBLE TERMINATION OF EMPLOYMENT. INFORMATION ABOUT ANY ILLEGAL ACTIVITY WILL BE REPORTED TO THE APPROPRIATE LAW ENFORCEMENT AGENCY.**

IV. ACCEPTABLE USES

- A. Acceptable uses are those which **support teaching, learning and job performance** are consistent with the guiding documents of St. John the Baptist Parish Schools by:
 - 1. protecting your password in order to insure personal security and that of the district's technology
 - 2. communicating with others using respectful language,
 - 3. respecting the privacy and property of other users,
 - 4. treating technology with care
 - 5. utilizing the district provided network during the school work day as authorized by administration,
 - 6. using technology as directed by the St. John the Baptist Parish School District,

V. UNACCEPTABLE USE

- A. The following uses of technology or accounts are considered unacceptable:
1. revealing your ID and password to others (i.e. students/coworkers) or sharing access to another person's ID and password;
 2. accessing, by any means (i.e. internet, email any device) displaying or sending messages and materials that use language or images that are inappropriate (e.g. obscene, threatening, disrespectful) in the educational setting or disruptive to the educational process;
 3. accessing or processing pornographic material, and inappropriate files via any electronic means;
 4. chat rooms, social networking sites or other electronic communication is prohibited unless facilitated by teacher/administrator for instructional purposes only;
 5. unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture (cyber-bullying);
 6. reposting personal communications without the author's prior consent;
 7. copying or distributing copyrighted materials which is protected by federal copyright laws on to school/district systems;
 8. downloading and uploading of pirated or illegal software in violation of copyright law or discussion of such item;
 9. *placing unlawful information on the district's technology systems;*
 10. tampering with, damaging, or modifying computers, computer software, hardware, or wiring;
 11. taking any action to jeopardize or violate the school district's technology systems security;
 12. using the network for financial gain or illegal activity;
 13. using the network for personal and private business;
 14. using the network for product advertisement or political lobbying;
 15. disregarding established safeguards of technology in order to comply with the Children's Internet Protection Act and Louisiana R.S.17:100.6;
 16. using the school district system or personal devices in such a way as to disrupt the use of the system by others;
 17. violating privacy rights by providing home address, telephone number or other personal information about students or other employees;
 18. wasting consumables and/or resources (e.g. paper, ink, storage devices, bandwidth);
 19. spreading computer viruses;
 20. installing or running a program which damages or places an excessive load on the districts technology (i.e. copying music or video files not associated with an instructional assignment/job performance);
 21. using fake names or pseudonyms;
 22. using technology to gain unauthorized access to information resources or **accessing, changing, deleting, or damaging** another person's materials, information or files;
 23. using technology illegally or in any ways that violate district policy, local, state, or federal laws and statutes.

VI. FILTERING

- A. St. John the Baptist Parish Public Schools, in compliance with the Children's Internet Protection Act and as stated in Louisiana R.S.17:100.6, will use its best efforts to prevent access to "harmful material the character of which is such that it is reasonably believed to be obscene or child pornography, conducive to the creation of a hostile or dangerous school environment, pervasively vulgar, excessively violent, or sexually harassing in the school environment all as defined by any applicable state or federal laws."

- B. The district will use its best efforts to restrict usage of the Internet to areas of educational value.
- C. It should be understood that no matter how much supervision and monitoring St. John the Baptist Parish Schools provides, there will always be the possibility of a user coming into contact with inappropriate material.

VII. TECHNOLOGY EDUCATION

- A. St. John the Baptist Parish Public Schools will educate all students about appropriate online behavior, including interaction with other individuals on social networking websites, in chat rooms and cyber bullying awareness and response.

VIII. PRIVACY

- A. The district's technology systems and networks are the property of the St. John the Baptist Parish Public Schools.
- B. ***Users have no explicit or implicit expectation of privacy. St. John the Baptist Parish School Board retains the right to monitor the content of all activities on SJBPS systems and networks and access any computer files without prior knowledge or consent of users, senders or recipients. St. John the Baptist Parish School Board may retain copies of any network traffic, computer files or messages indefinitely without prior knowledge or consent.***
- C. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

- A. The system is provided on an "as is, as available" basis.
- B. St. John the Baptist Parish Public Schools will not be responsible for any loss, damage, or unavailability of data stored on school district storage devices, or for delays, changes, or interruptions of email or Internet services, regardless of the cause.
- C. The school district will not be responsible for financial obligations arising through inappropriate use of the district's technology.
- D. The school district is **NOT** responsible for damages to, loss of, or theft of personal devices.
- E. St. John the Baptist Parish Schools will **NOT** provide technical support for personal devices.

X. CANCELLATION

The use of St. John the Baptist Parish Schools Network is a ***PRIVILEGE, not a right***, and inappropriate use will result in a cancellation of the privilege. The Technology Coordinator will deem what is inappropriate use; as in accordance with acceptable procedures. The Technology Coordinator may close any account that is not used for an extended period of time or an account whose owner is no longer a teacher or administrator in a St. John the Baptist Parish Public School.

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I understand and will abide by the terms and conditions for an account on the St. John the Baptist Parish Public School Network. I further understand that:

- **Any violation of the regulations is unethical and may constitute a criminal offense. Illegal activities will be reported to the appropriate law enforcement agency.**
- **Should I commit any violation my access privileges may be revoked.**
- **Should I commit any violation, I will be subject to disciplinary actions that may result in suspension of employment and/or termination.**

MANDATORY

Please complete the required information and **return this form to your supervisor.**

(This copy will be filed in the employee's permanent personnel file.)

Date: _____

PRINT NAME: _____

SIGNATURE: _____

SCHOOL OR DEPARTMENT: _____

POSITION: _____