

COMPUTER AND INTERNET USE

The St. Landry Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer **and electronic** usage and files for compliance to all regulations and/or procedures.

In compliance with the *Children's Internet Protection Act*, The School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. The 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 strictly 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 Board.

It shall be the policy of the St. Landry Parish School Board that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the student/employee, or other appropriate disciplinary action. The School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision.

Students may use the Internet only if under the direct supervision of a teacher or other professional designated by the teacher.

USE OF INTERNET REGULATIONS

The School Board provides access to the Internet to students, teachers, staff and administrators. The Board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Appropriate access

is the shared responsibility of the school, the student, and the family. Parents and guardians are responsible for agreements their children make or actions they take and for setting and conveying the standards their children should follow when using any media or information service. Students are responsible for appropriate use of all electronic devices, both current and emerging. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. Educational Purpose

- a. Computer, **electronic devices** and Internet use has been established for educational purposes **only**. This includes classroom activities, educational research, and career development directly related to school assignments and extracurricular projects supervised by school faculty.
- b. Users may not use the network in a way that would disrupt the use of the network by other users. This includes but is not limited to downloading huge files during prime time, sending mass E-mail messages, or installation of unapproved software.
- c. Product advertising, political lobbying or sending messages involving illegal activities shall not be permitted. However, users may use the system to communicate with elected representatives.

2. Etiquette

E-mail, Blackboard, and communication of any kind should be used for legitimate and responsible communication only.

- a. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required at all times.
- b. Threatening, profane, abusive, lewd, vulgar, rude or disrespectful messages shall not be tolerated.
- c. Invading the privacy of another user, or using their account, shall not be tolerated.
- d. Harassment is persistently acting in a manner that distresses or annoys another person. Users shall not send unwanted messages to others.

- e. Users must respect the privacy of others. Messages that are sent privately are not to be reposted without the permission of the sender and users should not reveal personal information about colleagues or students on the internet or E-mail.
- f. Sending or posting anonymous messages shall be forbidden.
- g. Sending chain E-mails or spam messages shall be forbidden.

3. System Security

Security on any school system is a high priority, especially when many users are on the system.

- a. Users are responsible for their accounts and should take all reasonable precautions to prevent others from using their accounts. Passwords shall not be shared with others.
- b. No user shall be permitted to up load or create a computer virus on the Internet of any networking system.
- c. When a security problem is detected, it shall be reported immediately to the appropriate person. The problem shall not be demonstrated to other users.
- d. Gaining unauthorized access to files, programs, or resources shall be prohibited. Users should access only those areas that belong to them or which they have been granted permission to use.
- e. Attempts to remove, modify, or bypass filters or security systems designed to prevent access to inappropriate materials shall be forbidden. Such violations shall result in cancellation of computer use privileges and mandatory suspension from school.
- f. No activities shall be allowed which may damage or interrupt equipment or any networking system. Any attempt to harm, alter or destroy any network by spreading computer viruses or any other means shall be forbidden.

4. Inappropriate Access to Material

- a. The network shall not be used to access or process pornographic material or inappropriate text files, engage in illegal acts or access

material that promotes illegal acts or violence or discrimination towards other people.

- b. Transmission of any materials in violation of any U.S. or state regulation shall not be permitted. This includes, but is not limited to, copyrighted software, music, videos or other materials protected by trade organization.
 - c. Users should not reproduce works that are protected by a copyright.
 - d. The illegal installation of copyrighted software is forbidden.
5. Student Internet Access
- a. All students may have access to the World Wide Web through classrooms, computer laboratories, and school libraries if a signed **Technology User Agreement** is on record. **The student and parent/guardian(s) signature(s) shall be legally binding on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.**
 - b. Students may not access E-mail, chat rooms, forums, blogs, instant messaging, or any other programs that permit personal conversation or messages. However, students may have E-mail access in special circumstances with district and parental approval. E-mail is not guaranteed to be private on the Internet.
 - c. Students shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
 - d. Students shall not plagiarize works found on the Internet.
 - e. Teachers and administrators have the right and responsibility to monitor ALL student activity using the network and other technology resources.
 - f. **Personal or student information protected by the Family Education Rights and Privacy Act shall not be disseminated on or through the School Board's technology systems and networks, including but not limited to the Internet.**
 - g. Personal addresses, personal phone numbers, or last names shall not be permitted in student use of the Internet.

- h. Student photographs may only be published with parental permission.

6. Additional Regulations

- a. The SLPSB provides E-mail accounts for its employees and does not warrant access to other E-mail services or messaging services. E-mail of any kind is not guaranteed to be private. Authorized personnel who operate the system shall have authority to access E-mail on any School Board network or computer. Inappropriate messages **must** be reported to school authorities.
- b. All hardware and software purchases and installations shall be approved by the district. Hardware or software shall not be destroyed, modified, or abused in any way.
- c. All technology hardware and software resources purchased by the district are the property of the St. Landry Parish School Board and are loaned to the students and faculty for their use.
- d. Files stored on district computers and servers should be limited to those relating to school courses or activities.
- e. Any subscriptions to list servers, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.

7. Consequences of Misuse

- a. The use of technology is a privilege, not a right. Inappropriate use may result in consequences for the user. Violations of the St. Landry Parish School Board **Computer and Internet Use (File: EFA) and the Electronic Communications Between Employees and Students (File: GAMIA)** policies may result in the loss of privileges, as well as additional disciplinary action as determined at the building and/or classroom level. When appropriate, law enforcement agencies may be involved.

8. Parental Responsibility

Parents/guardians must sign the *Technology User Agreement* in order for their child to be permitted use of school computers and access to the

Internet. Forms not completed by the parent/guardian/guardian shall result in the child not being able to participate in classroom activities involving technology integration.

9. **System Employees and Electronic Communications**

In accordance with Act 214 of the 2009 Regular Session all system employees shall adhere to policies, procedures and practices related to electronic communication by an employee at a school to a student enrolled in that school. Electronic communications includes, but is not limited to voice and/or text-based telecommunications devices, computers, and Internet-based social networks.

- All electronic communication by an employee at a school to a student enrolled at that school relative to educational services provided to a student shall use a means provided by or otherwise made available by the school system for educational purposes;**
- System employees are prohibited from using such system to electronically communicate with a student for a purpose not related to such educational services except for communication with an immediate family member if such communication is specifically authorized by school board policy;**
- Records of reported communication shall be maintained by the school board for a period of at least one year;**
- It is the duty of system employees to comply with the policies, procedures and practices as stated and that failure to comply may result in disciplinary action, and in extreme circumstances may constitute willful neglect of duty;**
- Violation of policies, procedures and practices may include, but not be limited to, termination of employment in accordance with state law;**

Procedures for dealing with infractions to this policy will follow those outlined in existing school board policies, i.e., Files JCAA and JD.

All employees of the St. Landry Parish school system must complete the ***Technology User Agreement*** upon employment. This agreement shall be kept in the employee's personnel folder for the duration of employment.

No one shall be permitted to use the Internet unless a completed ***Technology User Agreement*** has been submitted to the Superintendent or his designee.

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Ref: La. Rev. Stat. Ann. 17:81, 17:100.6.

Ref: LA Rev. Stat. Act 214, 2009 Regular Session