

Grant Parish School Board

Technology Acceptable Use Policy (AUP)

The Grant 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 usage and files for compliance to all regulations and/or procedures.

Technology, particularly Internet access, is available to students and employees in the Grant Parish School System. We are very pleased to bring access to these resources to our school system. Technology offers vast, diverse, and unique resources to students, teachers, and administrators.

Our goal in providing these resources to our students is to enhance innovative education for students through access to unique resources and collaborations. Furthermore, teachers will improve learning and teaching through research, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials.

Guidelines are provided so that the technology users are aware of the responsibilities they are about to assume. Responsibilities include appropriate, efficient, ethical, and legal utilization of network resources. The student's and parent's or guardian's signatures on the first page of the Grant Parish School Board Handbook and the contract below is binding and indicates that he/she has read the terms and conditions carefully and understands their significance. In addition, ALL employees must sign and adhere to the provisions of this acceptable use policy on a yearly basis. These should be kept on file at each school or office.

TERMS AND CONDITIONS

1. Acceptable Use - Technology resources in our school system shall **ONLY** be used to support teaching and learning. By providing access to unique resources and opportunities for collaborative work, technology can enhance student performance.

2. Privileges - The use of technology is a privilege, not a right, and therefore inappropriate use may result in the cancellation of those privileges and disciplinary actions.

3. Acquisition of Technology - ALL hardware and software purchases and installations shall be pre-approved by the GPSB Technology Department. All technology hardware and software resources purchased by GPSB are the property of the Grant Parish School System and are loaned to students and faculty for their use.

4. Appropriate Network Usage - Users are expected to abide by the Grant Parish School System rules of network etiquette. These include, but are not limited to the following:

- a. Be polite; do not send abusive, threatening, bullying, intimidating and/or harassing messages to others.
- b. Use appropriate language.
- c. Disclosure or distributing of confidential information is prohibited.
- d. Hardware or software shall not be destroyed, modified, or abused in any way.
- e. Do not use the network in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass E-mail messages, installation of unapproved software, or annoying other users using chat, talk, or write functions). The network should be used only for research, information gathering, and academic practice directly related to school assignments and extracurricular projects supervised by school faculty.
- f. The network is NOT designed to be used as a radio or television for the classroom. Any such use should be DIRECTLY related to instruction. All streaming media not directly related to instruction is prohibited, including Internet radio and TV.
- g. Malicious use of the network to develop programs that harass other users or infiltrate a computer, computing system, or network is prohibited. Use of the network to damage the software components of a computer or computing system is prohibited.

- h. Using the network for commercial purposes, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.
- i. Use of the network to access or process pornographic materials, inappropriate text files, and files dangerous to any individual or group is prohibited.
- j. Network use for product advertisement, political lobbying, or illegal activities is strictly prohibited.
- k. Understand that Grant Parish School Board makes no warranties of any kind, whether implied or expressed, for the service it is providing. Grant Parish School Board cannot be held responsible for any damages suffered by user as a result of any occurrence relating to the computer network. This includes loss of data from delays, non-deliveries, mis-deliveries, or interruptions caused by Board negligence or user errors or omissions. Grant Parish School Board specifically denies any responsibility for the accuracy or quality of any material or information obtained through its services and that the use of any information obtained from the Internet or the District network is at the user's own risk.

5. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the school administrator who will notify the GPSB Technology Department. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer users may be denied access to technology resources.

- a. Do not reveal personal addresses or phone numbers of students or colleagues.
- b. Gaining unauthorized access to resources or entities is prohibited. Students should access only those files that belong to them or which they have been granted permission to use by faculty.
- c. Files stored on district computers and servers should be limited to those relating to formal school courses or activities.
- d. Using the account or password of another user or allowing others to use your account or password is strictly prohibited. Distribution of passwords by other than designated staff is forbidden. Under no condition should users give their password to another person nor post the password in written form where it can easily be seen by others.
- e. Users will log off or lock their personal accounts when they step away from the computer for more than a few moments to prevent unauthorized access.
- f. Bypassing Filters or Security Systems - Attempts to remove, modify, or circumvent measures installed to prevent access to objectionable materials, or prohibited resources is forbidden. Such violations shall result in cancellation of computer use privileges and suspension from school.
- g. Students using proxy services to by-pass or circumvent internet filtering are in violation of the intent of this Acceptable Use Policy and will be dealt with as such by the principal of the school. This violation will result in IMMEDIATE loss of access and suspension from school.

6. E-mail - Electronic Mail (e-mail) is not guaranteed to be private. GPSB Technology Department personnel who operate the system have access to all mail. Messages relating to or in support of illegal activities must be reported to authorities.

- a. GPSB provides email accounts for its employees and does not warrant access to other email services or messaging services. Grant Parish Schools' email accounts are to be used for professional correspondence.
- b. Users will not post or forward email "chain letters" 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. E-mail, chat, and instant messaging of any form should be used for legitimate and responsible communication only. Use of any of these technologies for commercial purposes, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.
- e. Hate mail, including statements that bully, threaten, intimidate and harass, discriminatory remarks, cursing, and other anti-social behaviors are prohibited.

7. Use of Electronic Devices

- a. Student cell phones - Should cell phones be seen, used or heard for **any** purpose during the regular school day, student will receive consequences according to the discipline policy at the discretion of the administrator.

- b. The use of all recording devices of any kind, including but not limited to all kinds of cameras, video recorders, audio recorders, etc. except for instructional purposes or GPSB official business is strictly prohibited.
- c. Should a student utilize the internet, cameras, cell phones, MP3s, "IPODS" or any of the above mentioned technologies to communicate with students or staff using off campus resources that subsequently cause "material disruption" at school, he/she will be disciplined in accordance with the parish discipline plan.

8. Violating Copyright Laws

- a. The illegal installation of copyrighted software for use on district computers is prohibited.
- b. Transmission of any materials in violations of any U.S. or state regulation is prohibited. This includes - but is not limited to - copyrighted software, music, videos, and other materials protected by trade institutions.

9. Vandalism – Vandalism will result in cancellation of privileges and/or other disciplinary actions. Vandalism related to technology is defined as any malicious attempt to harm or destroy the equipment or data of another user, LAN, WAN, or other networks that are connected to the GPSB network. This includes, but is not limited to, the uploading or creation of computer viruses.

10. Consequences of Misuse –

- a. According to the Grant Parish School Board Policy Manual, school principals shall discipline any user who accesses, sends, receives, or configures electronically any profane, threatening, bullying, intimidating, harassing, pornographic and/or obscene language or pictures.
- b. The use of off campus resources including web pages, social networking sites, or Web 2.0 sites that subsequently cause "material disruption" at school is prohibited and the responsible student will be disciplined in accordance with the parish assertive discipline plan.
- c. Any individual failing to follow the "Terms and Conditions" of this Acceptable Use Policy is subject to appropriate disciplinary measures as determined by school administrators and/or the GPSB Technology Department.

11. Monitoring – Teachers agree to instruct the students on acceptable technology use and monitor all student technology use to insure student compliance with this policy. Students agree that teachers and administrators have the right to monitor ALL student activity using the network and other technology resources.