

Bogalusa City Schools Acceptable Use Policy for Internet Use

Introduction

Internet access is available to students and employees in the Bogalusa City School System. The system is pleased to bring this access, and believes that the Internet offers vast, diverse, and unique educational resources to students, teachers, and administrators.

The Internet is an electronic highway connecting millions of computers and individual subscribers all over the world. Our goal in providing this service to students and teachers is to enhance innovative education for students through access to vast resources. These resources will improve learning and teaching through research, professional development, 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 are about to assume. 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 post personal contact information about themselves or any other people. Personal contact information includes home address, phone number, home email address, school address, work address, etc.
- b. Personal photos and work can be published only if a signed district release form is on file.
- c. Users will not physically meet or 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 any computer system or another person's account or files.
- b. Users will not intentionally attempt to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- c. Users will not engage in any other illegal act, such as drug sales, engaging in criminal gang activity, threatening the safety of a person or person's, etc.
- d. Users will not attempt to defeat or circumvent the Internet filtering system to obtain inappropriate material.

3. **Security**

- a. Users are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should users give their password to another person.
- b. Users will immediately notify school authorities if they have identified a possible security problem. Looking for security problems may be construed as an illegal attempt to gain access.
- c. Users will not attempt to gain unauthorized access to the network or attempt to access another person's files.
- d. Users will avoid the spread of computer viruses by obtaining written permission from central office for file transfers and downloading of software or files.
- e. Users will only be permitted to use school assigned email addresses and messaging systems.
- f. External email addresses and other instant messaging systems will not be permitted.
- g. Users will only use disks or usb flash drives that have been scanned and found to be free of viruses.

- h. All personal technologies (i.e. laptops, cameras, usb flash drives, external devices) not purchased by the Bogalusa City School System must be approved by the district technology coordinator before being brought on campus.

4. Inappropriate Language

- a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. This includes personal attacks or harassment of another person.
- b. Users will not post information that could cause damage, pose a danger or disruption, or incite confusion or panic.
- c. Users will not post false or defamatory information about a person or organization.

5. Inappropriate Material

- a. Students/employees shall not use the network to access material that is profane or obscene (pornography), advocates the use of illegal drugs, advocates illegal or dangerous acts, or advocates violence or discrimination toward other people. A special exception may be made for students to conduct advanced research which is approved by and closely monitored by the principal, the teacher, and a parent or guardian.
- b. If a student/employee inadvertently accesses such information, s/he must immediately disclose the situation to a teacher/administrator. This disclosure shall protect students/employees against an allegation that they have intentionally violated the Acceptable Use Policy

6. Respecting Resource Limits

- a. Users will use the system only for educational and professional or career development activities.
- b. Users will not download large files, streaming videos or music, unless approved by the Bogalusa City School Systems technology coordinator. Educational videos downloaded from LPB/United Streaming are permitted.
- c. Users will not post chain letters or send annoying or unnecessary messages to others.
- d. Users will download and remove their e-mail from the server frequently. Messages left on the server for over 90 days will be deleted by the Bogalusa City School Systems technology coordinator.
- e. Users will subscribe only to high-quality discussion group mail lists that are relevant to educational, professional or career development activities.

7. Plagiarism and Copyright Infringement

- 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.
- c. Users will not download or install copyrighted software from any source on a school computer.
- d. Users will immediately report to school authorities any site they access with inappropriate information.

8. Teacher Selection of Materials

- a. Teachers shall select material that is appropriate to the age of the students and that is relevant to the course objectives.
- b. Teachers will preview the materials and sites they require students to access and determine the appropriateness of the material contained.

9. Responsibilities of Schools and Teachers

- a. Access to the Internet by students shall be monitored by their teacher or other staff member. The Internet shall NOT be accessed by students when an adult monitor is not present in the classroom.
- b. The teachers shall circulate among computers being used to access the Internet, or all monitors shall be in full view of the teacher.

10. Search and Seizure

- a. The content of a student's/employee's e-mail, electronic files, computer devices, and records of their online activity while using the Bogalusa City Schools network are subject to review at any time. Routine maintenance and monitoring of the system may lead to discovery that a student/employee has or is violating the Bogalusa City Schools Acceptable Use Policy, the disciplinary code, or the law.
- b. If a Bogalusa City School's technology coordinator, school administrator, supervisor, or superintendent discovers a potential violation by a student/employee, s/he shall notify the appropriate supervisor. Bogalusa City Schools' personnel shall cooperate in the subsequent investigation. An individual investigation shall be conducted if reasonable suspicion exists that a student/employee has violated the law or the disciplinary code. The inquiry shall be reasonable and focus on the nature of the alleged violation. The Bogalusa City School System is authorized to conduct individual computer file searches. The Bogalusa City School System shall cooperate with local, state, and federal authorities in any investigation they might be conducting of an individual student/employee. Such violations of the law, disciplinary code or this policy by students/employees could result in criminal prosecution.

11. Consequences of Misuse and Due Process

- a. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of privileges by administration, faculty, and staff.
- b. Users should expect no privacy of the contents of personal files and email on the district system. Messages relating to or in the support of illegal activities must be reported to the authorities.
- c. The Bogalusa City School Board allows for the suspension of inappropriate or illegal use of the Internet by students and employees. Other disciplinary action may also be warranted.
- d. Misuse of the system can result in possible 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.
- f. The Bogalusa City School Board shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the Bogalusa City School Board network.
- g. If a student/employee is believed to have violated the Acceptable Use Policy, the user shall be provided with a notice and opportunity to be heard in the manner set forth in the student discipline policy handbook/employee policy and procedures handbook. Disciplinary action shall be tailored to specifically address the violation and to encourage appropriate student/employee use of the network. If the alleged violation is an infraction of the student/employee code, the violation shall be handled according to applicable provisions of the code.
- h. An administrator may terminate a student's/employee's access privileges by providing notice to the employee/student and their parent or guardian.

12. Parental Notification and Responsibility

- a. A parent or guardian must sign the Parent Internet Contract to allow their child(ren)'s access privileges.
- b. A parent or guardian may request alternate activities that do not require Internet access be provided for the child(ren).
- c. A parent or guardian may request the termination of their child(ren)'s access privileges.