

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

Guidelines below are provided so that students and parents are aware of the responsibility's students accept when they use District-owned devices, software, and email on the CPSB Network. In general, this requires efficient, ethical, and legal utilization of all technology resources.

*Terms and Conditions* in a user's agreement are provided so that Internet users are aware of the responsibilities they will assume when using this Calcasieu Parish School Board (CPSB) resource. Responsibilities include efficient, ethical, and legal utilization of the network resources. All users, including students, employees, or any other users of School Board computers, hardware, and Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

Each user shall sign an *Internet and District Network Resources Contract* which shall be legally binding and indicates that he/she has read the *Terms and Conditions* carefully and agrees to abide by them.

The School 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. However, no filtering system is capable of blocking 100% of the inappropriate material available on the internet.

Age and grade appropriate classroom instruction shall be provided regarding Internet. Such instruction shall include appropriate online behavior, responsibly interacting with other individuals on CPSB approved resources and software and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

In addition, the School Board shall develop and distribute age and grade appropriate information to each student regarding Internet and online content that is a threat to school safety. The information may include the following:

- Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform.
- Visual examples of possible threats.
- The process for reporting potential threats, which shall be in accordance with the procedures referenced in policy *EBBB, School and Student Safety*.

Such information shall be either distributed to or explained to students and school personnel at the beginning of each school year and shall be posted on an easily accessible page of the School Board's website and the website of each school.

If information reported to a school is deemed a potential threat to school safety, the school shall present the written form and any further evidence to local law enforcement.

## **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. CPSB home pages will use CPSB phone numbers and cpsb.org e-mail addresses. Personal photos and work can be published if the parent has not opted out.
- 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.
- C. It is expected that all students will be appropriately supervised and monitored during any online activities to ensure proper use.

### **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 destroy data by spreading computer viruses or by any other means.
- C. Users will not engage in any illegal acts, such as selling drugs, 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 (i.e., "phishing").
- E. Users will not use CPSB's technology resources to participate in cyberbullying. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can also include sharing personal or private information about someone else causing embarrassment or humiliation.

### **3. Security**

- A. Users shall be responsible for maintaining the confidentiality of passwords. Under no condition should the student give his/her password to others nor post the password in written form to be viewed by others. Likewise, using another person's password to gain access is not permitted.
- B. Users are responsible for their individual accounts and should take 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.
- C. Users will log off or lock their personal accounts when away from the computer for more than a few moments to prevent unauthorized access.
- D. 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.
- E. Users may not remove, disable, or replace the district antivirus software solution for any reason.
- F. Users will only use memory storage devices (i.e., disks, CDs, pen drives, etc.) that have been scanned and found to be free of viruses.
- G. Users will not download and install unnecessary programs from the Internet since most of these installs "spyware/malware" on the computer and hinders the performance of the computer (i.e., Toolbar helpers, e-mail add-ons, screen savers, search engine assistants, pop-up blockers, etc.).
- H. Users should be aware that the CPSB network, Internet use and system e-mail is maintained and regularly monitored for inappropriate use. If any misuse is detected by the staff, appropriate action will be taken against the person or people involved.

**4. Network**

- A. All devices are to be set up and maintained by CPSB for network administration, management, and security. Removing a device from the CPSB management 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. Network bandwidth is a limited resource of which must be conserved to serve all the network needs of the district. Users must understand that listening to online radio stations, viewing noneducational streaming video sites, and downloading exceptionally large files, etc. will be considered a misuse of this limited resource.
- C. Important information regarding CPSB technology and other bulletins will be sent out to all employees from time to time during the year addressed from the e-mail account “noreply@cpsb.org.” It is the responsibility of all employees to open and read all e-mails 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 Language/Content**

- A. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional, or disrespectful language. This includes personal attacks or harassment of another person.
- B. Users will not circumvent district content filters using any means to access inappropriate content as listed above.

**6. Resource Limits**

- A. Users will use e-mail, Internet, and network resources only for educational and professional development activities only.
- B. Users will not use district e-mail to mass e-mail and “spam” any users (internal and external) with unauthorized communications or solicitations.

**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. User activity and files residing on the CPSB’s technology resources will be treated as district property subject to control, inspection, and/or search by School Board personnel.
- 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 School Board's system is provided on an "as is, as available" basis. The School Board 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 School Board uses a variety of vendor-supplied hardware and software. Therefore, the School Board does not guarantee 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 School Board 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 School Board.

The School Board will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the School Board'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: \_\_\_\_\_