

COMPUTER ACCESS AND USE

INTERNET SAFETY

The Internet is a vast, global computer network that provides access to major universities, governmental agencies, other school systems, and commercial providers of data banks. The Ouachita Parish School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the Ouachita Parish School Board. Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

In its continued efforts to comply with the *Children's Internet Protection Act*, the District shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively, violent, pervasively vulgar, or sexually harassing. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes approved by the Board, or access to online services of a newspaper with a daily circulation of at least 1,000.

In addition to filtering requirements, the Board shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as "Instant Messaging;"
- Prohibit unauthorized access, including what is now known as "hacking" and other unlawful on-line activities by minors online;
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Institutes measures designed to restrict minors' access to materials harmful to minors.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of 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.

The student and parent or guardians shall sign an *Acceptable Use of Computers and Internet Agreement*, which shall be required before any student will be allowed to use school system computers. The student and parent/guardians signatures shall be **legally binding** on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.

COMPUTER AND INTERNET USE TERMS AND CONDITIONS

1. *Acceptable Use* - The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any U.S., state, local or School District regulations shall be prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade institutions. Use for product advertisement, political lobbying, or illegal activities shall be strictly prohibited. Subscriptions to listservers, bulletin boards, and on-line services must be pre-approved by the Superintendent or his/her designee.
2. *Privileges* - The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, staff, or District Technology Committee.
3. *Netiquette* - Users shall be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite. Do not send abusive messages to others. Use appropriate language.
 - Do not reveal personal addresses or phone numbers of students or colleagues.
 - Note that Electronic Mail (E-Mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities. All users should be aware that routine monitoring of the system may lead to discovery that the user has or is violating the Acceptable Use Agreement, the Student Handbook and/or the law. Routine maintenance of the system may also purge files from individual accounts.
 - 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, or annoying other users using the talk or write functions). Hardware or software shall not be destroyed, modified, or abused in any way.
 - Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system shall be prohibited.
 - Hate mail, harassment, discriminatory remarks and other antisocial behaviors shall be prohibited on the network.
 - The illegal installation of copyrighted software for use on district computers shall be prohibited.
 - Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network (LAN) shall be prohibited.
4. *Security* - Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the building technology coordinator or the principal. The problem shall not be demonstrated to other users. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet.

5. *Vandalism* - Vandalism shall result in cancellation of privileges and or other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the Internet Service Provider, or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses. No software, programs, or files may be installed or downloaded by any user without the prior permission of the building technology coordinator, who must scan for appropriateness and viruses.
6. *Consequences of Misuse* - School principals may suspend from school any student who accesses, sends, receives, or configures electronically any profane or language or pictures or violates the *Code of Conduct* for computer use, or any rules contained in the *Acceptable Use Agreement*.

ACCEPTABLE USE

The Ouachita Parish School Board *acceptable use* provisions apply to all users of the Internet. Honesty, integrity, and respect for the rights of others should be evident at all times. E-mail shall be limited to teachers and whole classes. Individuals shall not have accounts unless specifically authorized by the parent. In no case shall photographs be permitted. Students shall only be identified by first names.

The use of the Internet, including the World Wide Web, in any Ouachita Parish school must be in support of education and academic research and consistent with the educational objectives of the School Board. Neither the Ouachita Parish School Board nor any of the schools shall be responsible for any financial obligations incurred by users of the Internet.

Internet activities that are permitted and encouraged:

- Investigation of topics being studied in school;
- Investigation of opportunities outside of school related to community service, employment or further education.

The Internet user shall be held responsible for his/her actions and activities. Unacceptable uses of the network shall result in appropriate disciplinary action, including school suspension or revoking of these privileges.

Terms and Conditions of Use

Regulations for participation by anyone on the Internet shall include but not be not be limited to the following:

1. Personal Privacy and Safety

- A. Users shall not reveal any personal contact information about themselves or any other person on the Internet.
- B. Users shall not agree to meet with someone they have met on the Internet without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.

2. Illegal Activities

- A. Users shall not transmit any material or engage in any activities in violation of any national, state, or local regulations.
- B. Users shall not attempt to gain unauthorized access to any network resources including (but not limited to) computer systems and other users' accounts or files.
- C. Users shall not attempt to disrupt the network or network resources or destroy data by spreading computer viruses or worms or by any other means.
- D. Users shall not attempt to impersonate another individual using network resources for any reason.

3. Security

- A. Users shall immediately notify system administrators if a possible security problem is identified. However, purposely looking for security problems may be considered an illegal attempt to gain access.
- B. Users shall only use storage media (disks, CD's, pen drives, etc.) that have been scanned and found to be free of viruses.
- C. Users shall not attach any device to the network without prior approval by the system administrators.
- D. Users should be aware that all network traffic (including Internet usage and email) is regularly monitored for inappropriate use.
- E. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network resources.

4. Network Resources

- A. Users shall only use network resources in support of the educational goals and objectives of the Ouachita Parish School System.
- B. Users shall not intentionally waste network bandwidth (listening to online radio stations, viewing streaming video, downloading large files, etc.).
- C. Users shall not use network resources for commercial purposes.
- D. Users shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in network communications. This includes personally attacking or harassing another person.
- E. Users shall not display, download, or transmit any inappropriate materials (including offensive messages, images, and videos).
- F. OPSB.net email accounts are for employees **only**. Students shall not be assigned OPSB.net email accounts.
- G. Users shall not send or forward email "chain letters" or send annoying or unnecessary messages.

- H. Users shall not send mass email or “spam” any users (internal or external) with unauthorized communications or solicitations.
- I. Users shall respect copyrighted material and other intellectual property. Users may not duplicate or distribute electronic resources without the appropriate permissions, documentations, or citations.

5. Software

- A. Users shall not download, store, or install any unapproved or unlicensed software on school system computers.
- B. Users shall not install any unauthorized or unlicensed school system software on their personal/home computers.

6. Content Filtering

- A. Precautions have been taken to eliminate inappropriate content. However, it is impossible to restrict access to all inappropriate content.
- B. Users shall immediately report to school authorities any website they access that contains inappropriate content.
- C. Users shall not attempt to bypass the district’s content filters to view inappropriate content.

7. Consequences of Inappropriate Use

- A. The use of the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of that privilege and/or other disciplinary action (including suspension, expulsion, or legal action) as deemed appropriate by administration, faculty, and staff.
- B. Note that no information on the network (including email and personal files) is guaranteed to be private. Information relating to or in support of illegal activities must be reported to the authorities.
- C. Inappropriate use of the network may result in legal action and/or prosecution, and may require restitution for costs associated with system restoration, hardware, or software costs.
- D. Users bringing illegal and/or inappropriate materials onto the network shall be subject to disciplinary action.

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Ref: [20 USC 6777](#)(*Internet Safety*)
[47 USC 254\(h\)](#)(*Children's Internet Protection Act(CIPA)*)
[47 CFR 54.520](#)(*Children's Internet Protection Act Certifications for Schools and Libraries*)
La. Rev. Stat. Ann. §§[17:81](#),[17:100.7](#),[17:280](#)
Board minutes, [2-14-13](#)

Ouachita Parish School Board