Hattiesburg Public Schools

NETWORK AND INTERNET ACCEPTABLE USE POLICY (AUP)

Hattiesburg Public Schools recognizes the value of computer and other electronic resources to improve student learning and to enhance the administration and operation of its schools. To this end, Hattiesburg Public Schools encourages the responsible use of computers and computer networks, which include Internet usage, e-mail, web applications and other electronic resources in support of the mission, and goals of Hattiesburg Public Schools.

> *Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to fully control. Therefore, Hattiesburg Public Schools adopts this policy governing the voluntary use of electronic resources, e-mail, and the Internet to provide guidance to individuals and groups obtaining access to these resources on Hattiesburg Public Schools -owned equipment or through Hattiesburg Public Schools - affiliated organizations.*

Hattiesburg Public Schools Rights and Responsibilities

It is the policy of Hattiesburg Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of network usage. Within this general policy, the school site recognizes its moral obligation to protect the well being of students in its charge. To this end, Hattiesburg Public Schools retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining logs of Internet and/or e-mail activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Hattiesburg Public Schools -owned equipment and, specifically, to exclude those who do not abide by Hattiesburg Public Schools' acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Hattiesburg Public Schools reserves the right to restrict online destinations through software or other means.
5. Hattiesburg Public Schools complies with the regulations of CIPA, the Children's Internet Protection Act H.R. 4577, by providing Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% guarantee. Therefore, Hattiesburg Public Schools provides no guarantees but will diligently attempt to protect staff and students from accessing such objectionable Internet sites.
6. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications and e-mail.
7. To educate students about appropriate online behavior also known as Digital Citizenship, including the interaction with other individuals on social networking sites and chat rooms.
8. To educate students and make aware of Cyber-bullying and appropriate responses to online threats and harassment.

Staff Responsibilities

1. Principals, Directors and Department Heads are expected to facilitate training of all staff in regards to the expectations and requirements in the Network and Internet Use Policy and to observe and ensure staff compliance.
2. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Hattiesburg Public Schools.
3. Although Hattiesburg Public Schools will maintain an Internet filtering service, staff members will continue to monitor student use to prevent the access of objectionable sites.
4. Staff shall make reasonable efforts to become familiar with the Internet and e-mail use so that effective monitoring, instruction, and assistance may be achieved.
5. Staff shall exercise extreme caution in using any student and other staff member's likeness, picture, personal information, and/or original work of art, prose, or poetry for distribution through any electronic media within Hattiesburg Public Schools.

User Responsibilities

1. Use of any electronic media including the Internet and e-mail provided by Hattiesburg Public Schools is a privilege that offers a wealth of information and resources for research.
2. Users agree to learn and comply with all of the provisions of this policy. Through the actual use of any network related service, the user warrants and signifies his agreement to any/all of the provisions of this policy.
3. Hattiesburg Public Schools recognizes the concept of "Free Speech" and individual privacy. The Internet, network, and e-mail services are owned and/or operated by Hattiesburg Public Schools and reserves the right to exercise reasonable control over any electronic communication and/or publication users may produce.

INTERNET

The Internet is a global system of interconnected computer networks that use the standard Internet Protocol Suite (TCP/IP) to serve billions of users worldwide. It is a network of networks that consists of millions of private, public, academic, business, and government networks of local to global scope that are linked by a broad array of electronic and optical networking technologies. The Internet carries a vast array of information resources and services, most notably the inter-linked hypertext documents of the World Wide Web (WWW) and the infrastructure to support electronic mail.

Guidelines

1. All use of the Internet should be in support of educational and research objectives consistent with the mission and objectives of Hattiesburg Public Schools.
2. Observe proper etiquette when using electronic communication and never publicly display personal information.
3. Respect the legal protections for data and software provided by copyright and licenses.
4. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite at all times!
6. From time to time, Hattiesburg Public Schools will make determinations on whether specific uses of the network are consistent with the acceptable use policy.

Unacceptable Uses

1. Giving out personal information about another person, including home address or phone number is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal reasons shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others.
7. 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 is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware for use on Hattiesburg Public Schools computers is prohibited.
10. Use of the network to access or process pornographic material, objectionable web sites, inappropriate test files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. Hattiesburg Public Schools network may not be used for downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Hattiesburg Public Schools. Software, files, and/or licenses owned by Hattiesburg Public Schools cannot be transferred to staff or student personal or home computers. This violates the copyright laws.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Establishing network or Internet connections to live communications, including voice and/or video (relay chat/live chat), is prohibited unless specifically authorized by the system administrator or building administrator.

E-MAIL

Electronic mail, most commonly abbreviated email or e-mail, is a method of exchanging digital messages. E-mail systems are based on a store-and-forward model in which e-mail server computer systems accept, forward, deliver and store messages on behalf of users, who only need to connect to the e-mail infrastructure, typically an e-mail server, with a network-enabled device for the duration of message submission or retrieval. Originally, e-mail was always transmitted directly from one user's device to another's; nowadays this is rarely the case.

Guidelines

1. E-mail is provided by Hattiesburg Public Schools and is NOT considered private. Hattiesburg Public Schools can monitor and review any messages sent or received by the users as deemed appropriate by the system administrator.
2. Check electronic e-mail often to see if there are any messages.
3. To maximize server space, delete and empty trash for electronic mail messages when they are no longer required.
4. Respect the legal protections for data and software provided by copyright and licenses.
5. Take care not to express personal views that could be regarded as defamatory or libelous.
6. Always be mindful that e-mail use is a privilege and the user is a representative of Hattiesburg Public Schools.
7. Be aware that all electronic mail activity may be monitored and logged or scanned for viruses and/or offensive material.

Unacceptable Uses

1. Do not print electronic mail messages unless a hard copy is needed for record keeping purposes.
2. Do not send excessively large electronic mail messages or attachments. There is a size limit to messages and attachments.
3. Do not indiscriminately forward electronic mail messages to users and/or groups without knowing whether the group users wish to receive such messages. For example: these messages would be personal items sent to you such as recipes, quotes, pictures, stories, jokes, songs, and etc. These messages take up time and space and are not useful for the purpose and objectives of Hattiesburg Public Schools.
4. Limit messages such as festive greetings or other non-work related items by electronic mail, particularly to several people.
5. Do not participate in chain or pyramid messages or similar schemes.
6. Do not represent yourself as another person.
7. Do not use electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, discriminatory, or libelous.

PUBLICATIONS

Acceptable Uses

1. Make sure any web design is appropriate to the educational, administrative, or research objectives of Hattiesburg Public Schools.
2. Any use of Hattiesburg Public Schools name and/or school site names, likeness, pictures, graphics must have prior approval of the system administrator or building administrator.
3. Any use of staff or student likeness, pictures, graphics, art, prose, or poetry must have written permission before usage. Staff members must give their written signature permission while a student must give his/her written signature in addition to the parents written signatures before publication use.
4. The system administrator and/or building administrator will make the final determination whether any web item(s), which identify Hattiesburg Public Schools, are appropriate for web publication before that publication occurs.
5. All web publications will abide by the *Family Education Rights and Privacy Act (FERPA)* for the dissemination of student information.

Unacceptable Uses

1. Do not publish personal information concerning staff or students. The only phone numbers, addresses, and/or locations allowed are those of the school site available to the public.
2. Staff and/or students are prohibited from publishing a website using Hattiesburg Public Schools name and/or school site names, likeness, pictures, graphics without prior approval of the system administrator or building administrator.
3. Hattiesburg Public Schools recognizes the concept of “Free Speech”, however, staff and/or students are prohibited from publishing any work that that may be discriminatory, offensive, racists, threatening to district, school, staff, or other students. The final decision as to whether any work meets these criteria will be determined by system administrator and/or building administrator.
4. Right to “”Freedom of Speech” will NOT allow staff and/or students to publish offensive materials through any Hattiesburg Public Schools electronic media. The final decision as to whether any work meets these criteria will be determined by the system administrator and/or building administrator.

Disclaimer

1. Hattiesburg Public Schools cannot be held accountable for the information that is retrieved via the Internet, network, or e-mail.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and may monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. Hattiesburg Public Schools will not be responsible for any damages any user may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by user negligence, errors or omissions. Use of any information obtained is at the user's own risk.
4. Hattiesburg Public Schools makes no warranties (expressed or implied) with respect to:
   - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information.
   - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the Internet, network, or e-mail.
5. All staff and students of Hattiesburg Public Schools shall be responsible for abiding by the policies of this AUP. No signature is required to make this AUP binding on staff and students. The use of Hattiesburg Public Schools' electronic media denotes the user's agreement of responsibility. However, Hattiesburg Public Schools shall make concerted effort to inform staff and students of this AUP through such means as publications in student and staff handbooks, notices in all school offices, oral information from supervisors and/or teachers, and distribution of AUP copies.
6. Any staff or student who violates any of the AUP policies will be subject to disciplinary action, which may include but not limited to the loss of use privilege for the Internet, network, and/or equipment; loss of the e-mail account assignment, and/or any other disciplinary deemed appropriate by Hattiesburg Public Schools authorities.