

Computer/Network/Internet Acceptable Use Guidelines

La Porte Independent School District makes a variety of communications and information technologies available to students through computer, network, and Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication within the District. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District and its students. These Acceptable Use Guidelines are intended to minimize the likelihood of such harm by educating District students and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the District's computer systems and networks far outweigh any disadvantages.

Mandatory Review. To educate students on proper system use and conduct, users are required to review these guidelines at the beginning of each school year.. The student and parent/ legal guardian of a student user is required to acknowledge receipt and understanding of the District's Computer/Network/Internet Acceptable Use Guidelines (hereinafter referred to as the Acceptable Use Guidelines) as part of their review of the *Student Code of Conduct* handbook.

Definition of District Technology System. The District's computer systems and networks (technology system or system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail facilities;
- Electronic mail (e-mail) accounts;
- Fax machines;
- Servers;
- Computer hardware and peripherals;
- Software including operating system software and application software;
- Digitized information including stored text, data files, e-mail, digital images and audio files;
- Internally accessed databases or tools;
- Externally accessed databases (such as the Internet); and,
- New technologies as they become available.

Availability of Access

Acceptable Use. Computer/Network/Internet access will be used to improve teaching and learning consistent with the District's educational goals. The District requires legal, ethical and appropriate computer/network/Internet use.

Privilege. Access to the District's system is a privilege, not a right.

Access to Computer/Network/Internet. Students may be allowed to use the local network with campus permission, but may only use the Internet with parent permission. Student Internet access will be under the direction and guidance of a District teacher or staff member.

Access to the District's electronic communications system, including the Internet, shall be made available to students primarily for instructional purposes and in accordance with these Acceptable Use Guidelines.

All individual users of the District's system must complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the campus administrative offices.

System users are required to maintain password confidentiality by not sharing their password with others. System users may not use another person's system account.

Any system user identified as a security risk or having violated the District's Administrative Regulations and/or these Acceptable Use Guidelines governing use of the system may be denied access to the District's system. Other consequences may also be assigned.

Content/Third-Party Supplied Information. Students and parents of students with access to the District's network should be aware that its use may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved Student Code of Conduct.

Subject to Monitoring. District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. System users

should not use the computer system to send, receive or store any information, including e-mail messages, that they consider personal or confidential and wish to keep private. All electronic files, including e-mail messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Users should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose.

User Responsibilities

Computer/Network/Internet users are responsible for their actions in accessing available resources.

System usage (including computer, network, and Internet access) is subject to monitoring by designated staff at any time to ensure appropriate use. Electronic files sent, received or stored anywhere in the computer system are available for review by any authorized representative of the District for any purpose. Students will affirm, in writing, that at all times their actions while using the District's system will not violate the law or the generally accepted rules of network etiquette, will conform to the guidelines set forth in the Acceptable Use Guidelines, and will not violate or hamper the integrity or security of the District's technology system.

If a violation of the Acceptable Use Guidelines occurs, Students will be subject to one or more of the following actions:

1. Revocation of access;
2. Disciplinary action;
4. Appropriate legal action.

Use of Social Networking/Digital Tools. Online communication is an asset to student learning of 21st century skills. Students may participate in social media learning environments and use digital tools such as, but not limited to, blogs, discussion forums, RSS feeds, podcasts, wikis, and message boards with pre-approval from the District

Student Responsibilities. District students are bound by all portions of the District's Acceptable Use Guidelines. A student who knowingly violates any portion of the Acceptable Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved *Student Code of Conduct*. [B.1.1]

Use of System Resources. System users are asked to purge e-mail or outdated files on a regular basis to be in compliance with electronic records retention policies.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of the system or any components that are connected to it. The following actions are

considered inappropriate uses and are prohibited:

Violations of Law. Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- copyrighted material;
- plagiarized material;
- threatening, harassing, defamatory or obscene material; or
- material protected by trade secret.

Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws.

Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for the investigation or litigation processes.

Intellectual Property. Students must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, dissemination, or transfer of others' materials without appropriate authorization is not allowed.

Transmitting Confidential Information. Students may not redistribute or forward confidential information (i.e. educational records, personally identifiable information from education records, directory information, personnel records, etc.) without proper authorization as defined in Board Policies FL(legal), FL(local), and DBA(legal). Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing such personal information as home addresses or phone numbers of users or others is prohibited.

Modification of Computer. Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

Commercial Use. Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited.

Marketing by Non-LPISD Organizations. Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.^[BL2]

Vandalism/Mischief. Any attempt to harm or destroy District equipment, materials or data; or the attempt to harm or destroy data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism/Criminal Mischief as defined above is prohibited and will result in the cancellation of system use privileges. System users committing vandalism/criminal mischief will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences. [See DH, FN series, and FO series in Board Policy and the Board-approved *Student Code of Conduct*.]

Impersonation/Plagiarism. Fraudulently altering or copying documents or files authored by another individual or assuming the identity of another individual is prohibited.

Illegally Accessing or Hacking Violations. Intentional unauthorized access or attempted unauthorized access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

File/Data Violations. Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.

Copyright Violations. Downloading or using copyrighted information without following approved District procedures is prohibited. Approved District procedures for downloading and/or using copyrighted information can be found on the LPISD web site.^[BL3]

System Interference/Alteration. Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

Cyber Bullying. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

- Physically, emotionally or mentally harming a student;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or

Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Consequences can be found in the *Student Code of Conduct*

Electronic Mail

Electronic mail (e-mail) is one of the most used communications tools in the District. It should be used primarily for instructional needs. Students in grades 6 - 12 are issued e-mail accounts. Users should check e-mail frequently, delete unwanted messages promptly, and stay within the e-mail server space allocations. E-mail attachments may be limited to a specific size should system resource availability require it. Internet access to personal e-mail accounts is not allowed. E-mail is archived in accordance with Federal laws.

Students should keep the following points in mind:

Perceived Representation. Using school-related e-mail addresses might cause some recipients or other readers of the e-mail to assume that the user's comments represent the District or school, whether or not that was the user's intention.

Privacy. E-mail communication should not be considered a private, personal form of communication. The District has the right to access, monitor, review, copy, modify, delete or disclose such files for any purpose. Private information, such as home addresses or phone numbers, should not be divulged in e-mail without the permission of the individual involved.

Inappropriate Language. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in e-mails distributed through District e-mail is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.

Political Lobbying. Consistent with State ethics laws, District resources and equipment, including, but not limited to, e-mail, must not be used to conduct any political activities, including political advertising or lobbying. This includes using District e-mail to create, distribute, forward, or reply to messages, from either internal or external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of e-mails, hyperlinks, or other external references within e-mails regarding any political advertising.

Forgery. Forgery or attempted forgery of e-mail messages is prohibited. Attempts to read, delete, copy or modify the e-mail of other system users, deliberate interference with the ability of other system users to send/receive e-mail, or the use of another person's user ID and/or password is prohibited.

Junk Mail/Chain Letters. Users should refrain from forwarding e-mails which do not relate to the educational purposes of the District. Chain letters or other e-mails intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

Use of Non-District Devices

The use of non-District devices is expressly forbidden without prior approval from the Technology

Department.

The following will apply to student e-mail usage:

1. Students who are given access to an e-mail account are expected to abide by the guidelines established in the Electronic Mail section, above.
2. Students are prohibited from accessing personal e-mail accounts using the District's system.
3. As appropriate and with written approval of the appropriate District personnel in the Technology Department, project e-mail accounts may be granted for specific educational activities.
4. Student e-mail accounts may be provided directly by the District or through the content management system of an approved online course.[BL4]

[BL5]

Security

Reporting Security Problem. If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the student should immediately notify the teacher or designated school personnel. The security problem should not be shared with others.

Impersonation. Attempts to log on to the system impersonating a system administrator or District employee, student, or individual other than oneself, will result in revocation of the user's access to computer/network/Internet, and discipline in accordance with this document and the District's Student Code of Conduct.

Other Security Risks. Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the District computer/network/Internet or other technology systems.

Consequences of Agreement Violation

Any attempt to violate the provisions of this agreement may result in revocation of the user's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken.

Denial, Revocation, or Suspension of Access Privileges. The System Administrator and/or building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

Warning

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting. The La Porte Internet connection is the only system to be used in schools. No commercial Internet accounts may be used.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or 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 the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Student Name: _____

Teacher: _____

Grade Level: _____

Date: _____

Publications, Video, Internet Consent and Release Agreement

Students who attend school in the La Porte Independent School District are occasionally asked to be a part of school and/or District publicity, publications, educational development and public relations activities. In order to ensure student safety and agreement for your student to participate, the District asks that you sign this form.

This form indicates your consent for the student’s name, picture, work, voice or verbal statement to appear in school publicity or District publications, videos or on the District’s Web site. For example, pictures and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the student. The pictures and or videos may be used by the district in subsequent years.

AGREEMENT

Student and Parent/Guardian release to La Porte ISD the student’s name, voice, verbal statements, portraits (video or still) and consent to their use by LPISD.

La Porte ISD agrees that the student’s name, voice, verbal statements, portrait or picture shall only be used for public relations, public information, school or district promotion, publicity, and instruction.

Student and Parent/Guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photo, video or student statements may be used in subsequent years.

_____ I agree to the above.

_____ I do not wish to have my child recognized with the use of the student’s name, picture, work, voice or verbal statement to appear in school publicity or District publications, videos or on the District’s Web site.

Signature of Parent

Signature of Student

***** The Student and Parent/Guardian may rescind this agreement with written notice.

STUDENT AND PARENT AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

La Porte Independent School District
Student Application/Agreement for Network/Internet Access

Student's Full Name: _____

School: _____

Homeroom Teacher: _____ Grade Level: _____

I understand and will abide by **La Porte ISD's Network/Internet Acceptable Use Guidelines**. I further understand that any violation of the guideline is unethical and may constitute a criminal offense. **Should I commit any violation, my access privileges may be revoked. In addition, school disciplinary action and/or appropriate legal action may be taken.** My signature indicates that I understand the significance of the La Porte ISD Network/Internet Acceptable Use Guidelines and agree to comply fully with all terms and conditions therein.

Date: _____ Student's Signature: _____

Parent/Guardian Approval:

As the parent or guardian of this student, I have read and understand the **La Porte ISD Network/Internet Acceptable Use Guidelines**. I further understand that the District's Network/Internet use is designed for educational purposes. The District shall achieve its best effort to monitor Network/Internet usage by the students. However, I recognize it is impossible for La Porte ISD to restrict access to all controversial material, and I will not hold La Porte ISD responsible for materials acquired on the Network/Internet. I also understand that La Porte ISD is not responsible for supervising my child's use of the Internet when he/she is not at school.

Date: _____ Parent/Guardian's Name (print): _____

Parent/Guardian's Signature: _____

La Porte ISD maintains the Acceptable Use Guidelines at [sc.lpsd.org /technology](http://sc.lpsd.org/technology). To request a copy of this document, please complete the information below and return it to your child's school.

_____ I would like to have a printed copy of the La Porte ISD Acceptable Use Guidelines. Please send my copy home with my child.