

Tangipahoa Parish School System Technology Acceptable Use Policy (AUP)

The Tangipahoa Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

All elementary schools, beginning with the third grade, and all secondary schools shall provide instruction for educating children regarding Internet safety.

Technology, particularly Internet access, is available to students and employees in the Tangipahoa Parish School System. The School Board is very pleased to bring access to these resources to our school system. Technology offers vast, diverse, and unique resources to students, teachers, and administrators.

The Tangipahoa Parish School Board's goal in providing these resources to its students is to enhance innovative education for students through access to unique resources and collaborations. Furthermore, teachers will improve learning and teaching through research, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials.

Guidelines are provided so that the technology users are aware of the responsibilities they are about to assume. Responsibilities include appropriate, efficient, ethical, and legal utilization of network resources. All users shall sign the Technology Contract on a yearly basis. The signature shall be binding and indicates that he/she has read the terms and conditions carefully, understands their significance, and shall adhere to their provisions. These should be kept on file at each school or office.

TERMS AND CONDITIONS

1. Acceptable Use - Technology resources in our school system shall ONLY be used to support teaching and learning. By providing access to unique resources and opportunities for collaborative work, technology can enhance student performance.
2. Privileges - The use of technology is a privilege, not a right, and therefore inappropriate use may result in the cancellation of those privileges by the administrator in each school, the Tangipahoa Parish School System (TPSS) Director of Technology or the Superintendent or his/her designee.
3. Acquisition of Technology - ALL hardware and software purchases and installations shall be pre-approved by the TPSS Technology Department.
 - a. All technology hardware and software resources purchased by TPSS are the property of the Tangipahoa Parish School System and are loaned to students and faculty for their use.
4. Appropriate Network Usage - Users are expected to abide by the Tangipahoa Parish School System rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite; do not send abusive, threatening, bullying, intimidating and/or harassing messages to others.
 - b. Use appropriate language.
 - c. Hardware or software shall not be destroyed, modified, or abused in any way.
 - d. 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, installation of unapproved software, or annoying other users using chat, talk, or write functions). The network should be used only for research, information gathering, and academic practice directly related to school assignments and extracurricular projects supervised by school faculty.
 - e. The network is NOT designed to be used as a radio or television for the classroom. Any such use should be DIRECTLY related to instruction. All streaming media not directly related to instruction is prohibited.
 - f. Malicious use of the network to develop programs that harass other users or infiltrate a computer, computing system, or network is prohibited. Use of the network to damage the software components of a computer or computing system is prohibited.
 - g. Using the network for commercial purposes, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.
 - h. Use of the network to access or process pornographic materials, inappropriate text files, and files dangerous to any individual or group is prohibited.
 - i. Network use for product advertisement, political lobbying, or illegal activities is strictly prohibited.
 - j. Use or posting of information related to the school, school staff, students, use images of the school, the school logo, initials or seal, in any form on the Internet or in any form of electronic communication without

specific written permission of the Superintendent and/or his/her designee shall be prohibited. The posting of any such information on any website, bulletin board, chat room, email, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, abusive, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.

5. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet or WAN, you must notify the school administrator who will notify the TPSS Technology Department. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer users may be denied access to technology resources.
 - a. Do not reveal personal addresses or phone numbers of students or colleagues.
 - b. Gaining unauthorized access to resources or entities is prohibited. Users should access only those files that belong to them or which they have been granted permission to use by faculty or coworkers.
 - c. Files stored on district computers and servers should be limited to those relating to formal school courses or activities.
 - d. Using the account or password of another user is prohibited. Distribution of passwords by other than designated staff is forbidden.
 - e. Users will log off or lock their personal accounts when they step away from the computer for more than a few moments to prevent unauthorized access.
 - f. Bypassing Filters or Security Systems - Attempts to remove, modify, or bypass software, hardware, and configurations installed to prevent Internet or other access to pornographic material, other objectionable materials, or prohibited resources is forbidden. Such violations shall result in cancellation of computer use privileges and mandatory suspension from school.
 - g. Anyone using proxy services to by-pass or circumvent internet filtering are in violation of the intent of this *Acceptable Use Policy* and will be dealt with as such by the principal of the school. This violation will result in IMMEDIATE loss of access.

6. E-mail – Electronic Mail (e-mail) is not guaranteed to be private. The TPSS Superintendent and Technology Department personnel who operate the system have access to all mail. Messages relating to or in support of illegal activities must be reported to authorities.
 - a. TPSS provides email accounts for its employees and students and does not warrant access to other email services or messaging services. Tangischools e-mail accounts are to be used for professional correspondence.
 - b. Web mail is not permitted on any computers located in classrooms or used by students except for TPSS provided student accounts (currently Gaggle).
 - c. E-mail signatures shall ONLY include the following:
Name and Position; School or Office; Physical Address; Voice and Fax numbers; Email address and/or website address; School Mission Statement;
 - d. Users shall not post or forward e-mail “chain letters” or send annoying or unnecessary messages to others.
 - e. Users shall not use district e-mail to mass email and “spam” any users (internal and external) with unauthorized communications or solicitations.
 - f. E-mail, chat, and instant messaging of any form should be used for legitimate and responsible communication only. Use of these technologies for commercial purposes, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.
 - g. Hate mail, including statements that bully, threaten, intimidate and harass, discriminatory remarks, cursing, and other anti-social behaviors are prohibited on the network.

7. Use of Electronic Devices
 - a. Student cell phones - Should cell phones be seen, used or heard for any purpose during the regular school day, except during an emergency situation as defined by state statutes, the student will receive consequences as listed below. Each school administrator shall conduct a meeting within the first five (5) days of each school year to review the Technology Acceptable use Policy and other discipline matters as required by the Juvenile Justice Reform Act.

First Offense

The phone shall be taken from the student then labeled with student's name and kept in a locked place at the school for two (2) days and parent called to come pick up the phone after

the two (2) days. Parent and student will be informed that the student will receive a two (2) day In-School Suspension or a one (1) day out of school suspension if the school does not have an In-School Suspension program.

Second Offense and Subsequent Offenses

The phone shall be taken from the student then labeled with the student's name and kept in a locked place at the school for five (5) days and parent called to come pick up the phone after the five (5) days. Parent and student will be informed that the child will receive In-School Suspension for five (5) days or out of school suspension for two (2) days if the school does not have an In-School Suspension program, for violating the Technology Acceptable Use policy.

- b. The use of all recording devices of any kind, including but not limited to all kinds of cameras, video recorders, audio recorders, etc. except for instructional purposes or TPSS official business is strictly prohibited.
- c. Student use of the Internet, cameras, cell phones, "IPODS" and/or any other electronic systems, on or off campus, that subsequently causes *substantial disruption* to the educational environment, interferes with the rights of others, or can be considered a threat, will result in the student receiving discipline in accordance with the parish assertive discipline plan. Should students choose to use the phone to video fights, text message test items, text message for unauthorized persons to check them out, post incidents that happened on school campus on the internet or similar practices that create a "substantial disruption: to the learning environment on a campus, they shall be suspended out of school for a minimum of three (3) days and possibly recommended for expulsion depending on the circumstances. Law enforcement will be asked to assist with any investigation involving a cell phone that "substantially disrupts" the learning environment on a campus.

8. Violating Copyright Laws

- a. The illegal installation of copyrighted software for use on district computers is prohibited.
- b. Transmission of any materials in violation of any U.S. or state regulation is prohibited. This includes - but is not limited to - copyrighted software, music, videos, and other materials protected by trade institutions.

9. Vandalism – Vandalism will result in cancellation of privileges and/or other disciplinary actions. Vandalism related to technology is defined as any malicious attempt to harm or destroy the equipment or data of another user, LAN, WAN, or other networks that are connected to the TPSS network. This includes, but is not limited to, the uploading or creation of computer viruses.

10. Consequences of Misuse

- a. According to the Tangipahoa Parish School Board *Policy Manual*, school principals shall discipline any user who accesses, sends, receives, or configures electronically any profane, threatening, bullying, intimidating, harassing, pornographic and/or obscene language or pictures.
- b. The use of off campus resources including web pages, social networking sites, or Web 2.0 sites that subsequently cause "material disruption" at school is prohibited and the responsible student will be disciplined in accordance with the parish assertive discipline plan.
- c. Any individual failing to follow the above "Terms and Conditions" is subject to appropriate disciplinary measures as determined by school administrators, the Superintendent, and/or the TPSS Technology Department. Students may receive consequences of steps 2 through 6 on the assertive discipline ladder.
- d. Employees who choose to violate the *Acceptable Use Policy* may be subject to adverse personnel action.

11. Monitoring – Teachers agree to instruct the students on acceptable technology use and monitor all student technology use to ensure student compliance with this policy. Students agree that teachers and administrators have the right to monitor ALL student activity using the network and other technology resources.

CODE OF CONDUCT

This Code of Conduct applies to all users of these technology resources. Honesty, integrity, and respect for the rights of others should be evident at all times. Photographs may only be permitted with current, signed state department of education photo release on file. Students will not be identified by full name in conjunction with a recognizable picture. Students will only be identified by first names.

The technology user is held responsible for his/her actions and activities. Unacceptable uses of the network and/or technologies will result in disciplinary action including possible revocation of these privileges.

Directions: After reading the Tangipahoa Parish School System Code of Conduct and Terms and Conditions, please read and fill out the appropriate portions of the following contract completely and legibly. Please return this contract to your teacher or school administrator.

USER (Student or Teacher) TECHNOLOGY CONTRACT

I have read the Acceptable Use Policy. I understand and will abide by the regulations. I understand misuse is unethical and illegal. Should I commit any violation, my access privileges may be revoked and disciplinary action will be taken. A signed copy of this document must be on file with the teacher. In the case where the teacher is the user, a copy will be on file in the office each year.

User Name (please print): _____

User Signature: _____

Date: ____/____/____

PARENT TECHNOLOGY CONTRACT

As the parent or guardian of this student, I have read the Terms and Conditions of the Tangipahoa Parish School System Acceptable Use Policy. I understand that this access is designed for educational purposes and Tangipahoa Parish School System has taken available precautions to monitor student access. However, I also recognize it is impossible for Tangipahoa Parish School System to restrict all controversial materials, and I will not hold them (TPSS) responsible for the materials acquired on the network. I hereby give my permission for my child to have school use of technology including the Internet.

Parent or Guardian (please print): _____

Signature: _____

Date: ____/____/____

Daytime Phone Number: _____

Evening Phone Number: _____