

# **Electronic Communication and Data Management LISD Acceptable Use Policy**

*Policy CQ*

## **Introduction**

Lovejoy ISD incorporates technology as a natural part of the educational process. The use of educational technology empowers students and fosters development of life-long learning skills through access to the latest equipment, information and resources. Computers and technology are integrated into every facet of the educational and administrative process. Lovejoy ISD endeavors to provide appropriate educational technology and the skills required to use this technology responsibly for all students in order to prepare them for the classroom and workplace of tomorrow.

Lovejoy ISD's educational technology includes campus-wide and District-wide computer networks utilizing direct Internet access. Distance learning, streaming web based video content, electronic mail and fax services are also available. Secure access firewalls and content-filtering software are utilized in order to protect students from inappropriate content on the Internet/World-Wide Web.

The Lovejoy ISD Acceptable Use Policy explains and defines responsible and ethical use of educational technology for all students and staff. All rules embodied herein guide students in appropriate and acceptable use of District technology, and are designed to protect both the student and the District. This policy also governs the use of student owned personal electronic devices including wired or wireless desktop, portable and handheld computing devices, cameras, and cellular telephones.

Access to technology and electronic communication systems, including computer networks and the Internet, is made available exclusively for instructional purposes in accordance with District guidelines and regulations. Access to these systems is a privilege, not a right.

The Lovejoy ISD Acceptable use Policy applies to all users of Lovejoy ISD's Electronic Communications Systems. Users include:

- Lovejoy ISD employees
- Lovejoy ISD students
- Contractors
- Consultants
- Student Teachers
- Temporary workers
- Any third parties that use the system

## **BOARD POLICY [CQ (LOCAL)]**

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### **ELECTRONIC COMMUNICATION AND DATA MANAGEMENT**

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

Access to the District's electronic communications system, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District's computer or network resources.

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines.

Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and

5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms.

Each District computer with Internet access shall have a filtering device or 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 and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use. Students shall retain all rights to work they create using the District's electronic communications system. As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

# Lovejoy ISD Acceptable Use Policy

## Definitions

Electronic communications include any use of electronic communications equipment or LISD system. The electronic communications system includes:

- Computers/Laptops
- Personal Digital Assistants (PDAs), Handheld devices
- Lovejoy ISD's internal network (including the wireless network)
- The Internet
- Lovejoy ISD's telecommunications system including telephones
- Lovejoy ISD's voicemail system
- Lovejoy ISD's email system
- Lovejoy ISD's printers
- Lovejoy ISD's fax machines
- Lovejoy ISD's remote access services (VPN)
- Any other electronic communications equipment used on LISD property
- Any third party equipment used on Lovejoy ISD's electronic communications system (including personally owned computers and individual's PDAs when connected to or used on Lovejoy ISD campuses).

For the purposes of this document, electronic communications system will be shortened to "system".

Any electronic device falls under the authority of the Lovejoy ISD Acceptable Use Policy if used on LISD property regardless of whether they may or may not be wirelessly connected to the District network infrastructure. For example, texting or emailing inappropriate pictures to other students while at school would be a violation of the Acceptable Use Policy even if only done using the user's personal cellular plan and using no District provided network services.

## Access

The Superintendent or designee will oversee Lovejoy ISD's system. Access to the system is a privilege, not a right:

- The immediate supervisor of the Lovejoy ISD employee must give approval for the Lovejoy ISD employee to have access to Lovejoy ISD's system. If the user is a third party user, the user must submit to a request to the director of their department and the director of the department must give approval for the third party individual to access Lovejoy ISD's system.
- Lovejoy ISD requires that users change their system password on a regularly scheduled basis.  
Passwords are not to be shared with anyone.
- After school hours, Lovejoy ISD students have first priority for using Lovejoy ISD's system.
- Any user that is identified as a security risk by a system administrator may be denied access to Lovejoy ISD's system.

- Any user that has violated Lovejoy ISD and/or campus computer-use guidelines may be denied access to Lovejoy ISD's system.
- All Lovejoy ISD systems are monitored.
- The system will be used for administrative and educational purposes consistent with the district's mission and goals. Commercial, for profit use of the system is strictly prohibited (see Employee Handbook - Use of School Equipment). Limited personal use of Lovejoy ISD's system is permitted.

## **Wireless Network**

The district's wireless (WiFi) network will be password protected at elementary and middle school campuses and not made available for general public use. The high school and administration building will allow access to the wireless (WiFi) network without a password. Unlike free public WiFi hotspots similar to those provided at a Starbucks or a McDonalds, the district's wireless network is filtered for acceptable content as described in the Internet Safety section below.

Students in high school may use personal laptop and internet enabled handheld devices on the wireless network of Lovejoy ISD for academic and instructional purposes. Students must meet the expectations stated below to protect the district network, as well as their personally owned devices. These devices include laptops, netbooks, MacBooks, iPod Touch, iPad, iPhone, Blackberry or any other internet device. Use of these devices for voice or text messaging must abide by district and campus policy. The LISD student network accounts are only available from district owned equipment.

Wireless internet-enabled devices may be used in public areas around campus where wireless services are provided. Students who are creating a disruption will be asked to put the device away. Students must ask permission of each individual teacher to use the device during an academic class.

### **Expectations:**

- The student/owner must have a signed AUP and follow all conditions and acceptable uses of the network as outlined in the district's Acceptable Use Policy.
- The owner of the device is solely responsible for the physical security and the network security of the device, even when shared/loaned to another student.
- The owner is solely responsible and capable of setting up the device on the network and provides all necessary equipment such as battery, power supply, and connections.
- Student owned devices should NEVER be connected to the school's wired network or any non-LISD wireless networks while on campus.
- With permission of a teacher, students may charge their device in an academic room.
- School staff will NOT provide technical support for personally owned devices.

## **Training**

Lovejoy ISD will provide training to users in proper use of the system and will provide all users with copies of the Lovejoy ISD Acceptable Use Policy. All Lovejoy ISD training for the system will emphasize its ethical use.

## **Copyrighted Materials**

Copyrighted software or data may not be installed on the system without permission from the holder of the copyright. Only the owner of the copyright (or individuals the owner specifically authorizes in writing) may upload copyrighted material to the system.

## **Posting Practices**

Assisted by district staff, designated campus personnel will maintain the campus web pages. The district provides web space for departments and professional personnel through a district approved application.

In order to use student names, pictures, and/or student-generated work on Lovejoy ISD web pages, parental consent must be obtained:

- With parental consent, district and campus web pages may contain individual pictures, group pictures, first names, and/or last names of students.
- Parental consent is obtained as part of the Student Code of Conduct, Student Handbook, and Technology Acceptable Use acknowledgement process.
- Parents have the option to restrict the use of their child's name, picture, and work for school sponsored purposes.
- All departments and professional staff must use the district's approved application for their district web pages.

## **Internet Safety**

Lovejoy ISD will use technology protection measures to prevent users and students from accessing inappropriate material deemed harmful to minors. Technology Protection Measures are defined as specific technologies that block or filter Internet access to inappropriate content. These protection measures are used on both wired and wireless devices that access the district's system. Inappropriate content is defined as:

- Obscene, as defined in section 1460 of title 18, United States Code
- Child pornography, as defined in section 2256 of title 18, United States Code
- Harmful to minors (including Websites about violence, racism/hate)
- Disruptive to learning in the classroom (including sites with non-educational games)
- Inappropriate for minors (including websites that contain hacking instructions, Web email, Adware, Spyware, SPAM Internet fraud and scams, and Instant Messenger programs)
- Harmful to the technology protection measure (including Websites with proxy servers that can be used to bypass the filters)
- Illegal (including piracy Websites).

While LISD will make every effort to prevent it, we cannot guarantee that your child may not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. Lovejoy ISD would encourage you to use this as an opportunity to have a discussion with your child about family values and your expectations about how these values should guide your child's activities while they are on the Internet.

Controls on the technology protection measures may be updated daily. Sometimes the controls may prevent access to sites needed for educational or administrative use. If a user needs to access a blocked site, they may submit a request to have the Website reviewed.

- Users will behave in an ethical and legal manner when they use the Internet. They realize that they are entering a global community and their actions reflect on Lovejoy ISD as a whole
- Students may not give out their address, telephone numbers, passwords credit card information, or any other personal information on the Internet without express written parental permission

## **Responsibilities**

The Superintendent will designate a district-level coordinator to

- Disseminate and enforce acceptable use policies and guidelines at the district level.
- Ensure that all users read and sign an agreement to abide by Lovejoy ISD's policies and guidelines regarding use of the system. The central office will file and store the agreements signed by users. Campus personnel will store student signed agreements.
- Monitor activity on the system (as needed).
- Establish a retention schedule for messages on any electronic bulletin board
- Remove local messages that are inappropriate
- Set limits for disk utilization and mailbox sizes on Lovejoy ISD's system.

Principals will designate campus-level coordinators to

- Disseminate and enforce acceptable use policies and guidelines at the campus level.
- Ensure that teachers adequately supervise their students and are responsible for their students' use of the system.
- Ensure that teachers who supervise students provide training to students that emphasizes appropriate use of the system.

## **Individual Users**

Are responsible for their system account and will use the account properly. Users take full responsibility for their action and will use the Lovejoy ISD system and the Internet for educational purposes only.

- May not use Lovejoy ISD's system for illegal purposes, in support of illegal activities, or for any other activity prohibited by Lovejoy ISD policy.
- May not use another user's system account without written permission from the Lovejoy ISD coordinator. Students may not use another user's system account.

- Must keep their passwords secret. Users may not share their password with another person for any reason. Users may not write their passwords down and tape them to their monitor, tape them underneath their keyboard, or keep them anywhere where another person can see their password.
- Must keep personal use of their email accounts and phones to a minimum. Limited individual messages are acceptable.
- Must not let personal use of email interfere with their jobs.
- Must properly maintain their email accounts.
- Check email daily and respond within 24 hours.
- Delete email in accordance with established email retention guidelines
- May only redistribute copyrighted programs or data only with written permission of the copyright holder or designee. This includes downloading and opening executable files received as an email attachment.
- Must comply with the acceptable use guidelines and policies of any third party systems that they access.
- Users must use the wireless network provided by the district and may not use personal wireless Network devices.
- Users must not download any software without prior approval from Lovejoy ISD's system manager or designee. The user is responsible for any costs incurred by downloading software.
- Users may not access, attempt to access, download, transmit, store, view, or bring to school any inappropriate content at any time.
- Must report any misuse of the system to the system administrator or appropriate supervisor.
- Users must not delete, copy or modify system files.
- Users may not transfer inappropriate or illegal materials through the Lovejoy ISD Computer system and/or Internet connection.
- Must back up their own data. Lovejoy ISD's system administrator recommends backing up essential data in three locations:
  - On your local computer's hard drive
  - On a network drive (your home directory or a common drive)
  - On removable media storage (CD-ROM, floppy disk, USB Flash drive)
  - Students should move or backup their files on a removable media storage because Lovejoy ISD deletes all student files between each school year.

## **Cyber-Bullying and Harassment**

Threatening, harassing, and/or bullying others using electronic means to include the Internet and/or mobile technology is strictly prohibited.

## **Vandalism and Abuse**

Vandalism is activity that intends to harm or destroy any part of the system, another user's data, or any agencies or network connected to the internet or using any means to possess vandalism tools on network drives, pen drives, removable media, or the local computer. Vandalism includes deliberate attempts to degrade or disrupt system performance. Vandalism includes, but is not limited to,

- Denials of Service (DOS) attacks
- Distributed Denial of Service (DDoS) attacks
- Uploading or creating viruses
- Using keystroke recording systems
- Loading Spyware or Adware
- Using port scanners or other tools to do network reconnaissance
- IP spoofing
- Man-in-the-Middle attacks
- Traffic sniffing
- Using any other tools to hack into or spy on the system

Vandalism is strictly prohibited and vandals will lose access to the system and must provide restitution for hardware and software costs associated with system restoration. Vandals may be prosecuted under applicable state and federal laws. Lovejoy ISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to vandalism of Lovejoy ISD's system or any other system.

### **Email Abuse**

Attempts to read, delete, copy, or modify the electronic mail of other users or deliberate interference with the ability of other system users to send/receive email is prohibited. Forgery or attempted forgery of email is prohibited.

### **Plagiarism**

Copying any content from the internet or the system that doesn't belong to the user and claiming that the content is the property of the user is prohibited. Users must cite the source when including from the Internet or the system.

### **Third Party Content**

Users and parents of students with access to the system should be aware that users and students might access other systems in the global network that may contain inaccurate and/or objectionable material. Any student or employee who brings prohibited materials into the system is subject to suspension, revocation of access, and is subject to disciplinary action in accordance with the Student Code of Conduct.

### **Revocation of Access**

If any user violates the Acceptable use Policy, Lovejoy ISD may suspend the user's access to the system. Lovejoy ISD will terminate the user's accounts on the date the principal or Lovejoy ISD coordinator receives notice of student withdrawal or revocation of system privileges, or on a future date if specified in the notice.

## Disclaimers

**System Access:** Access to the system is provided on an “as is, available” basis. Lovejoy ISD does not make any warranties with respect to any services provided by the system and about any information or software contained on the system. Lovejoy ISD does not guarantee that the functions or services performed by, or that the information of software contained on the system will meet the user’s requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

**User Information:** Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system belong to the providers and not Lovejoy ISD.

**Liability:** Lovejoy ISD is not liable for inappropriate use of Lovejoy ISD’s system or violations of copyright restrictions, mistakes or negligence caused directly or indirectly by users, or costs that users incur. Lovejoy ISD is not responsible for ensuring the accuracy or usability of any information on the Internet.

## Acknowledgement

I acknowledge that it is our responsibility to read, review and understand and comply with the Lovejoy ISD Technology Acceptable Use Policy. I understand that non-compliance with this policy may result in suspension of my access or termination of my privileges and other disciplinary action consistent with Board policies and state law.

[See the Student Code of Conduct, and Board Policies DH, FN series, and FO series.]

I realize that any of my actions that are violations of law may result in criminal prosecution as well as disciplinary action by the District. Any violation of this policy that results in system disruption or damage may result in the assignment of financial liability to me.