COMPUTER AND INTERNET USE

The Sabine 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.

The School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. The Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by the Board.

It shall be the policy of the Sabine Parish School Board that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the student, or other appropriate disciplinary action. The School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision.

Students may use the Internet only if under the direct supervision of a teacher or other professional designated by the teacher.

USE OF INTERNET REGULATIONS

The School Board provides access to the Internet to students, teachers, staff and administrators. The Board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. Users must demonstrate honest, integrity, and respect for others at all times. Appropriate manners and language shall be required.

2. No individual student shall be permitted to have an e-mail account. Only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.

3. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet, unless written consent of the parents is on file.

4. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain, including fund raising projects.

5. Threatening, profane, or abusive messages shall be forbidden.

6. No activities shall be allowed which may damage or interrupt equipment or any networking system.

7. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.

8. No user is permitted to upload, or create, a computer virus on the Internet or any networking system.

9. Resources offered by the Internet and paid for by the Board may not be willfully wasted.

10. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.

11. Invading the privacy of another user, or using their account, shall not be tolerated.

12. Posting personal messages without the author's consent shall be forbidden.

13. Sending or posting anonymous messages shall be forbidden.

14. Perusing or otherwise accessing obscene, vulgar, pornographic, racist, gang-related, hate or other inappropriate material, or using profanity in messages shall be forbidden.

15. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.

16. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet.

17. Any subscriptions to list servers, bulletin boards, or on-line services shall be approved by the Superintendent or his designee prior to any such usage.

18. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.

19. A user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures shall be subject to disciplinary action, depending on the severity of the offense, up to and including expulsion.

No one shall be permitted to use the Internet unless a completed Internet Usage Contract has been submitted to the Superintendent or designee.

COMPUTER AND INTERNET SAFETY

Internet Protection Measure

A *technology protection measure* is hardware and/or software technology that restricts or filters access to specific areas or sites on the Internet. It provides a measure of protection against access by minors or adults to Internet resources that are obscene, contain child pornography, contain material harmful to minors (with respect to Internet access by minors), or are otherwise inappropriate in an educational environment. While the Internet filter is very effective in blocking inappropriate content, the Internet is a rapidly expanding resource and no filtering or blocking technology is 100% effective. The possibility exists that all inappropriate content may not be blocked or that a determined person may find a method to partially or completely circumvent the filtering or blocking method.

As a matter of policy, all Internet access from within Sabine Parish School District will be filtered. There is no exception to this policy. In the case of Internet access by minors, the filtering mechanism may not be disabled for any reason. For access by adults, the filtering mechanism may be, but is not required to be, disabled only to enable bona fide research.

If a person feels an Internet site has been blocked in error, a written request from the school or central office department head must be submitted to the Director of Technology who will review the site in question. If it is deemed that the site is wrongly blocked, the site will be opened. If there is any question about the appropriateness of the site, the Director of Technology will make a recommendation to the Superintendent for a final decision.

Safety and security of minors when using electronic mail, chat or other direct communications

Due to the problems involved with providing adequate supervision of electronic communications, student e-mail accounts will not be issued by Sabine Parish School Board, with exception of special programs authorized by the Director of Technology. Additionally, two-way, real-time electronic communication technologies such as Internet-based instant messaging and Internet chat will not be allowed within the District. Furthermore, the participation by students in asynchronous electronic forums or bulletin boards that are not exclusively of educational nature

is prohibited. The exception to this is pre-approved, temporary access to such technologies for a specific educational need. Such usage must have prior written approval from the Director of Technology and will be granted on a temporary basis. Written request for access to these technologies from the school principal or central office department head must be submitted to the Director of Technology for written approval. If there is a question about the appropriateness of the access, the Director of Technology will make a recommendation to the Superintendent for a final decision.

Hacking, Vandalism, and Unauthorized Access

Malicious attempt to harm, deface, degrade, or destroy District equipment, software, or data or the data of another user or system to which the District network is connected is strictly prohibited. Such action includes but is not limited to intentionally uploading or creating computer viruses, "hacking" of websites, or intentionally degrading or disrupting system performance. Additionally, attempting to

log on to the system by using another person's password or attempting to access District resources, or those resources connected to the District network, for which the user does not have permissions or rights is prohibited. These actions will be viewed as violations of District guidelines and policy and, possibly, as criminal activity under applicable state and federal laws.

Unauthorized disclosure of personal information

Unauthorized disclosure, use, and dissemination of personal identification information regarding minors are prohibited. Requests for account usernames and password will never be requested via email and any such requests should be regarded as unauthorized and should be immediately reported to the school principal or department head. Requests for personal information regarding students or staff should not be honored via email. Such requests should always occur by means of personal contact. All Board policies, state, and federal laws should be followed when a request for personal information of any sort is made.

Measures Restricting Access by Minors to Inappropriate Materials

The safety and protection of students while using the Internet or District network resources is of primary importance. Therefore, active measures will be taken to restrict, to the maximum extent reasonably possible, students' access to inappropriate material on the Internet and District network. The first of these measures is the filtering of all Internet access in the District as described above. As noted before, no filtering system is perfect and cannot substitute for staff supervision of student Internet use. Therefore, students are allowed to use computers attached to the District network only when supervised or granted permission by a staff member responsible for their supervision. To assist in the supervision process, computers attached to the network will, to the extent allowed by the individual room, be placed to maximize staff supervision of students using the system.

Email and General Technology Guidelines

- Email, web access, and other electronic communications should not be considered private. Authorized staff shall have the authority to monitor or examine email, file folders, and communications to maintain system integrity, to insure users are using the system responsibly, or for any other reasonable purpose.

- District computers, software, networks, and Internet access are provided to support the administrative and instructional functions of Sabine Parish School District. These resources are to be used primarily for school and district-related purposes. Incidental personal use of district technology resources or equipment must not interfere with the employee's job performance or student learning. Additionally, such use must not violate Board policy, must not damage the district's hardware, software, or networks, or significantly degrade the quality of service of the District's technology resources.

- Personal information on any staff member or student shall not be released by email.

- All users must follow existing copyright laws and restrictions regarding computer software and must not use District computer systems to violate any software license agreement, or any applicable federal, state, or local laws.

- All web pages or electronic publications created by any organization, staff, student, or other person that are housed on the District's computer systems shall be subject to treatment as district-sponsored publications. Therefore, the district reserves the right to exercise editorial control over the content of these web pages or publications. Only content that supports the administrative, instructional, or other legitimate mission of the school or department will be allowed on District web sites. Content of all District web sites must conform to the Student Web Policy. Additionally, no web page that represents any school, department, organization, or person of the Sabine Parish School Board may be published on a web server that is outside of the District network without written permission of the Director of Technology.

- District web pages or publications are not considered to be open, public forums. No such public forum may be created on any district web site to receive input from the public on any issue, educational or otherwise. District web sites shall be considered closed forums and shall be used only to transmit information to the public.

- District sponsored web sites may contain links to web sites that are outside of the District site. While district personnel will make every reasonable effort to research links for appropriateness, these third party sites are not under the control of the District and Sabine Parish School District is not responsible for the contents of any linked site, any link contained within the linked site, or any changes or update to the linked site that may change its appropriateness. These links are provided as a convenience to users and their inclusion does not imply endorsement of these sites by Sabine Parish School Board.

- Games and other software that is not of specific educational or administrative nature should not be placed on any District computer. All software that is installed on District computers must be for a specific educational or administrative purpose. Acceptable educational games must be primarily marketed for instructional purposes. Educational software must address a benchmark, standard, or lesson plan. Excluded from this are programs that are packaged with computer operating systems, utility programs such as anti-virus software, or utility software that enhances access to a computer's resources such as multimedia utility software. If there is a question about the appropriateness of particular software title, a request in writing should be made to the Director of Technology.

Violation of Policy

In the case of students, the violation of any policy provision or regulation may result in the cancellation of user privileges and/or disciplinary action including expulsion or suspension. In the case of staff, the violation of any policy provision or regulation may result in the cancellation of user privileges and/or disciplinary action in accordance with tenure laws and due process provisions. Such acts may also result in criminal prosecution under applicable state and federal laws. In the case where such actions result in the District incurring costs to restore the network system, hardware, software, or data, the Board will require restitution for restoration costs.

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