

COMPUTER AND INTERNET USE FOR EMPLOYEES

The Livingston Parish School Board shall authorize the Superintendent and staff to establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the School Board. Any employee who wishes to use school district technology devices and/or network resources, including the Internet and/or e-mail services, must sign the School Board's *Employee Computer and Internet Use Agreement* agreeing to abide by all district regulations.

The School Board shall incorporate the use of an internet filter 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, authorized persons may disable the blocking or filtering mechanism for an adult user in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes approved by the School Board, or access to online services of a newspaper with a daily circulation of at least 1,000.

INTERNET USAGE

Any misuse of the Internet that adversely affects its operation or jeopardizes its use or network performance for other community members in the pursuit of teaching and learning is prohibited and may result in loss of Internet privileges, suspension or other appropriate disciplinary action, up to and including termination. The provisions of this policy shall also apply to the use of private e-mail accounts when access is attained using School Board equipment or networks. The provisions of this policy also apply to access attained through any personal digital device while on School Board property. The Livingston Parish 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.

The School Board may suspend or terminate any privilege to use the Internet at any time solely at the School Board's discretion. Any policies and/or regulations of the School Board defining use of the Internet serve as guidelines and do not guarantee access to or use of the Internet. Consequently, the School Board may, at any time and in its sole discretion, by action of the Superintendent and/or his/her designee, end the privilege of any individual to use the Internet without notice, cause, or reason.

ACCOUNTABILITY

Faculty and staff use of technology devices and network resources or the Internet shall be reserved for academic purposes and the conducting of business aspects of the school

system. All personnel using school technology devices or network resources, or accessing the Internet shall be accountable for their use. Teacher or class files on the network shall be treated as district property subject to control and inspection by School Board personnel. Use of the Internet, network resources, and/or any technology devices shall be considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges.

UNAUTHORIZED AND ILLEGAL USE

Faculty and staff shall not be under direct supervision but must abide by School Board policy. Unsanctioned tampering with technology devices or network resources shall be prohibited. Any use of the district's network resources by any person that incurs expenses to the school shall be strictly prohibited. Furthermore, the network shall not be used for commercial, political or religious purposes or for personal gain. Use of the network for any illegal activities shall also be prohibited. Illegal activities including but not limited to (a) tampering with technology device hardware or software, (b) unauthorized access into technology device and files (hacking), (c) knowledgeable vandalism or destruction of equipment, (d) deletion of computer files, (e) unsanctioned communications between staff and students, and (f) cyberbullying. Such activity is considered a crime under state and federal law.

SECURITY

Teachers and personnel who have technology device in their charge shall be responsible for the security of those devices in terms of both hardware and software. Technology devices must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the system or the Internet.

The following are acceptable security measures:

1. Locking the technology device with a software password/code
2. Locking the technology device in a cabinet or closet
3. Locking the room housing the technology device

REGULATIONS FOR TECHNOLOGY DEVICE USE

1. The user shall abide by such laws, policies, regulations, and procedures concerning technology use in the public schools governed by the Livingston Parish School Board.
2. In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyright. Electronic mail and telecommunications are not

to be utilized for unauthorized disclosure, use and dissemination of personal identification or confidential information regarding any student or employee.

- A. Employees shall not post any e-mail or other messages or materials on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing.
 - B. Employees shall not abuse or waste network resources through frivolous and non-educational use.
 - C. Employees shall not send unnecessary or unsolicited emails (SPAM) to large numbers of people.
3. The Livingston Parish School Board reserves the right to review any stored data or programs to which users have access and will edit or remove any material which the School Board, through its Superintendent or his/her designee, believes is in violation of its policies and procedures. As a user of the School Board's technology and networks, including but not limited to the Internet, the user shall consent to the monitoring, access and review by the School Board's Superintendent or designee of any stored electronic communications, including but not limited to e-mail transmission.
 4. Any software not created by the user is copyrighted by definition. A user shall not copy or distribute copyrighted or proprietary material without the written consent of the copyright holder nor violate copyright or patent laws or the license concerning software, documentation or other tangible assets.
 5. In consideration for the privilege of using the system, the user shall release the Livingston Parish School Board from any and all claims arising from the use/inability to use the technology systems and networks.
 6. The user shall agree to indemnify the Livingston Parish School Board for any loss suffered to the Board by reason of improper use of the system.
 7. The information provided through the technology systems and networks shall be offered as a service and shall not be a substitute for individual professional consultation.
 8. The proper use of any user ID/password which may be assigned is the ultimate responsibility of the individual whose name it has been assigned. User ID's and passwords are not to be shared under any circumstances.
 9. The use of technology is a privilege which may be revoked any time for any violation of laws, policies and procedures. The Superintendent for the Livingston Parish School Board shall decide what is inappropriate use and such decision shall

be final. Such violations would include, but not be limited to:

- ! participation in non-instructional network activities that place a strain on network resources
 - ! placing of unlawful information on the system
 - ! commercial use of the system
 - ! political lobbying
 - ! use of obscene, abusive, harassing or otherwise objectionable language in either public or private messages
 - ! vandalism
 - ! theft
 - ! e-mail, chat rooms, and sites involving or which access visual depictions that are obscene, pornographic, or harmful to minors
 - ! information regarding the manufacture of bombs or other incendiary devices are expressly forbidden.
 - ! willful introduction of a software virus, worm, or other harmful program to any technology device or network resource
 - ! downloading non-work related files or accessing or downloading non-work related files from sites delivering streaming audio or video
10. No personal or student information which is protected by the *Family Education Rights and Privacy Act* shall be disseminated on or through the School Board's technology systems and networks, including but not limited to the Internet.
11. The above acceptable use practices are not all-inclusive, but are only representative and illustrative. A user who commits an act of misconduct, which is not listed, may also be subject to disciplinary action or termination.

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Ref: La. Rev. Stat. Ann. ' ' 17:81, 17:100.7; Board minutes, 5-21-09, 9-4-14.