

**FILE: EFA**

**Cf: [EFA-E](#), [IFBGA](#), [II](#)**

## **COMPUTER USE AND INTERNET SAFETY FOR EMPLOYEES**

The Jefferson Davis 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. Any usage of computers not in accordance with district regulations and procedures shall subject the user to appropriate disciplinary action up to and including termination.

The School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Any employee who wishes to use school district computers, including the Internet and/or e-mail services, shall be required to sign an *Employee Acceptable Use Agreement* agreeing to abide by all district regulations.

The School 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 School Board.

### **INTERNET USAGE**

Exploration of the Internet is encouraged, but with rights and privileges come responsibility. 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 or other appropriate disciplinary action up to and including termination. The Jefferson Davis 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 but do not warrant or guarantee access to or use of the Internet. Consequently, the School Board may, at any time and in its sole discretion, end the privilege of any individual to use the Internet without notice, cause, or reason.

ACCOUNTABILITY

Faculty and staff use of school computers or the Internet shall be reserved for academic purposes and the conducting of business aspects of the school system. All personnel using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. Teacher or class files and email usage on the Jefferson Davis Parish School Board network shall be treated as district property subject to control and inspection by School Board personnel. Access codes or passwords shall be kept on file by the principal or his/her designee in case an inspection is warranted. Use of the Internet and/or any computers shall be considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use district computers or the Internet.

UNAUTHORIZED AND ILLEGAL USE

Faculty and staff shall not be under direct supervision but must abide by School Board policy. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the district's internal network that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the district's computer system shall not be used for commercial, political or religious purposes.

Use of the network for any illegal activities shall also be prohibited. Illegal activities shall include but not be limited to (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activities may be considered crimes under state and federal law.

COPYRIGHTS

All personnel must adhere to the [Copyright Law of the United States \(P.L. 94-533\)](#) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. All persons who willfully violate copyright laws do so without the sanction of the School Board and at their own risk and will assume all liability and responsibility.

SECURITY

Teachers and personnel who have computers in their charge shall be responsible for their security. Computers must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the system or the Internet.

Any user who knowingly allows another to use the ID assigned to him or her will immediately lose access privileges, and may be subject to further disciplinary action. Attempts to fraudulently log on to any network as a system administrator or another user shall result in immediate cancellation of user privileges and the offender may be subject to further disciplinary action. Any user identified as a security risk, or having a history of problems with other computer systems, may be denied access to the service.

## VANDALISM

Vandalism will result in cancellation of privileges or other disciplinary action. *Vandalism* is defined as any attempted or actual harm or destruction of the data of another user or other networks connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts to tamper with any programs, applications, files, etc.

## REGULATIONS FOR COMPUTER USE

1. The user shall abide by such laws, policies, regulations, and procedures concerning technology use in the Jefferson Davis Parish School System.
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 or send chain letters or annoying unnecessary letters to large numbers of people.
3. The Jefferson Davis Parish School Board reserves the right to review any stored record files 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. The Jefferson Davis Parish School Board will archive all legally required electronic information (email accounts, etc.) pursuant to state and federal laws and requirements.

5. Any software not created by the user is copyrighted. 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 computer software, documentation or other tangible assets.
6. The user shall not install any software without consent from the appropriate supervisor.
7. In consideration for the privilege of using the system, the user shall release the Jefferson Davis Parish School Board from any and all claims arising from the use/inability to use the technology systems and networks.
8. The user shall agree to indemnify the Jefferson Davis Parish School Board for any loss suffered to the School Board by reason of improper use of the system, and to compensate anyone harmed by the improper use of the system.
9. 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.
10. 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.
11. 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 Jefferson Davis 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 network activities that place a strain on computer resources
  - the placing of unlawful information on the system
  - commercial use of the system
  - political lobbying
  - the 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 computer virus, worm, or other harmful program to any computer or network
  - downloading non-work related files or accessing or downloading files from sites delivering streaming audio or video

12. 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.
13. 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.

## WARRANTY

The Jefferson Davis Parish School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The Jefferson Davis Parish School District shall not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district's negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Jefferson Davis Parish School District specifically denies any responsibility for the accuracy or quality of material or information obtained through its services.

Approved: February 21, 2008

Ref: [20 USC 7131](#) (*Internet Safety*)

La. Rev. Stat. Ann. §§[17:81](#), [17:100.7](#)

Board minutes, [2-21-08](#)

Jefferson Davis Parish School Board