



# Lawrence Public Schools

## Policy of the School Committee

Section I: INSTRUCTION

IJNDB

Subject: ACCEPTABLE USE POLICY

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### POLICY STATEMENT

#### Access to Electronic Information Resources

The School Committee recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of the society, those changes may also alter instruction and student learning. The School Committee generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. All users, including students, teachers, support staff, and administrators are covered by this policy and are expected to be familiar with its provisions.

Internet access is a privilege and not a right; therefore, internet access is to be used for work-related activities or educational activities only. Independent users must agree to acceptable use standards for behavior and communication on the Internet as outlined below and as contained in School Department procedures. Independent student use of the Internet shall be considered a privilege not a right of each student. Failure to follow acceptable use standards may result in termination of network privileges for students and will result in the application of progressive discipline for staff.

#### District Acceptable Use Standards

The following uses of the District system are considered unacceptable:

1. Personal Safety for Students
  - a. Student users will not post or transmit photographs or personal contact information about themselves or other people without prior written parental consent from the parent(s) of the students whose information is being posted. Such consent must be delivered to the child's teacher or principal. Personal contact information includes, but is not limited to: home address, telephone number, school address, classroom and work address, etc.
  - b. Student users will not agree to meet with someone they have met online without their parent's approval and participation.
  - c. Student users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
2. Illegal Activities
  - a. Users will not attempt to gain unauthorized access to the District systems (printers, file shares, etc.) or go beyond their authorized access.
  - b. Users will not make deliberate attempts to disrupt the computer system performance (RFjamming, DDOS attack, etc.) or destroy data by spreading computer viruses or by any other means.
  - c. Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, gambling, online gaming, threatening the safety of a person, etc.



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- d. Users will not bring in to the schools any privately owned computers or networking equipment and attempt to connect them to the Lawrence Public Schools network without receiving prior written approval from the building administrator and the Information Systems and Technology (IS&T) Department.
- e. Users will not use the District system to access materials that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). This includes any material brought into the school via personal storage devices.
- f. Running servers, daemons, or proxy services on the wireless network is prohibited.
- g. Running any authorized data packet collection programs on the network to intercept or attempt to intercept other wireless transmission is prohibited.
- h. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they intentionally violated the Acceptable Use Policy.

### **3. Security**

- a. System Security Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should a user provide their password to another person. Users will immediately notify the system administrator if they have identified a possible security problem.
- b. Cautious and informed users should not transmit personal information (credit card numbers, passwords, and any other sensitive information). Please take appropriate precautions when using this service.

### **4. Inappropriate Language**

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person.

### **5. Respect for Privacy**

- a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
- b. Users will not post private information about another person.



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#### **6. Respecting Resource Limits**

- a. Users will use the system only for educational and professional or career development activities and limited, high-quality, self-discovery activities.
- b. Users will refrain from excessive personal use of technology resources. Use is excessive if it overburdens a network, results in substantial use of system capacity (i.e. opening multiple programs and files), or otherwise subjects the school system to increased costs or risks. For employees, excessive personal use of computer resources will result in progressive discipline.
- c. Users will not download large files unless absolutely necessary. Users will immediately remove the personal files from the system computer to their personal storage devices.
- d. Users will not post chain letters or engage in "spamming" . Spamming is sending an unnecessary message to a large number of people.
- e. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
- f. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

#### **7. Plagiarism and Copyright Infringement**

- a. Users will not plagiarize works that they find on the Internet.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.
- c. Users will adhere to the terms of software licenses and other contracts. Persons loading software on any Lawrence Public Schools computer must adhere to all licensing requirements for the software. Except where allowed by the district site licenses, copying of software under license to the Lawrence Public Schools for personal use is a violation of this policy.
- d. Downloading copyrighted materials or items like music, videos, games, programs, etc., from file sharing sites or applications, such as: iTunes, Kazaa, Napster, eMule, Limewire, bit torrent, or any other P2P software,

#### **8. Monitoring**

We reserve the right to monitor and log communications on a per connection basis to ensure proper usage of network resources.

#### **9. Wireless Access Policy**

Due to the increasing demands for wireless access to the Lawrence Public Schools' network, this policy acts as an addendum to the General Acceptable Use Policy by including specific information regarding the use of wireless networking and Internet access. Please note that many items listed here may already be in the General



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Acceptable Use Policy for redundant purposes. This policy is designed to protect wireless users and to prevent inappropriate use of wireless network access that may expose the Lawrence Public Schools to multiple risks, including viruses, network attacks, and various administrative and legal issues. It is the intention of the IS&T Department of the Lawrence Public Schools to provide a high level of reliability and security when using the wireless network. Wireless Access Points provide shared bandwidth and so as the number of users increase, the available bandwidth per user decreases. As such, please show consideration for other users and refrain from running high bandwidth applications and operations, such as downloading large music files and video from the Internet. Network reliability is determined by the level of user traffic and accessibility. Wireless networking is to be considered supplemental access to the Lawrence Public Schools' network. Wired access is still the preferred way for connectivity.

As the deployment and usage of the Lawrence Public Schools' network progresses, we reserve the right to adjust the access and usage policies and guidelines, as necessary, for the sole benefit of the Lawrence Public Schools wireless users to provide a safe and reliable computing environment and ensure high quality secured services. It is the responsibility of all persons using the Wireless Internet Access network to be familiar with this policy and the Internet Policy.

#### 10. Equipment

- a. All electronic equipment belonging to the Lawrence Public Schools is the property of the Lawrence Public Schools. This equipment should not be tampered with, adjusted, abused, repaired, or used for any purpose for which it was purposed.
- b. Any electronic equipment obtained or that may be obtained through any means (donations, purchase, and/or grants) needs to be vetted through the IS&T Department, if the end users are going to access any type of network resources. This process helps to ensure compatibility with our resources and ability to support its use.

#### 11. Cyberbullying

"Cyberbullying" is bullying through the use of technology or any electronic communication, which shall include, but not be limited to: any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photo electronic or photo optical system. This includes, but is not limited to: electronic mail, internet communications, instant messages, and facsimile communications. Cyberbullying shall also include:



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- a. The creation of a web page or blog in which the creator assumes the identity of another person. The knowing impersonation of another person as the author of posted content messages, if the creation of impersonation creates any of the conditions noted in the above definition of bullying.
- b. The distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions noted in the above definition of bullying.

#### **12. Internet Content Filtering**

To comply with the Children's Internet Protection Act (CIPA), we have instituted a content filtering system to protect our users. Content filtering is by no means fool-proof; sometimes, things that should be blocked make their way through the filter. Also, there are times that content should not be blocked. Any questions regarding content filtering and the blocking of sites should be directed to the IS&T Help Desk.

#### **No Expectation of Privacy**

Computer and electronic resources provided by the Lawrence Public Schools are the property of the Lawrence Public Schools and are to be used in conformance with these guidelines. Lawrence Public Schools retains the right to: 1) inspect any user's Hard Drive and the files it contains and 2) give permission to the teachers, administrators, and parents of any student to review the use of technology tools by a student who they think may be misusing the system. Users are advised that messages in Lawrence Public Schools e-mail accounts and any discussion forums, including deleted messages, are regularly archived and can be retrieved. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations. Use of Lawrence Public Schools' technology resources constitutes consent for the monitoring and/or inspection of any files that users create, any messages they post or receive, and any web sites they access by the Information Systems and Technology Department staff.

#### **District Limitation of Liability**

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.



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#### Due Process

The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system.

The School Committee authorizes the Superintendent to prepare appropriate procedures for implementing this policy, including appropriate user agreements that are signed by students and staff, and for reviewing and evaluating its effect on instruction and student achievement.

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