

ST. HELENA PARISH School System

Technology Acceptable Use Policy (AUP)

Technology/Internet access is available to all students and employees in the St. Helena Parish School System. We believe that technology offers vast, diverse, and unique educational resources to all participants. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The St. Helena Parish School System retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

Our goal in providing these resources to our students is to enhance innovative education for students through access to unique resources and collaborations. Furthermore, teachers will improve learning and teaching through research, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials.

Terms and Conditions are provided so that Technology/Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of the network resources. The student's and parent or guardian's signatures on the attached contract is binding and indicates that he/she has read the terms and conditions carefully and understands their significance. In addition, ALL employees must sign and adhere to the provisions of this acceptable use policy.

TERMS AND CONDITIONS

1. Student Personal Safety -Users will not post personal contact information (e.g. address, phone number) about themselves or any other person on the Internet. User photographs and work can be published if a signed Parental District Release Form is on file.

2. Internet/Network Use – Users are expected to abide by the St. Helena Parish School System rules of network etiquette. These include, but are not limited to the following:

- a. **ALL hardware and software purchases and installations should be approved by the Technology Department.**
- b. All technology hardware and software resources purchased by SHPSS are the property of the St. Helena Parish School System and are loaned to students and faculty for their use.
- c. Streaming or downloading media directly related to instruction is limited to before 8:00 a.m. and after 4:00 p.m. weekdays.
- d. Be polite; do not send abusive, threatening, bullying, intimidating and/or harassing messages to others.
- e. Note that Electronic Mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities must

be reported to authorities. SHPSS provides email accounts for its employees and does not warrant access to other email services or messaging services. Web mail is not permitted on any computers located in classrooms or used by students except for SHPSS provided student accounts (currently limited to LVS students).

- f.** Hardware or software shall not be destroyed, modified, or abused in any way.
- g.** Do not use the network in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass E-mail messages, installation of unapproved software, or annoying other users using chat, talk, or write functions). The network should be used only for research, information gathering, and academic practice directly related to school assignments and extracurricular projects supervised by school faculty.
- h.** The computer is NOT designed to be used as a radio or television for the classroom. Any such use should be DIRECTLY related to instruction. All streaming or CD/DVD media not directly related to instruction is prohibited.
- i.** Malicious use of the network to develop programs that harass other users or infiltrate a computer, computing system, or network is prohibited. Use of the network to damage the software components of a computer or computing system is prohibited.
- j.** E-mail, chat, and instant messaging of any form should be used for legitimate and responsible communication only. Hate mail, including statements that bully, threaten, intimidate and harass, discriminatory remarks, cursing, and other anti-social behaviors are prohibited on the network.
- k.** Use of the network to access or process pornographic materials, inappropriate text files, and files dangerous to any individual or group is prohibited.
- l.** Chat rooms may be used only with approval from building level administrator and the guidance of the teacher for instructional activities. A letter requesting the authorization to chat should be sent to the SHPSS Technology Department.
- m.** Transmission of any materials in violations of any U.S. or state regulation is prohibited. This includes - but is not limited to - copyrighted software, music, videos, and other materials protected by trade institutions and ALL threatening or obscene material.
- n.** Use for product advertisement, political lobbying, or illegal activities is strictly prohibited.
- o.** Gaining unauthorized access to resources or entities is prohibited. Students should access only those files that belong to them or which they have been granted permission to use by faculty.
- p.** Files stored on district computers and servers should be limited to those relating to formal school courses or activities.
- q.** Invading the privacy of individuals is prohibited.
- r.** Using the account or password of another user is prohibited. Distribution of passwords by other than designated staff is forbidden.
- s.** Posting communications without the author's consent is prohibited.
- t.** Posting or sending anonymous messages is prohibited.
- u.** Attempts to remove, modify, or bypass software, hardware, and configurations installed to prevent Internet or other access to pornographic material, other objectionable materials, or prohibited resources is forbidden.

Students may use school Internet access for teacher-directed educational activities.
 Students may use school Internet access only when authorized, and only when supervised.

A PARENTAL RELEASE FORM MUST BE SIGNED AND ON FILE FOR ANY STUDENT TO HAVE ACCESS TO THE INTERNET.

3. Consequences of Misuse

Disciplinary actions will be taken to meet the specific concerns related to violations of this agreement (e.g. loss of access to computer, suspension, law enforcement involvement, etc.).

OFFENSE	DISPOSITION		
	1 st Time	2 nd Time	3 rd Time
Technology/Internet Misuse			
Inappropriate or illegal use of Technology / Internet	Notify parents Counseling	Notify parents Counseling Loss of computer privileges 1 week	Notify parents Counseling Office Referral Loss of computer privileges for 4 weeks
Any unauthorized change or modification to computer / technology equipment Damage to equipment	Notify parents Counseling Office Referral	Notify parents Counseling Loss of computer privileges 1 week Office Referral	Notify parents Counseling Loss of computer privileges 4 weeks Office Referral

For further information, please contact your child’s teacher or school administration.

Please keep these pages for your records.

Complete the last page of this form and return it to your child’s school.

Please return this page only to your assigned teacher.

ST. HELENA PARISH SCHOOL SYSTEM INTERNET USE AGREEMENT

Photo Release Form Signature Page

USER (Student or Teacher) TECHNOLOGY CONTRACT

I have read the Acceptable Use Policy. I understand and will abide by the regulations. I understand misuse is unethical and illegal. Should I commit any violation, my access privileges may be revoked and disciplinary action will be taken. A signed copy of this document must be on file with the teacher. In the case where the teacher is the user, a copy will be on file in the office. Teacher signature also gives permission for his/her picture/work/name to be placed on the district website.

User Name (please print): _____

User Signature: _____

Date: ____/____/____

PARENT TECHNOLOGY CONTRACT

Check All That Apply		
<input type="checkbox"/>	YES,	I hereby give permission for my child to use computers in his/her school.
<input type="checkbox"/>	YES,	I hereby give permission for my child to have school use of the Internet.
<input type="checkbox"/>	YES,	I hereby give permission for my child's picture/work/name to be placed on the school web site.
<input type="checkbox"/>	NO,	I do not give permission for my child to use computers in his/her school.
<input type="checkbox"/>	NO,	I do not give permission for my child to have any school use of the Internet.
<input type="checkbox"/>	NO,	I do not give permission for my child's picture/work/name to be placed on the school web site.

As the parent or guardian of this student, I have read the Terms and Conditions of the St. Helena Parish School System Acceptable Use Policy. I understand that this access is designed for educational purposes and St. Helena Parish School System has taken available precautions to monitor student access. However, I also recognize it is impossible for St. Helena Parish School System to restrict all controversial materials, and I will not hold them (SHPSS) responsible for the materials acquired on the network. I hereby give my permission for my child to have school use of technology including the Internet.

Parent or Guardian (please print): _____

Signature: _____

Date: ____/____/____

Daytime Phone Number: _____

Evening Phone Number: _____