

EMPLOYEE COMPUTER USE, CONFIDENTIALITY, AND INTERNET ACCESS

The Lafourche Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Each individual granted access to data and other information holds a position of trust and must preserve the security and confidentiality of the information he/she uses. 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 data, information and/or computers not in accordance with district regulations and procedures shall subject the user to appropriate disciplinary action up to and including termination.

The Lafourche 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 Lafourche Parish School Board. Any employee who wishes to use school district computers, including the Internet and/or e-mail services, must sign the *Lafourche Parish Employee Computer and Internet 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 Board.

INTERNET USAGE

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. 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 and to access attained through any authorized personal digital device while on School Board property. The Lafourche 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 school computers, a computer network located on school property, or computers 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. Access codes or passwords shall be kept on file in a secured location 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, while not be under direct supervision, shall 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 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 include, but are not limited to, (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

Employee access to Lafourche Parish School Board data and information systems is for the sole purpose of carrying out job responsibilities and confidential information is not to be divulged outside of the Lafourche Parish School Board, except as permitted by School Board policy. Breach of confidentiality, including aiding, abetting, or acting in conspiracy with any other person to violate any part of this policy, may result in sanctions, civil or criminal prosecution and penalties, employment and/or School Board disciplinary action, and could lead to dismissal, suspension or revocation of all access privileges. Misuse of School Board data and information and any violation of this policy by any employee or agent shall be grounds for disciplinary action, up to and including dismissal.

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 Board and at their own risk and will assume all liability and responsibility.

SECURITY

Any individual with authorized access to the Lafourche Parish School Board's computer information system, records or files (including School Board data hosted by outside companies) is given access to use such data or files solely for the business of the School Board and must

not divulge this information outside of the School Board except for approved business requirements. Specifically, with respect to LPSB records or information, individuals must:

1. Access data solely in order to perform his/her job responsibilities.
2. Not seek personal benefit or permit others to benefit personally from any data that has come to them throughout their work assignments.
3. Not make or permit unauthorized use of any information in the Lafourche Parish School Board's information system or records.
4. Not enter, change, delete or add data to any information system or files outside of the scope of their job responsibilities.
5. Not include or cause to be included in any record or report, a false, inaccurate or misleading entry known to the user as such.
6. Not alter or delete or cause to be altered or deleted from any records, report or information system, a true and correct entry.
7. Not release School Board data other than what is required in completion of job responsibilities.
8. Not exhibit or divulge the contents of any record, file or information system to any person unless it is necessary for the completion of their job responsibilities.

It is the individual's responsibility to report immediately to his/her supervisor any violation of this policy or any other action, which violates confidentiality of data.

Security Procedures

All users of the Lafourche Parish School Board information systems shall be supplied with an individual user name and/or password to access the data necessary for the completion of their job responsibilities. Users of School Board information systems shall be required to follow the procedures outlined below:

1. All transactions, processed by a user ID and password, shall be the responsibility of the person to whom the user ID has been assigned. The user's ID and password must remain confidential and must not be shared with anyone.
 - Using someone else's password is a violation of policy, no matter how it was obtained.
 - Passwords provide access to information that has been granted specifically to the individual user. To reduce the risk of shared passwords, employees should not post passwords on or near workstations or share passwords with anyone.
 - It is the employee's responsibility to change a password immediately if it is believed someone else has obtained it.

2. Access to any student or employee information (in any format) shall be determined based on specific job requirements. The appropriate principal or Supervisor shall be responsible for ensuring that access is granted only to authorized individuals, based on their job responsibilities. Written authorization must be received by the Data Processing and Technology Department prior to granting system access.

Employees shall be prohibited from viewing or accessing additional information (in any format) unless the person has been authorized to do so. Any access obtained without authorization is considered unauthorized access.

In order to prevent unauthorized use, the user shall log off of all applications that are sensitive in nature, such as employee/student personal information, when leaving their workstation. This is especially important during breaks, lunch and at the end of the workday.

3. Passwords should be changed periodically and/or if there is reason to believe they have been compromised or revealed inadvertently.
4. Upon termination or transfer of an employee, the Personnel Department shall notify the Data Processing and Technology Department of such employee termination, which will then modify or delete access as appropriate.
5. Generally, temporary employees should not have access to the Lafourche Parish School Board records system. Written approval by the Personnel Supervisor or the Superintendent is required if it is determined that access is required. The temporary employee is to be held to the same standards as all School Board employees, and must be made aware of their responsibilities to protect student and employee privacy rights and data integrity. Written authorization must be received by the Data Processing and Technology Department prior to granting system access.
6. Each employee shall agree to properly secure and dispose of any outputs or files created in a manner that fully protects the confidentiality of records.

Teachers and personnel who have computers in their charge shall be responsible for the security of those computers in terms of both hardware and software. 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 school district encourages properly trained employees to learn to use electronic mail and telecommunications tools and apply them in appropriate ways to the performance of tasks associated with their positions and assignments.
2. Employees shall communicate with telecommunication tools in a professional pedagogical manner consistent with state laws and district policies governing the behavior of school employees and with federal laws governing copyright and conduct with juveniles. Electronic mail and telecommunications shall not be utilized to share confidential information about pupils or district employees. This shall not apply to the pupil database programs or other district administrative data such as IEP information, student attendance, student discipline, etc.
3. Communication over networks shall not be considered to be private. Messages may be diverted accidentally to another destination. The district network administrator(s) from time to time will review directories or messages to ascertain compliance with network guidelines for acceptable use. All legitimate complaints about employee misuse will result in a complete and thorough investigation utilizing all technological tools available (i.e. On-line real-time monitoring, screen captures, file analysis, etc.) The network administrator(s) may delete files which are not kept to a manageable storage level.
4. Teachers, administrators, and others who make decisions regarding pupil access to the Internet shall, in making such decisions, at all times consider the district's stated educational mission and the pupil acceptable use policy. To the extent possible, pupils' use of the Internet shall be structured in ways which point pupils to those resources, which have been evaluated prior to use. Pupils utilizing district-provided Internet access shall be supervised by district professional staff. Pupils shall not be allowed to utilize electronic communications unless an annually signed consent is on file. A family's right to decide whether or not to apply for access for their child shall be supported and respected. Permission is not transferable from one pupil to another and may not be shared.
5. The use of technology is a privilege which may be revoked any time for any violation of laws, policies and procedures, whether such technology is school-provided or not. The Superintendent for the Lafourche Parish School Board shall decide what is inappropriate use and such decision shall be final. Such violations would include, but not be limited to:
 - a. Utilizing the Internet, E-mail, or other computer resources for personal purposes during assigned instructional work hours, exclusive of recess and lunch periods;
 - b. Accessing uploading, downloading, or distributing pornographic, obscene, or sexually explicit, violent, gambling related, hate oriented, occult, information on making bombs or other incendiary devices, etc. materials;

- c. Transmitting obscene, abusive, sexually explicit, harassing, threatening, or any otherwise objectionable language either in public or private messages;
 - d. Violating any local, state, or federal statute;
 - e. Accessing another individual's materials, information, or files without permission;
 - f. Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
 - g. Using others' passwords;
 - h. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses, or purposely attempting to circumvent Lafourche Parish School Board system's security;
 - i. Intentionally wasting limited resources (examples: printer supplies, network band width, hard drive capacity, etc.);
 - j. Harassing, insulting, or attacking others and/or posting anonymous messages;
 - k. Giving out personal information about others on-line such as full name, home address, phone number, etc.;
 - l. Gaining unauthorized access to resources or entities;
 - m. Invading the privacy of individuals with the exception of network administrators enforcing the policy;
 - n. Seeking to gain or gaining unauthorized access to information resources or other computing devices;
 - o. Using personal non-school related software;
 - p. Participation in network activities that place a strain on School Board computer resources and technology system;
 - q. The placing of unlawful information on the School Board technology system;
 - r. Commercial use of the Board's technology system;
 - s. Political lobbying;
 - t. Theft;
6. The final authority on the content of employee's web pages rest with the school/district administrator.

7. The School Board makes no warranties of any kind, whether expressed or implied, for the access it is providing. The School Board 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 its own negligence user errors, and/or omissions. Use of any information obtained via the Internet is at the user's risk. The School Board denies any responsibility for the accuracy or quality of information obtained through its system.
8. Any statement of personal religious or political belief found on the Internet or other telecommunication system is implicitly understood to be representative of the author's individual point of view, and not that of the Lafourche Parish School Board, its administrators, teachers, staff, or the participating school.
9. The Computer and Internet Acceptable Use Agreement must be reviewed and signed annually.
10. The user shall agree to indemnify the Lafourche Parish School Board for any loss suffered to the Board by reason of improper use of the system, and to compensate anyone harmed by the improper use of the system.
11. 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.
12. Employees failing to follow the School Board policy while using computers or failing to follow any other policies or guidelines established by School Board administration or the user's supervisor shall be subject to appropriate disciplinary action up to and including termination of employment. It is the responsibility of the employee to immediately report to his/her supervisor or any member of management upon learning of violations of this policy.

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Ref: La. Rev. Stat. Ann. §17:81, 17:100.7; Board minutes, 7-12-00; 11-7-07.