

# Lafayette County School District

## Faculty/Staff Acceptable Use Policy

07/20/07

This Acceptable Use Policy covers your responsibilities as you access the Internet through the Lafayette County School District. It also covers your responsibility to the students and parents. Please read this policy carefully. Sign the acknowledgement sheet attached and return it the Lafayette County School District Central Office.

This Acceptable Use Policy is intended to provide an environment that is consistent with the mission of the Lafayette County School District, the requirements of the Mississippi State Department of Education and federal/state laws. This policy pertains to all devices attached to the Lafayette County School District Network (LafaNet), including but not limited to the Wide Area Network, all files servers, and individual and lab computers.

Lafayette County School District computer resources are for the purpose of providing educational technology support to the students, faculty, and staff of the Lafayette County School District. In this regard all employees are expected to abide by Federal statutes and sections of the Mississippi Code, which govern the use of these resources. Additionally, all employees are expected to use sound judgment in ensuring that good personal conduct is exercised at all times in the use of LSD computer resources.

The Lafayette County School District must comply with software copyright laws. All employees are prohibited from loading any software onto any computer system for which they do not have adequate proof of license. This includes commercial and shareware software. Proof of license includes original software, licensing documentation and/or a copy of the Lafayette County School District purchase order.

All employees are expected to read and enforce the Lafayette County School District Student Acceptable Use Policy (AUP) for all students under their supervision. Employees are also expected to understand the Children's Internet Protection Act (CIPA) as it pertains to Lafayette County School District teachers. Students are to be supervised by a teacher at all times while using the Internet and filtering/protection software is not to be disabled. The Student AUP details appropriate student use of resources by students in compliance with CIPA. Violations of the Student AUP and/or infractions of CIPA are to be reported immediately to the Technology Coordinator via the individual school principal.

Additionally, in compliance with the Children's Online Protection Privacy Act (COPPA), it is the responsibility of the teacher to abide by the requests of parents and guardians regarding any personal information posted to the Internet; specifically, no photo's or personal information regarding students will be posted to the Internet without the express permission of the parent or guardian of that student. (Note: Even if you do have the express permission of the parents to publish photo's or personal information regarding a student you may only identify that student only by their first name.)

Employees are issued a network account and email account as needed. Each account is given a unique password. Upon receiving an account, the user becomes responsible for any activity originating from that account. For this reason, users are strongly advised to protect all passwords, and immediately notify appropriate personnel immediately if you feel that you may have compromised your password.

Unauthorized use or abuse of the Lafayette School District computer resources can result in revocation of privileges and/or civil or criminal penalties. Users have a limited privacy expectation in the contents of their personal files and records of their online activity while on the district system. Additionally, all electronic activity on the LafaNet is subject to monitoring to determine usage trends and identify system abuses.

Unacceptable Uses:

- Transmission of any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
- The use of profanity, obscenity or other language that may be offensive to another user.
- Any form of vandalism, including but not limited to, damaging computers, computer systems, or networks, and/or disrupting the operation of the network.
- Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws.
- Use of the network for personal financial gain, commercial activity, or any illegal activity, e.g. hacking.
- Use of the network for political activity.
- Use of the network to access pornographic or obscene material.
- Creating and/or placing a computer virus on the network.

Accounts will expire when the user is no longer employed by the Lafayette County School District.

Attached to this policy you will find a district permission form to be used to secure parental permission to use a child's photo or information on the Internet. This is the official form to be used district-wide for this purpose.

I have read the Lafayette County School District Faculty/Staff Internet Acceptable Use Policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee/User Information: (Please Print)

\_\_\_\_\_ Mr. \_\_\_ Ms. \_\_\_Mrs. \_\_\_Dr.  
 Last Name First Name Middle Initial

School: (Circle One)      LES                      LMS                      LHS                      LUS                      Other