



## **E522 – COMPUTER AND INTERNET USE FOR EMPLOYEES**

The Orleans Parish School District, through the authority of the Superintendent and staff, shall 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 School District. Any employee who wishes to use school district computers, including the Internet and/or e-mail services, must sign the Orleans Parish *Employee Computer and Internet Use Agreement* agreeing to abide by all district regulations.

The School District 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 District shall 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 regardless of whether the device is owned by the District, the School, or the individual user. The Orleans Parish School District shall 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 District may suspend or terminate any privilege to use the Internet at any time solely at the School District's discretion. Any policies and/or regulations of the School District defining use of the Internet serve as guidelines but do not warrant or guarantee access to or use of the Internet. Consequently, the School District 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 or a computer network located on school property, or computers accessing the Internet shall be accountable for their use regardless of whether the device is owned by the district or the individual user. Teacher or class files on the network shall be treated as district property subject to control and inspection by School District personnel. Users' agree to provide access to their devices 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 District 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 (a) tampering with district/school owned computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of district/school owned equipment, (d) deletion of district/school owned computer files, and (e) bullying or harassing activities whether specifically directed at an individual or group or implied by way of communications and/or behaviors in cyber-spaces. Such activity is considered a crime under state and federal law.

### SECURITY

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. Computers and other network capable devices owned by the school or district but used off school board property must be used in compliance with all the provisions of this policy.

### REGULATIONS FOR COMPUTER USE

1. The user shall abide by such laws, policies, regulations, and procedures concerning technology use in the Orleans Parish School District.
2. In general, employees are expected to communicate in a professional manner consistent with federal and 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.



- C. Employees shall not use school board owned devices or the school board network to open/access frivolous and/or non-educational communications directed to them by others.
3. The Orleans Parish School District 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 District, through its Superintendent, or his/her designee, believes is in violation of its policies and procedures. As a user of the School District's technology and networks, including but not limited to the Internet, the user shall consent to the monitoring, access and review by the Superintendent or his/her designee of any stored electronic communications, including but not limited to E-mail transmission.
  4. 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.
  5. The user shall not install any software on district/school owned devices without consent from the appropriate supervisor.
  6. In consideration for the privilege of using the system, the user shall release the Orleans Parish School District from any and all claims arising from the use/inability to use the technology systems and networks.
  7. The user shall agree to indemnify the Orleans Parish School District for any loss suffered to the District by reason of improper use of the system, and to compensate anyone harmed by the improper use of the system.
  8. 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.
  9. The proper use of any user ID/password which may be assigned is the ultimate responsibility of the individual to whose name it has been assigned. User ID's and passwords are not to be shared under any circumstances.
  10. The use of technology is a privilege which may be revoked at any time for any violation of laws, policies and procedures. The Superintendent for the Orleans 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, social networking applications, 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 except as the stream is used meaningfully in the delivery of instruction.
11. No personal or student information which is protected by the *Family Education Rights and Privacy Act (FERPA)* shall be disseminated on or through the School District's technology systems and networks, including but not limited to the Internet. Storing of any data protected by FERPA on non-district/school owned devices is strictly prohibited.
  12. 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.



---

## Orleans Parish School Board

### *Employee Computer and Internet Use Policy E-522*

I have read the Orleans Parish School Board's Policy relative to Internet and technology use. By signing the *Employee Computer and Internet Use Agreement*, I agree to abide by the rules stated in this policy. I understand that the use of the Internet or network is a privilege and if found in violation of any of the rules stated in this policy, I will be subject to any of the disciplinary actions listed in this policy. I understand that the Orleans Parish School Board will, to the fullest extent, try to block or filter harmful information from being accessed over the network, but is not responsible for any inappropriate content accessed while using the network.

Employee Name: \_\_\_\_\_  
(Print)

Employee Signature: \_\_\_\_\_

Site: \_\_\_\_\_

Date: \_\_\_\_\_