



# ORLEANS PARISH SCHOOL BOARD PUBLIC HEARING

**McDonogh #35**  
**1331 Kerlerec Street**  
**New Orleans, LA 70116**  
**October 16, 2012**  
**4:30 p.m.**

Call to Order – Roll Call

Pledge of Allegiance

Purpose of Hearing

General Counsel Edward Morris

*Orleans Parish School Board – Public Hearing on proposed amended Board policies:*

➤ **OPSB Amended Policies – Second Reading**

- E522 - Computer and Internet Use for Employees (*amendment to current policy*)
- I809- Computer Access and Use for Students (*amendment to current policy*)

**Q & A**



## ORLEANS PARISH SCHOOL BOARD PUBLIC HEARING GUIDELINES

1. The public hearing will begin with of the proposed new and amended board policies by the Superintendent or his designee.
2. Anyone wishing to address the Board Policies should fill out a card located on the table and submit it to the Board Secretary. Cards will be received up to one-half hour after the meeting begins (**Notation: The Public Hearing begins at 4:30 PM**).
3. General Counsel to the Board will be responsible for the orderly and efficient conduct of the hearing and may set a reasonable time limit for each presentation depending on the number of cards received.
4. Each speaker will be limited to two (2) questions per item. General Counsel will recognize the speaker and give him/her permission to proceed. The speaker shall state his/her name and address for the Board records.
5. Those who have a group concern are encouraged to select a spokesperson from the group to address the concern.
6. Speakers are expected to be as concise as possible and to present their questions and comments in an objective manner in accordance with good taste and decorum and without reference to or insinuations against the Board, its members, or school system employees.
7. The Superintendent or his designee will serve as the official respondent to questions posed by the public.
8. Disruptions or disorderly conduct at the public hearing will constitute grounds for the presiding officer to ask security personnel to remove the offender.



## I809 – COMPUTER ACCESS AND USE – STUDENTS

### Introduction

The Orleans Parish School Board provides its students the privilege of accessing the Internet over the district's computer network. The computer network is intended to promote educational excellence and to locally and globally share educational resources. Students will access and transmit information over the Internet or network for educational purposes. It is the intent of the Orleans Parish School Board to:

- a) prevent the transmission of or access to inappropriate material by means of Internet, electronic mail, or other forms of electronic communications, [including cellular devices owned by students](#);
- b) prevent unauthorized and malicious attempts to access valuable network resources;
- c) prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- d) abide by the rules established in the [Children's Internet Protection Act](#).

### I. Access to Inappropriate Material

The Orleans Parish School Board shall use technology protection measures (or "Internet filters") to prevent access to inappropriate material. The technology protection measures shall be applied to avoid visual depictions of material deemed obscene or pornographic, or any material deemed harmful to minors.

Authorized personnel may disable or minimize technology protection measures for bona fide research or other lawful purposes.

### II. Student Behavior

While using the computer network [or cellular devices](#), students:

1. **SHALL NOT** give out names, phone numbers, addresses or any personal information about themselves or others.
2. **SHALL NOT** engage in activities that initiate or participate in any activities that are prohibited by local, state or federal laws.
3. **SHALL NOT** use the Internet [or cellular networks](#) to send or receive messages that discriminate against others.
4. **SHALL NOT** use abusive language or profanity over the Internet [or on cellular systems](#).
5. **SHALL NOT** participate in any activities that can be construed as cyber-bullying of other students, faculty, staff, or community members in or out of the school network.
6. **SHALL** always be polite and respectful of others.
7. **SHALL** immediately report any activities about which they become aware that can be construed as cyber-bullying of other students, faculty, staff, or community members in or out of the school network



8. **SHALL** communicate with caution. Keep in mind:

- privacy cannot be guaranteed in a network environment.
- you cannot see the person with whom you are communicating.
- you cannot tell the age or the sex of the person with whom you are communicating.
- you cannot always be sure you are being told the truth
- you should think carefully about what you say and how you say it.

9. **SHALL** report any problems to their teacher.

### **III. Inappropriate Network Usage**

Accessing the Internet through the Orleans Parish School Board's network [or the cellular network from an OPSB campus](#) is a privilege, not a right, and inappropriate network usage will result in disciplinary actions. The Orleans Parish School Board shall take actions to uphold the safety and security of users on the Orleans Parish School Board's network.

**Any student can be found in violation of acceptable network usage if he or she:**

1. uses the Internet, ~~or internal~~ network, [or cellular networks or systems from an OPSB campus](#) for illegal, inappropriate, or obscene purposes, or supports such activities. Illegal activities shall be defined as those which violate local, state, and/or federal laws.
2. violates copyrights, license agreements or other contracts.
3. intentionally disrupts information network traffic or crashes the network and connected systems.
4. uses Orleans Parish School Board's Internet, ~~or internal~~ network, [or cellular networks or systems from an OPSB campus](#) for commercial or financial gain, fraud, political campaigning or solicitation.
5. steals or damages data, equipment, or intellectual property.
6. gains or seeks to gain unauthorized access to the network system.
7. forges electronic mail messages or posts anonymous messages.
8. uses an account owned by another user or invades the privacy of individuals.
9. changes or deletes another user's account information.
10. discloses personal information about anyone.
11. Participates in any behaviors that can be construed as cyber-bullying of other students, faculty, staff, or community members in or out of the school network

Students shall be made aware that any use of the network or of personal digital devices while on school property or at school events, regardless of whether the device is owned by the district, the school, or by the individual user, is subject to all the provisions of the Acceptable Use Policy of the Orleans Parish School Board. At no time within any property of the district, school, or off premises but engaged in activities connected to the educational efforts of the district or school, is any student to violate the provisions of the Acceptable Use Policy of the Board.

Orleans Parish School Board's Acceptable Use Policy

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### Consequences of network use violations include but are not limited to:

1. Suspension or revocation of network [and/or cellular](#) privileges;
  - a. First offense
    - i. Counseling with teacher and parent
    - ii. Three day loss of network [and/or cellular](#) privilege
  - b. Second offense
    - i. Counseling with teacher, parent, and site leadership
    - ii. Loss of network [and/or cellular](#) privileges for balance of school year
2. Suspension or revocation of computer [and/or cellular](#) access;
3. School suspension or expulsion;
4. Legal action and prosecution by the authorities.

### IV. Legal Issues

- **Copyright/Trademark** - According to the Copyright Act of 1976, "Fair Use" means that you may freely use any information that you legally find on the network as long as you do so only for scholarly purposes.
- **Plagiarism** - Plagiarism is "taking ideas or writings from another person and offering them as your own." Credit should always be given to the person who created the article or the idea. The student who leads readers to believe that what they are reading is the student's original work when it is not is guilty of plagiarism.

**The Law** – Students are advised that they are subject to all federal, state, and local laws if they access the computer network [or cellular systems](#) for inappropriate or illegal purposes. (See section III of this **policy** for inappropriate network usage violations).

### V. Recourses

Anyone accused of any of the violations has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.



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## Orleans Parish School Board Acceptable Use Policy - Students Consent and Waiver Form

My parents and I have read the Orleans Parish School Board's Acceptable Use Policy. By signing the Acceptable Use Policy Consent and Waiver Form, I agree to abide by the rules stated in this policy. I understand that the use of the Internet, ~~or internal~~ network, or cellular system is a privilege and if found in violation of any of the rules stated in this policy, regardless of whether the device I use is owned by the district, the school, or is my personal property, I will be subject to any of the disciplinary actions listed in Section III of 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.

Student Name: \_\_\_\_\_  
(Print)

Student Signature: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
(Print)

Parent/Guardian Signature: \_\_\_\_\_

**\*NOTE TO PARENTS/GUARDIANS:**

OPSB is devoted to taking every measure within its purview to maximally protect students from cyber-bullying. We respectfully request that you consider limiting your student's use of e-mail to the account provided by OPSB. In that way, we can aid you in the effort to oversee its appropriate use.



Amended

| [TBD5/15/2012](#)



## 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 [and/or cellular services](#) within the school district to enhance learning and teaching activities. Acceptable use of these resources [and services](#) 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, [and/or cellular 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 [and/or cellular services](#) 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 [and/or cellular services](#) 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/or cellular services](#) 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 [and/or cellular services](#) 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 [and/or cellular services](#) at any time solely at the School District's discretion. Any policies and/or regulations of the School District defining use of the Internet [and/or cellular services](#) serve as guidelines but do not warrant or guarantee access to or use of the Internet [and/or cellular services](#). Consequently, the School District may, at any time and in its sole discretion, end the privilege of any individual to use the Internet [and/or cellular services](#) without notice, cause, or reason.

### ACCOUNTABILITY

Faculty and staff use of school computers, ~~or~~ the Internet, [and/or cellular services](#) 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, [and/or cellular services](#) located on school property, or computers accessing the Internet [and/or cellular services](#) 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 [and/or cellular services accessed from an OPSB campus or off campus on district or school owned devices](#) 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 cellular services](#) 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 [and/or the Internet, and/or cellular services](#).

#### 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 [and/or cellular services](#) that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system [and/or cellular services from OPSB campuses](#) shall not be used for commercial, political or religious purposes.

Use of the network [and/or cellular services](#) 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 [and/or cellular services](#). Such activity is considered a crime under state and federal law.

#### SECURITY

Teachers and personnel who have computers [and/or cellular services](#) in their charge shall be responsible for the security of those computers [and/or cellular services](#) in terms of both hardware and software. Computers [and/or cellular services](#) must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the system, ~~or~~ the Internet, [and/or cellular services](#). Computers and other network capable devices [and/or cellular services](#) 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 [AND/OR CELLULAR SERVICES](#)

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, and/or cellular services that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing.
  - B. Employees shall not abuse or waste network resources and/or cellular services 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 and/or cellular services 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 and/or cellular services, 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 and/or cellular services, 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/or cellular services, and to compensate anyone harmed by the improper use of the system.
  8. The information provided through the technology systems, ~~and~~ networks, and/or cellular services 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 [and/or cellular services](#)
  - ! the placing of unlawful information on the system [and/or cellular services](#)
  - ! commercial use of the system [and/or cellular services](#)
  - ! 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/or cellular services](#) 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, [and/or cellular services](#)
  - ! 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, [and/or cellular services](#) 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.



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## 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, [cellular services](#), 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, [cellular services](#) 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 [and/or cellular services](#), but is not responsible for any inappropriate content accessed while using the network.

Employee Name:  
(Print)

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Employee Signature:

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Site:

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Date:

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Amended 5/15/2012