

**I. Preamble**

Computer usage and network access to telecommunications resources is available to the staff of Iberia Parish School Board. We are very pleased to make this tremendous resource available and believe it offers vast, diverse, and unique resources to both staff and students. Our goal in providing this service is to promote educational excellence and innovation in the IPSB by facilitating resource sharing, innovation, and communication. Electronic resources, with on-line capabilities, provide an exceptional opportunity for the promotion of intellectual inquiry, comprehensive information gathering, and awareness of global diversity through world-wide exploration and communication

IPSB has made a considerable investment in time and money toward the deployment of electronic communications resources. Successful operation of these resources requires that its users regard it as a shared resource, and cooperate to form a community of diverse interests with the common purpose of advancing a world class public education in our schools. IPSB provides computers and network resources to be used in accordance with IPSB's general policies and guidelines for propriety and with relevance to our educational mission. Because these resources are funded in part with federal funding, the IPSB administration is obligated to ensure that these resources are not used to support activities of a questionable or objectionable nature. The system administrators are employees of the IPSB and, on behalf of the IPSB, reserve the right to monitor any and all activity on computers and the network.

We recognize that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of society, those changes may also alter instruction and student learning. We support access to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources for educational use. IPSB requires that all such materials be consistent with district-adopted guides, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

Telecommunications, because they may lead to any publicly available fileserver in the world, will open classrooms/offices to electronic information resources that have not been screened by educators. On a global network it is impossible to control all materials and an industrious user may discover controversial information or material that may not be considered of educational value in the context of the school setting. While IPSB firmly believes that the benefits to staff and students far exceed any disadvantages of properly used access, we expect that staff will blend thoughtful use of available information throughout the curriculum and that staff will strictly adhere to the following guidelines for use with students as well as for themselves. These guidelines are provided so that users are aware of the responsibilities they acquire by utilization of these resources.

The specific services and conditions for services being offered by IPSB may change periodically. IPSB will make decisions on whether specific uses of our electronic information resources are consistent with this policy. The IPSB will remain the final authority on use of resources and issuance of user accounts. This policy is available for viewing on the IPSB website (<http://www.iberia.k12.la.us>). IPSB may modify these rules at any time by publishing the modified rule(s) on the website.

This policy does not attempt to articulate all required or proscribed behavior by the IPSB staff.

## **II. TERMS AND CONDITIONS FOR USE OF COMPUTERS, THE INTERNET, ON-LINE RESOURCES AND SERVICES, AND EMAIL**

### **A. RESPONSIBILITY AND ACCEPTABLE USE**

1. The Purpose of IPSB owned computers and the network is to support education and research in and among academic institutions by providing access to rich resources and the opportunity for collaborative work. Computer and network users are expected to use the services provided strictly as an educational support resource. All other uses are prohibited. The system is not a forum for the expressions of personal opinions on any subject. The use of IPSB owned equipment and resources must be consistent with the educational goals and objectives of our school system. Users are expected to act in a responsible, ethical and legal matter.
2. Access to the information resources infrastructure, sharing of information, and security of intellectual products, all require that each and every user accept responsibility to protect the rights of the community. Any materials or files, such as, but not limited to, lesson plans, schedules, letters, memos, documents, programs, spreadsheets, databases, and/or presentations created with IPSB equipment and/or facilities, or during periods for which the employee is compensated by IPSB, becomes the intellectual property of IPSB. Any member of the IPSB staff who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures any IPSB information technologies, properties or facilities, including those owned by third parties, thereby threatens the atmosphere of increased access and sharing of information, threatens the security within which members of the network may create intellectual products and maintain records, and has engaged in unethical and unacceptable behavior.
3. The users are ultimately responsible for computers under their supervision and all actions and activity with the assigned network accounts. Transmissions of any material in violation of any local, state or federal regulation is prohibited. This includes, but is not limited to: copyrighted material, abusive, threatening, or obscene material, or material protected by trade secret. Use for commercial activities is prohibited. Use for product advertisement or political lobbying is also prohibited. You are advised never to access, keep, or send anything in violation of this policy. You will be held accountable for improper usage, which can result in disciplinary actions including the loss of privileges, disciplinary actions, and/or legal ramifications resulting from any improper usage. Staff can have no rights to or any expectations of, privacy in email, Internet use, data manipulation, or other work accomplished and/or stored on IPSB owned technology resources. System administrators can and will search any or all IPSB owned computers, locally and/or remotely at any time for any reason.

## **B. PRIVILEGES**

Computers and access to network services will only be provided to staff who agree to act in a considerate and responsible manner. Usage and access is a privilege, not a right. Both usage and access entail responsibility. The system administrators will deem what is inappropriate use and their decision is final. The system administrators may close an account and revoke/deny usage at any time as required.

## **C. SOFTWARE COPYRIGHT**

Every computer must have its own license and the appropriate number of media. It is illegal to purchase a single set of original software to load onto more than one computer or to lend, copy, or distribute software for any reason without the prior written consent of the software manufacturer. You may be tried under both civil and criminal law. Federal Judges have shown their intolerance of copyright violators by handing down increasingly large damage awards

## **D. EMAIL/INTERNET/WEBPAGE/NEWWORK SECURITY**

1. Although IPSB has filtering hardware and software to help block access or exposure to harmful materials, be warned that the Iberia Parish School System does not have control of the information on the Internet or sent in email. Be aware that messages may contain material that is illegal, defamatory, inaccurate, abusive, violent, profane, sexually oriented, racially offensive, obscene, encourages the use of controlled substances, or is otherwise offensive to users. IPSB does not condone the use of such materials and does not permit usage of such materials in the school environment. Staff knowingly accessing or maintaining such materials in the school environment will be dealt with according to the discipline policies of the individual school buildings as well as district policy. Information is available to the IPSB system administrators regarding person use of Internet on-line activities.
2. Ultimately, users are responsible for the content of email messages in their account. Communications on the network should be viewed as public in nature. Email is not a confidential medium for transmitting personal messages. System administrators may review communications to maintain integrity system-wide and ensure that staff are using the system responsibly. IPSB has access to all email and it may be routinely and randomly checked. Inappropriate or profane messages, as well as messages that disrupt the educational and administrative goals of IPSB may result in loss of privileges and/or disciplinary action. Messages relating to, or in support of, illegal activities may be reported to the appropriate authorities. IPSB reserves the right to cooperate fully with any local, state, or federal officials in any investigation concerning or relating to any mail transmitted on IPSB computers.
3. In accordance:
  - a. Email is not to be left on the server. Users are expected to remove old messages on their computers in a timely fashion (monthly) and the system

administrators may remove such messages if not attended to regularly and properly by user,

- b. email chain letters and joke lists are expressively forbidden and should immediately be deleted,
4. Electronic information resources security is a high. Staff members should not allow others to use their account or disclose their, or others', passwords. Passwords should not be easily guessed by others and should be documented in a place not easily accessible. All staff passwords will be on file with their direct line administrator.
5. Staff email accounts shall not be readily assessable by students.
6. The IPSB characterizes as unethical and unacceptable, and just cause for taking disciplinary action, removal of privileges, and/or legal action, any activity through which an individual:
  - a. Submits, publishes, or displays on IPSB owned or maintained resources any material that is illegal, defamatory, inaccurate, abusive, violent, profane, sexually oriented, racially offensive, obscene, encourages the use of controlled substances, or is otherwise offensive to users.
  - b. Violates such matters as institutional or third party copyright, license agreements and other contracts,
  - c. Interferes with the intended use of electronic information resources,
  - d. Seeks to gain or gains unauthorized access to information resources,
  - e. Uses or knowingly allows another to use any computer, network, system, program, or software to conduct any business or activity or solicit the performance of any activity which is prohibited by law,
  - f. Uses or knowingly allows another to use any computer, network, system, program, or software to devise or execute any artifice or scheme to defraud or obtain money, property, services, or other things of value by false pretenses, promises, or representations,
  - g. Uses or knowingly allows another to use any computer, network, system, program, or software for commercial purposes, product advertisement, solicitation of other staff or students to use goods or services, or political lobbying,
  - h. Without authorization, destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with, the integrity of computer-based information and/or information resources,
  - i. Without authorization, engages in the use of real-time conference features (talk/chat/internet relay chat),
  - j. Without authorization, utilizes newsgroups,
  - k. Without authorization, utilizes guest books allowing comments on their web site,
  - l. Engages in unbridled and open-ended use of the network in terms of access time, performing activities that limit, waste, or prevent other users from accessing finite resources,

- m. Refuses to develop, implement, or maintain security procedures that ensure the integrity of individual and institutional files,
7. If you feel you can identify a security network or email problem, you must notify a system administrator at the Educational Center or by email to [webmaster@iberia.k12.la.us](mailto:webmaster@iberia.k12.la.us). Do not show/demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with the system may be denied access.

## **E. RISK**

An account holder uses our network at their own risk. IPSB and the system administrators do not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements or that the operation of the system will be uninterrupted or error-free or that defects in the system will be corrected. IPSB electronic information resources are provided on an "as is, as available" basis. IPSB does not make any warranties, expressed or implied, including, without limitation, those of merchantability or fitness for a particular purpose, with respect to any services provided by same and any information or software contained therein, and will not be responsible for any damages suffered by the user. Users specifically agree to indemnify IPSB and the system administrators for any losses, costs, or damages, including reasonable attorneys' fees incurred by IPSB and the system administrators relating to, or arising out of any breach of this policy by staff. We are not responsible for:

1. loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by IPSB's own negligence or by user errors or omissions,
2. the use of obtained content or any information received from a network resource is at your own risk and the IPSB specifically denies any responsibility for the accuracy or quality of information obtained through its services,
3. any costs, liability or damages caused by the way the user chooses to employ their access
4. any consequences or service interruptions or changes, even if these disruptions arise from circumstances under the control of the Iberia Parish School System.

This policy is applicable to any member of the IPSB staff, whether at educational institutions, administrative offices, or elsewhere, and refers to all information resources whether individually controlled, or shared, stand alone or networked.

Violations of this policy may result in, but is not limited to:

- Loss of access
- Additional disciplinary action determined at the building or district level
- The involvement of law enforcement agencies, when applicable

**Adopted:**            **May 2001**

**1. COPYING OF SOFTWARE**

- a. No district software is to be copied onto any home machines.
- b. No home software is to be copied onto any district machine.
- c. Single purchases of software are not to be installed on multiple machines at school; multiples license software must not be installed on more machines than the license grants.
- d. CD-ROMs that must be “installed” to run should be installed and used on a single machine.

**2. EVERY EFFORT MUST BE MADE TO PREVENT COMPUTER VIRUSES FROM BEING INTRODUCED INTO DISTRICT MACHINES.**

- a. Diskettes from home should not be used to copy to or from district machines without first checking the programs for viruses.
- b. Internet files should not be downloaded from the Internet without first checking the files for viruses; avoid downloading programs from the Internet except from reputable “protected” sites.

**3. THE ONLY SOFTWARE THAT SHALL BE LOADED ON DISTRICT MACHINES IS SOFTWARE FOR APPRPRIATE INSTRUCTIONAL OR MANAGERIAL USE.**

**Educations, Education Institutions, and School districts can be sued if they violate or infringe the rights of copyright. The legal or insurance protection of the Iberia Parish School System cannot be extended to employees who knowingly violate copyright laws.**

**(Adopted August 1996)**

**IBERIA PARISH SCHOOL SYSTEM  
ELECTRONIC COMMUNICATIONS RESOURCE POLICY**

Please read the accompanying document carefully before signing this record. Signatures on this document are legally binding and indicate that parties who have signed have read the terms and conditions carefully and understands their significance.

I understand and will abide by the above Terms and Conditions. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School