



Webster Parish School Board Student Acceptable Use Agreement

The Webster Parish School Board is providing students access to the district's electronic network. This electronic network includes Internet access, cloud services, computer services, district owned personal computing devices, and related technology equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the procedures and guidelines for students' acceptable use of the Webster Parish School Board electronic network.

- ❖ The Webster Parish School Board electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, remote learning, career development, and limited high-quality self-discovery activities.
- ❖ The Webster Parish School Board electronic network has not been established as a public access service or a public forum. Webster Parish School Board has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- ❖ Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.
- ❖ It is presumed that students shall honor this agreement and that the student and their parent/guardian have signed a consent form. The district is not responsible for the actions of students who violate guidelines and/or procedures beyond the clarification of standards outlined in this agreement.
- ❖ The district reserves the right to monitor all activity on this electronic network. Students shall indemnify the district for any damage that is caused by students' inappropriate use of the network or district personal computing devices.
- ❖ Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Webster Parish School Board electronic network.

General Unacceptable Behavior

While utilizing any portion of the Webster Parish School Board electronic network, unacceptable behaviors include, but are not limited to, the following:

- ❖ Students shall not post information that, if acted upon, could cause damage, danger or disruption to any person or organization.
- ❖ Students shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- ❖ Students shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- ❖ Students shall not knowingly or recklessly post false or defamatory information about a person or organization.
- ❖ Students shall not use the district electronic network in the course of committing a crime such as threatening people, accessing instructions on breaking into computer networks, posting or use of child pornography, drug dealing, purchasing alcohol, participating in gang activities, obtaining and using information on construction of bombs, etc.
- ❖ Students shall not use speech that is inappropriate in an educational setting or violates district/school rules.
- ❖ Students shall not abuse network resources such as sending chain letters or "spamming".
- ❖ Students shall not display, access or send offensive messages or pictures.



- ❖ Students shall not use the Webster Parish School Board electronic network for commercial purposes. Students shall not offer, provide or purchase products or services through this network.
- ❖ Students shall not use the Webster Parish School Board electronic network for political lobbying.
- ❖ Students shall not attempt to access non-instructional district systems, such as student information systems or business systems.
- ❖ Students shall not use any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home personal computing device on the network or accessing the Internet from any personal computing device not owned by the district.
- ❖ Students shall not use district equipment, network or credentials to threaten employees or cause a disruption to the educational program.
- ❖ Students shall not use the district equipment, network or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
- ❖ Students shall only be provided with E-mail access with approval from the building level administrator, district supervisors, the coordinator of technology, or Superintendent.
- ❖ Students shall not be permitted to establish or access non-district web-based e-mail accounts or commercial services through the district network.
- ❖ Students shall not repost a message that was sent to them privately without the permission of the person who sent them the message.
- ❖ Students shall not post private information about another person.

World Wide Web

- ❖ Access to information for students on the Internet shall generally be limited to filtered and prescreened sites that are closely supervised by the teacher while at school. Employees shall submit website review requests if they feel an educationally appropriate site has been blocked. Decisions to unblock sites are made by the coordinator of technology.
- ❖ Students shall not submit website review requests through the filtering system. Students shall submit any sites that need to be reviewed to their teachers.
- ❖ School staff is responsible for monitoring district personal computing device usage, district Internet system usage, work in progress, and online activities of minors while at school. Parents/guardians are responsible for monitoring the usage of district personal computing devices, district Internet systems, and access to information on the Internet while at home. Each student and his/her parent/guardian should be aware that the Webster Parish School Board does not have control of the information on the Internet, nor can it provide comprehensive barriers to students accessing information on the Internet. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, illicit, or potentially offensive to some people. While the Webster Parish School Board makes efforts to filter objectionable content on district personal computing devices and district Internet systems both at school and at home, parents and guardians must remain diligent in observing student behavior when using these devices at home, including the sites visited by the student and communications to and from the student while using the devices. Should access to an inappropriate site occur, or should a student send or receive inappropriate content while using a district personal computing device or district Internet system, the student must notify their teacher or building level administrator immediately.

Interactive Communication Areas

- ❖ Students shall not use chat, instant messaging, blogs, wikis, social networking sites, Web 2.0 tools, and other forms of direct electronic communications without permission from the building level administrator



and only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the district and individual school.

Websites

- ❖ Students shall be identified by their full name only with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Building level administrators are responsible for obtaining written parental consent for posting any pictures or files with students' full name.
- ❖ Material placed on student websites are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- ❖ Material (graphics, text, sound, etc.) that is the ownership of someone other than the student shall not be used on websites unless formal permission has been obtained and is appropriately cited as a source.
- ❖ All student websites should have a link back to the home page of the classroom, school or district, as appropriate.

Personal Safety

- ❖ Students shall not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- ❖ Elementary school students shall not disclose their full name or any other personal contact information for any purpose.
- ❖ High school and middle school students shall not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or with specific building level administrator approval.
- ❖ Students shall not agree to meet with someone they have met online.
- ❖ Students shall promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable. This includes any inappropriate communication that occurs during remote learning sessions.

System Security

- ❖ Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person other than the building level administrator.
- ❖ Students must immediately notify a teacher or the building level administrator if they have identified a possible security problem. Students should not go looking for security problems, because this shall be construed as an illegal attempt to gain access.
- ❖ Students shall not attempt to gain unauthorized access to any portion of the Webster Parish School Board electronic network. This includes attempting to log in through another person's account or accessing another person's folders, work or files. These actions are illegal, even if only for the purposes of "browsing".
- ❖ Students shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses, malware, spyware or by any other means. These actions are illegal.
- ❖ Students shall not attempt to access websites blocked by district policy, including the use of proxy anonymizers, VPNs, software download sites or websites.
- ❖ Students shall not use sniffing or remote access technology to monitor the network or other users' activity.



Software And Files

- ❖ Software is available to students to be used as an educational resource. No student shall install, upload or download software without permission from the building level administrator or his/her designee.
- ❖ A student's accounts shall be limited or terminated if a student intentionally misuses software on any district-owned equipment.
- ❖ Files stored on the district electronic network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Webster Parish School Board electronic network can lead to discovery that a student has violated this agreement or the law. Students should not expect that files stored on district personal computing devices, district servers, or on cloud services are private.

Technology Hardware

- ❖ Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware, install peripherals or modify settings to equipment without the consent of the building level administrator and district technology department.

Vandalism

- ❖ Any malicious attempt to harm or destroy data, the network, cloud services, other network components connected to the network backbone, or hardware or software shall result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies shall be enforced.

Plagiarism And Copyright Infringement

- ❖ Students shall not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were of the students' authorship.
- ❖ District policies on copyright shall govern the use of material accessed and used through the district system.
- ❖ Copyrighted material shall not be placed on any system without the author's permission. Permission shall be specified in the document via bibliographic citation. In some cases, permission must be obtained directly from the author.

Videoconferencing And Remote Learning

- ❖ Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear and speak with other students, speakers, museum personnel, etc. in real-time.
- ❖ Videoconference sessions can be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within their building or district.
- ❖ Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session.
- ❖ Like videoconferencing, remote learning allows teachers and students to communicate through video and audio by using online resources to collaborate, deliver lessons, complete assignments, and more just like they would in a physical classroom. Guidelines and procedures relative to acceptable use and behavior by students apply during all videoconferencing and remote learning sessions. Any inappropriate student to



student or student to teacher communication during remote learning sessions is not permitted and should be reported to the building level administrator immediately.

Student Rights

- ❖ Students' right to free speech applies to communication on the Internet. The Webster Parish School Board electronic network is considered a limited forum, similar to the school newspaper, and therefore the district shall restrict a student's speech for valid educational reasons. The district shall not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- ❖ An individual search shall be conducted if there is reasonable suspicion that a student has violated this agreement or the law. The investigation shall be reasonable and related to the suspected violation.

Due Process

- ❖ The district shall cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district's electronic network.
- ❖ In the event there is an allegation that a student has violated the district acceptable use agreement, the student shall be provided with a written notice of the alleged violation. An opportunity shall be provided to be heard in the matter.
- ❖ Disciplinary actions shall be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use agreement shall result in a loss of access as well as other disciplinary or legal action.
- ❖ If the violation also involves a violation of other provisions of other school rules, it shall be handled in a manner described in the school rules. Additional restrictions can be placed on a student's use of his/her network account.

Limitation Of Liability

- ❖ The district makes no guarantee that the functions or the services provided by or through the district's electronic network shall be error-free or without defect. The district shall not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- ❖ The district is not responsible for the accuracy or quality of the information obtained through or stored on the district's electronic network. The district shall not be responsible for financial obligations arising through the unauthorized use of the network.

Violations Of Acceptable Use Agreement

Violations of this agreement shall result in loss of district electronic network access as well as other disciplinary or legal action. Students' violation of this agreement shall be subject to the consequences as indicated within this agreement as well as other appropriate discipline, which includes but is not limited to:

- ❖ Use of district electronic network only under direct supervision
- ❖ Suspension of network privileges
- ❖ Revocation of network privileges
- ❖ Disabling of accounts
- ❖ Suspension of computer privileges
- ❖ Restitution for damages or replacement



- ❖ Suspension from school
- ❖ Expulsion from school and/or
- ❖ Legal action and prosecution by the authorities

The particular consequences for violations of this agreement shall be determined by the building level administrators. The Superintendent or designee and the school board shall determine when school expulsion and/or legal action(s) by the authorities are the appropriate course of action.