LISD Acceptable Use Procedure (AUP)
(including "LNet" Instructional Resources)

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The LISD Network, covers the physical Network, all users, all hardware that connects to the Network, all software and websites that are purchased to be used by the District. LNet is a subset of the LISD Network. It includes all network resources that are dedicated to academics. This document covers the LISD Network and includes additional guidelines for LNet.

Network connectivity has many advantages which you will discover as you explore the resources available through the LISD Network , LNet, and the Internet beyond. But connectivity also requires that users of the network understand their responsibilities in order to protect the integrity of the system, their privacy, the privacy of other users and to maintain this resource by adhering to certain guidelines.

Similarly, the LNet-academic specific end-user resources (mobile labs, computers, printers, software, etc.) are provided as tools for learning, and certain guidelines are necessary to help maintain these resources.

All computing resources at LISD are shared among district members. The LISD Network AUP is intended to help members of the District use LISD's computing and network facilities responsibly, safely, and efficiently, thereby maximizing the availability of these facilities to district members. Complying with them will help maximize access to these facilities, and assure that all use of them is responsible, legal, and respectful of privacy.

We expect you to follow these rules, and we hope you will help others follow them as well. ***Violations of the rules can subject the offender to Institute disciplinary proceedings and, in some cases, to state or federal prosecution.*** If you have questions concerning the rules or need assistance in dealing with someone willfully violating the rules, please send an e-mail to rcaddell@esc17.net.

PLEASE NOTE*:* Laws that apply in "the real world" also apply in the "virtual" networked computer world (including LNet). Laws about libel, harassment, privacy, copyright, stealing, threats, etc. are *not* suspended for computer users, but apply to all members of society whatever medium they happen to be using: face-to-face, phone, *or* computer. Furthermore, law enforcement officials are more computer-savvy than ever, and violations of the law in "Cyberspace" are vigorously prosecuted.

Similarly, District policies (as described in LISD's Policies and Procedures, for example) also apply to LISD Network users. Other rules may also apply to users. Users of LISD's academic computing resources are subject to the Additional Procedures for LNet. Anyone who publishes information to the LISD website also has specific guidelines which are posted on the LISD website.

The following section summarizes:
• The AUP that applies to all users of the LISD Network (this includes all LNet users)
• Additional procedures that apply to all users of LNet-academic resources

For the full explanation of each procedure, please see the following pages.

LISD Network AUP	**Additional Procedures for LNet**
Comply with Intended Use of the LISD Network	*Comply with Intended Use of LNet*
	L1. Use the LNet system as intended.
1. Use the LISD Network as intended. Users of the LISD Network and LNet voluntarily consent to the monitoring of all of their activities on LISD technology systems and networks.	*Assure Ethical Use of the System*
	L2. Use the LISD Network respectfully.
Assure Ethical Use of the System	*Protect LNet Equipment*
2. Set a secure password and keep your password(s) private.	**L3. Keep all food and drink away from the computers specifically used by students.**
3. In addition to your own, maintain the privacy of other users.	**L4. Protect the integrity of LNet hardware and/or software by not making unapproved changes in the configuration or physical location.**
4. Honor copyrighted material (including software).	*Assure Fair Access*
Assure Proper Use of System Resources	**L5. Practice fairness and respect for others by taking care of LNet equipment so that it is in excellent condition for the next user.**
5. Communicate technology issues effectively.	
6. Use resources responsibly including email, network storage and Web 2.0 tools.	**L6. Logout when you are no longer using the computer, especially when you leave the area.**
7. Use bandwidth responsibly.	
8. Use LISD Network hardware responsibly.	
9. Use printers responsibly.	

For the full explanation of each procedure, please see the following pages.

LISD Network AUP

Complying with the Intended Use of the System

It is important that you understand the purpose of the Network so that your use of the system is in compliance with that purpose.

1. Use the LISD Network as it is intended.

The purpose of the LISD Network is to support teaching, learning, and LISD administrative activities, by providing access to computing resources and the opportunity for collaborative work. All use of the LISD Network must be consistent with this purpose. For example:

- *Don't try to interfere with or alter the integrity of the system at large*, by doing any of the following:
    - permitting another individual to use your account
    - impersonating other individuals in communication
    - attempting to capture or crack passwords or encryption
    - destroying or altering data or programs belonging to other users
    - attempting to access resources without proper authorization.
- *Use all drives as intended.*
    - don't retrieve other people's work without permission
    - don't install any type of program - all installs are authorized by Tech Support
    - only save music, video or graphic files that are needed for school presentations
    - remove your files from a drive when no longer applicable
    - be aware - all files on student H: and L: and W: shared drives will be cleared in July
- *Don't use LISD Network for private financial gain.*
  For example, users are *not* permitted to run a private business on LISD Network. (Commercial activity *is* permitted, but *only* for business done on behalf of LISD or its organizations.)
- *Don't transmit threatening or harassing materials.*
- By accessing the LISD Network and/or LNet, users voluntarily consent to the monitoring of all of their activities on the Network and/or LNet. Users acknowledge that they have no expectation of privacy with regard to any communication or use of the LISD Network or LNet.

Assuring Ethical Use of the System

Along with the many opportunities that the LISD Network provides for members of the district to share information comes the responsibility to use the system in accordance with LISD standards of honesty and personal conduct. Those standards, outlined in DH (EXHIBIT) EMPLOYEE STANDARDS OF CONDUCT of LISD's Board Policy expect all members of the district to act in a responsible, professional way.

Appropriate use of the LISD Network resources includes maintaining the security of the system, protecting privacy, and conforming to applicable laws, particularly copyright and harassment laws.

2. Set a secure password and keep your password(s) private.

Everyone needs to create a secure password. A secure password must contain at least six characters three of the following four character groups:
- English uppercase characters (A through Z)

- English lowercase characters (a through z)
- Numerals (0 through 9)
- Non-alphabetic characters (such as !, $, #, %)

While you should feel free to let others know your username (this is the name by which you are known on the LISD Network), you should *never* let anyone, except your supervisor/teacher upon request, know your account passwords. This includes friends and computer system administrators (e.g., Tech Support staff). If Tech Support needs to access your account when you are unavailable, your password will be reset to Lisd12. Anytime you are unable to login to the Network please try your username and Lisd12 before you contact Tech Support. If your password has been changed to Lisd12, once you login, you will be prompted to enter a new password. It is fine to reenter your original password if you know it is secure.

Giving someone else your password is like giving them a signed blank check, or your charge card. You should never do this, even to "lend" your account to them temporarily. Anyone who has your password can use your account, and whatever they do that affects the system will be traced back to your username -- if your username or account is used in an abusive or otherwise inappropriate manner, you can be held responsible.

In fact, there are very few reasons to tell anyone your password: every LISD student, faculty member, or on-campus staff person who wants an account of his or her own can have one. And if your goal is permitting other users to read or write some of your files, there are always ways of doing this without giving away your password.

For information about how to manage the security of your account, including advice on how to choose a good password, how to change passwords, and how to share information on LNet without giving away your password, see the document Managing Your Network Account. It is posted on the LISD website.

3. In addition to your own, maintain the privacy of other users.

The facilities of the LISD Network, and the operating systems used by other Network systems, encourage sharing of information. Security mechanisms are in place for protecting information from unintended access, from within the system or from the outside. These mechanisms, by themselves, do not ensure individual privacy. Users must therefore supplement the system's security mechanisms by using the system in a manner that preserves the privacy of themselves and others.

Some specific areas to watch for include the following:
- *Don't try to access the files or directories of another user without clear authorization from that user.* Typically, this authorization is signaled by the other user placing files on a shared drive. If you are in doubt, ask the user.
- *Don't try to intercept or otherwise monitor any network communications not explicitly intended for you.* These include logins, e-mail, user-to-user dialog, and any other network traffic not explicitly intended for you.
- Unless you understand how to protect private information on a computer system, *don't use the system to store personal information about individuals which they would not normally disseminate freely about themselves* (e.g., grades, address information, etc.)
- *Don't make any personal information about individuals publicly available without their permission.* This includes both text and number data about the person (biographical information, phone numbers, etc.), as well as representations of the person (graphical images, video segments, sound bites, etc.) For instance, it is *not* appropriate to post or link a picture/video of anyone on the World Wide Web without that person's permission.

- *Don't remotely log into (or otherwise use) any workstation or computer not designated explicitly for public logins over the network -- even if the configuration of the computer permits remote access -- unless you have explicit permission from the owner and the current user of that computer to log into that machine.*

4. Honor copyrighted material (including software).

Many computer programs, and related materials such as documentation, are owned by individual users or third parties, and are protected by copyright and other laws, together with licenses and other contractual agreements. You must abide by these legal and contractual restrictions, because to do otherwise may subject you to civil or criminal prosecution.

Copyright-related restrictions may include (but are not necessarily limited to) prohibitions against:

- using programs or data without being among the individuals or groups licensed to do so
- copying or reselling programs or data
- using programs or data for financial gain

For all other software licensing questions, please email to rcaddell@esc17.net .

The above prohibitions focus on computer software, but copyright laws apply to *all* material on LISD Network. For example, it is inappropriate to copy *any* material owned by others from *any* source (e.g., cartoons, photographs, articles, poems, graphics scanned from a magazine, etc.) without permission of the owner. You should assume that all materials are copyrighted unless a disclaimer or waiver is explicitly provided. (This is particularly true on the World Wide Web; to include information from some other source on a Web page, *link* to it, *don't* copy it. In some cases, even this action may violate copyright or licensing agreements by enabling illegal redistribution of programs or data. If you're unsure, ask the owner.)

Assuring Proper Use of the System

LISD Network's resources, as well as the resources LISD Network gives you access to (e.g., email, eChalk, NetStart, etc.), which are powerful resources that can be easily misused. Your use of the system should be consistent with the intended uses of these resources. In particular, you should not overload the system or otherwise abuse the network.

5. Communicate technology issues effectively.

Use Eduphoria – Helpdesk to report an issue to Tech Support if at all possible. Submitting your request by using Helpdesk provides many benefits. When you submit a request, a ticket is generated and put into the system, which provides a record of the request. Verbally requesting something to a Tech Support person passing in the hall does not provide this. Also, once the ticket is generated, you are able to see information on your issue that could be valuable to you such as the technician assigned and notes left by the technician regarding the ticket. Most importantly, using the Help Desk system provides us with data which we can analyze to find "trouble" computers, printers, or other network gear and/or patterns that develop with certain brands, models, etc.

Help Desk is located within Eduphoria which is accessible through your Internet Browser (Internet Explorer) under the Favorites. If you are unsure how to access Helpdesk and other Eduphoria components, follow the directions below.

1. Open Internet Explorer. Once the browser is open, click on "Favorites", then "LISD", then "Eduphoria".
2. Once the Eduphoria login page comes up, enter your network username and password (this is identical to the username and password you use to login to your computer).
3. When you login you will see different buttons available, choose "Help Desk".
4. Click the link to "Create a new request" and follow the instructions.
5. You will be unable to create a new ticket if there is a survey pending.

6. Use resources responsibly including e-mail, network storage and Web 2.0 tools.

All employees may have an email account provided by the District. All high school students and any other student or classroom that has an academic need for email may have an account that is provided by a vendor that meets the Children's Online Privacy Protection Act of 1998.

Electronic mail is a fast, convenient form of communication. It is easy to send electronic mail to multiple recipients, and you can even send a message to many recipients simply by specifying a single list name (i.e., by using a mailing list). But this ability to send messages to many people also makes it easy to misuse the system. The general rule is: *Use school email for school business.* The proliferation of electronic chain letters is especially abusive of the mail system and the network. Chain letters waste valuable computing resources, and may be considered harassing. Creating or forwarding chain letters may subject you to District disciplinary proceedings.

Before you send an email, check the size of your attachment. One sentence is about 500B. A graphic is often 4 to 5 MB. An MB is 1,048,576 B. ECS17 has a set limit for email accounts.

Several emails with large attachments can fill someone's box.
It is also important to check the facts of the information you are sending. If in doubt, Google the first line. The results will help you determine whether or not to pass on the information.

Anyone with a personal login has access to storage on the Network for their files. The Network is currently configured to have all files saved to My Documents save to the Network. This works well for the user because Network files are backed up and therefore protected. However, users can create problems by saving personal pictures in My Pictures or a ripped CD into My Music. Since these two folders are in My Documents, the pictures and music files are saved to the Network. As a result, non-educational files fill up storage space on the Network. Picture, video and audio files are often very large. The resources needed for backing up important files can easily be consumed by files that are unrelated to the educational process. Files saved to the LISD Network should not be:
- data for non-educational purposes
- data for financial gain

Non-education files such as personal pictures and music can be saved to your computer by creating a new folder on your C: the local computer hard-drive. If you need help, please contact Tech Support.

Web 2.0 tools such as blogs, wikis and networking sites enable users to generate online content very easily. While there are genuine reasons to be cautious using these tools, there are compelling reasons to use the tools in an educational setting. Using District approved software enables Web 2.0 tools to be used in a manner that maximizes the benefits while minimizing the concerns.

- *Use District supported software to create blogs and wikis for students to use and/or view.*
- *Only use District supported learning networking sites to provide opportunities for students to collaborate with other students both locally and globally.*

Check the LISD website for a list of District approved Web 2.0 tools.
Please email rcaddell@esc17.net to submit a tool for consideration.

7. Use bandwidth responsibly.

Be aware that the district has a limited amount of bandwidth. Every time you pull information off the Internet it has to travel through the T1, fiber and/or DSL lines consuming a portion of the bandwidth. Just like in an email, graphics files take up more space than text. Audio and video require more than graphics. If you need a particular video for LNet use, don't be concerned about the bandwidth it is going to use. However, if you are listening to the radio over the Internet or watching videos on YouTube, not related to academics, understand that you are consuming bandwidth that slows down Internet access for every LNet user.

8. Use LISD Network hardware responsibly.

You are responsible for all the hardware that you use. This includes hardware that is always available to you and hardware that you share with other people. In particular:

- *Don't leave equipment unsecured.*
- *Don't move equipment to another location without contacting Tech Support. Moving equipment may cause damage, or may cause it to be reported as stolen.*
- *For daily activity, like taking your laptop home, inform your principal/supervisor once per school year.*
- *For using equipment for a non-school activity, like a projector, request permission from your principal/supervisor prior to removing the projector from school property.*
- *NOTICE: You are financially responsible for school equipment that you use for a nonschool activity.*
- *Prior to the end of school, complete an inventory list that reflects the location of your equipment during the summer.*

9. Use printers responsibly.

Printing is a shared resource; restraint should be exercised when using LNet printers to ensure conservation of this important service. The District offers several options to use less paper. These include:

- Shared drives which enable specific users the right to access files.
- Each campus has a L:Shared. All students may view any file on L:Shared \Schoolwide.
  - o This drive contains at least three folders; Common, Faculty, and Schoolwide.
  - o L:Shared \Common allows all campus users to save, access or change any file.
  - o L:Shared \Faculty allows all staff to save, access or change any file.
  - o L:Shared \Schoolwide allows all staff to save, access or change any file.
- The District has a W:Shared. This drive allows all staff throughout the district to save, access or change any file. To save a file on the W:, create a folder and save your file within the folder.

LNet Rules of Use for instructional resources

These Rules of Use for LNet are intended to help users protect educational resources to assure all authorized users effective access. These rules supplement the **LISD Network AUP**, which all users are also expected to follow.
These rules apply to all users of LNet resources, including students, staff and guests.

Complying with the Intended Use of the System

While LISD Network is a general-purpose District resource in support of all kinds of computing on campus, LNet is more specifically focused on academic computing -- the use of technology in fulfilling the District's educational goals. This special focus is echoed in a more specific intended use of the system.

L1. Use the LNet system as intended.

LNet is all of the District's technology resources that are used for academics. You should not take any action that violates that purpose. In particular:
*   *Don't use LNet resources for non-educational purposes in any way that interferes with their use for educational purposes.* Use of LNet for non-educational purposes can potentially take resources away from education-oriented users.
*   *Don't use LNet for private financial gain*, as by sale of the use of LNet resources (especially to anyone outside LISD), or by use of the system in support of any profit-making scheme not explicitly intended to serve District purposes.

Assuring Ethical Use of the System

L2. Use the LNet respectfully.

"Harassment," according to LISD's Policies and Procedures (FFH Local), Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:
> • Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
> • Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
> • Otherwise adversely affects the student's educational opportunities.

The District's harassment policy extends to the networked world. On-line harassment is called "cyberbullying." Cyberbullying is defined as using electronic media for the purposes of bullying or intimidation. For example, sending email or other electronic messages which unreasonably interfere with anyone's education or work at LISD may constitute harassment and is in violation of the intended use of the system.

Any LISD student who feels harassed is encouraged to seek assistance and resolution of the complaint. To report incidents of on-line harassment, send email to rcaddell@esc17.net .

Protection of LNet Equipment that is Specifically Used by Students

Much of LNet's equipment used by students is accessible to a large number of people and is consequently vulnerable to damage. The following guidelines are designed to help protect this equipment. In the event of any damage to the equipment, regardless of cause, please contact your teacher or Tech Support.

L3. Keep all food and drink away from the computers specifically used by students.

Food crumbs and spilled drinks can damage the computers. This damage is produced not only in obvious ways, but also in subtle ways (even the cumulative effect of sticky fingers or crumbs can ruin keyboards and mice).

L4. Protect the integrity of LNet hardware and/or software by not making unapproved changes in the configuration or physical location.

Network/Computer configuration is determined by the location and functionality required of specific computers. Configurations used by the District include, but not limited to:

- *Setting My Documents to automatically save to the Network*
- *Freezing computers*
- *Removal of admin rights to the local computer*
- *Specific programs installed on the computer.* Often program installs are determined by the number of licenses available. If you need a particular program that is not currently available to you, please contact Tech Support.
- *Use of a filter in compliance with federal guidelines*

Assuring Fair Access to Workstations in LNet Computers

LNet computers are provided for members of the LISD district to achieve academic goals. As such, they are subject to principles of use that support those goals -- the chief considerations being fair access to the workstations for the widest possible set of users, and the maintenance of a comfortable working environment. The rules below reflect these considerations as they affect users of the LNet.

These rules are easily summarized: please show consideration to other users.

L5. Practice fairness and respect for other by taking care of LNet equipment so that it is in excellent condition for the next user.

Having a solid Network with viable hardware and software available for all LNet users requires a major financial investment from the District in terms of both material and human resources. Once in place, it is critical that each user treat all resources as they would care for their personal resources. This means:

- *When using equipment, leave it in the same condition (or better) that it was in when you started using it.*

L6. Logout when you are no longer using the computer, especially when you leave the area.
When you neglect to logout of a computer several ramifications are possible.

- *Someone may access and change your files.*
- *District backups may not be able to run in their entirety.*
- *Tech Support may not be able to complete necessary updates.*

NOTE TO STUDENTS, PARENTS/GUARDIANS and LISD STAFF:

The teacher or designated representatives will provide age- appropriate training for students who use the Levelland ISD Internet facilities. The training provided will be designed to promote the District's commitment to:

a. The standards and acceptable use of Internet services as set forth in the Levelland ISD's Acceptable User Procedure;

b. Student safety with regard to:
    i. safety on the Internet;
    ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
    iii. cyberbullying awareness and response.

c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.