Lawrence Public Schools

Lawrence Public Schools recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of the society, those changes may also alter instruction and student learning. The school district would like for its users to use technology to help them learn and grow. Technology helps to facilitate creative problem solving, collaboration and critical thinking skills needed in today's global society. While we would like our users to be contributors to our connected world they must do so in a safe, legal and responsible manner.   Our Acceptable Use Policy (AUP) is intended to be a guideline that helps facilitate responsible digital citizenship.   All users, including students, teachers, support staff, and administrators are covered by this policy and are expected to be familiar with its provisions.

Computer/Internet access is a privilege and *not a right*; therefore, computer/internet access is to be used for work related or educational activities only. Use of the district technology resources signifies a user's agreement to abide by the acceptable use standards for behavior and communication on the internet as outlined below and as contained in School Department procedures. Independent student use of the Internet shall be considered a privilege not a right of each student. Misuse may lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authority. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

District Acceptable Use Standards

Responsible Digital Citizenship means that users follow the guidelines established below:

1. **Personal Safety for Students**
   a) Student users will not post or transmit photographs or personal contact information about themselves or other people without prior written consent from the parent(s)/guardian(s) of the students whose information is being posted. Such consent must be delivered to the child's teacher or principal. Personal contact information includes, but is not limited to: home address, telephone number, school address, classroom and work address, etc. Student users will not agree to meet with someone they have met online without their parent's/guardian's approval and participation.
   b) Student users will promptly disclose to their teacher or other school employee information they receive that is inappropriate or makes them feel uncomfortable.

2. **Illegal Activities**
   a) Users shall not attempt to go beyond the user's authorized access or to gain unauthorized access to any file servers. This includes logging in through another person's account, accessing another person's files, other data, or passwords belonging to other users unless so authorized.
   b) Users shall not vandalize any District equipment by causing physical damage, reconfiguring the system, attempting to disrupt the system or destroying data by spreading viruses or by any other means.
   c) The District system shall not be used to participate in, or support, illegal or unethical behavior. This includes but is not limited to: gaining unauthorized access to other systems, arranging for the sale or purchase of drugs, alcohol or fire arms, engaging in criminal and/or gang activity, gambling, online gaming, threatening others, transferring obscene material, or attempting to do any of the above.
   d) Faculty will not bring in to the schools any privately owned computers or networking equipment and attempt to connect them to the Lawrence Public Schools network without receiving prior written approval from the building administrator and the Information Systems and Technology (IS&T) Department.

e) Users shall not use the District system to access, upload, download, or distribute pornographic, obscene, sexually explicit, or threatening material or material that advocates violence or discrimination towards other people (hate literature). This includes any material brought into the school via personal storage devices or cloud based services.

f) Running servers, daemons, or proxy services on the wireless network is prohibited.

g) Running any unauthorized data packet collection programs on the network to intercept other wireless transmission is prohibited.

h) If a user inadvertently accesses such information, he/she should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against any allegations that they intentionally violated the Acceptable Use Policy.

i) The District system shall not be used to create or to promote a personal commercial enterprise. Any work prepared on or with the assistance of the District information systems or network resources is the property of the District. It cannot be licensed or sold for the benefit of any individual employee or user.

j) Users shall not misuse the District system to advocate or proselytize in support of a particular political, religious, or social agenda; or to publicly misrepresent the school system.

3. **Security**
   a) Users are responsible for their individual account and should take all reasonable precautions to prevent others from accessing their account, including logging off when appropriate. Under no condition should a user provide any passwords to another person. Users will immediately notify the system administrator if they have identified a possible security problem.
   b) Cautious and informed users should not transmit personal information (credit card numbers, passwords, and any other sensitive information). Please take appropriate precautions when using this service.

4. **Online Etiquette**
This policy does not attempt to articulate all required or proscribed behaviors by users. In any specific situation, individuals will be expected to use good judgment. To assist in such judgment users are expected to abide by the generally accepted rules of etiquette that include, but are not limited to the following:

   a) Users shall not send, receive, access, create, print or distribute or otherwise transmit any form of offensive, discriminatory, obscene, pornographic, harassing, defamatory, derogatory, disruptive or otherwise inappropriate communication, at any time to any person or entity;
   b) Users shall not send, receive, access, create, print, distribute or otherwise transmit inappropriate language or images that offensively address someone's age, gender, race, sexual orientation, religious beliefs, national origin or disability;
   c) Users shall immediately disclose to the designated individual, either the Building Administrator or the IS&T Department, any message received that is inconsistent with the purpose of the District system. This includes, but is not limited to, receiving attachments of questionable content that may have been downloaded before their content was known;
   d) Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
   e) Users shall not use the District system in such a way as to disrupt its use by others.

5. **Respect for Privacy**
   a) Users will not forward or repost a message that was sent to them privately without permission of the person who sent them the message.

b) Users will not post private information about another person.
c) Users shall not release any communication that violates the Lawrence Public School's confidentiality requirements, including divulging confidential or privileged information.

6. Respecting Resource Limits
a) Users will use the system only for educational and professional or career development activities and limited, high-quality, self-discovery activities.
b) Users will refrain from excessive personal use of technology resources. Use is excessive if it overburdens a network, results in substantial use of system capacity (i.e. opening multiple programs and files), or otherwise subjects the school system to increased costs or risks. For employees, excessive personal use of computer resources will result in progressive discipline.
c) Users will not download large files unless educationally necessary. Users will immediately (when possible) move these personal files from the system computer to their personal storage devices.
d) Users will not post chain letters or engage in "spamming". Spamming is sending an unnecessary message to a large number of people.
e) Users will check their e-mail frequently, and archive email as needed.
f) Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

7. Plagiarism and Copyright Infringement
a) Users will not plagiarize works that they find on the Internet.
b) Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. (U.S. Copyright Office)
c) Users will adhere to the terms of software licenses and other contracts. Persons loading software on any Lawrence Public Schools computer must adhere to all licensing requirements for that software. Except where allowed by the district site licenses, copying of software under license to the Lawrence Public Schools for personal use is a violation of this policy.
d) Software instructions and license agreement terms must be strictly followed. Duplicating copyrighted software, without fully complying with license agreement terms, is a serious federal offense and will not be tolerated. Users should assume that all materials available on the Internet are protected by copyright. Users may copy and download copyrighted material if the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through e-mail or news sources must also be credited as to sources. The Lawrence Public Schools and the District system make no guarantees implied or otherwise, regarding the factual reliability of data collected through the internet.

8. Monitoring
We reserve the right to monitor and log communications on a per connection basis to ensure proper usage of network resources. All district email may be saved and accessed by IS&T at any time.

9. Equipment
a) All electronic equipment belonging to the Lawrence Public Schools is the property of the Lawrence Public Schools. This equipment should not be tampered with, adjusted, abused, repaired, or used for any purpose other than that for which it was purposed.
b) Any electronic equipment obtained or that may be obtained through any means (donations, purchase, and/or grants) needs to be vetted through the IS&T Department, if the end users

are going to access any type of network resources. This process helps to ensure compatibility with our resources and ability to support its use.

10. Bullying and Cyber-Bullying
"Bullying" is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying shall include cyber-bullying.

"Cyber bullying" is bullying through the use of technology or any electronic communication, which shall include, but not be limited to: any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photo electronic or photo optical system. This includes, but is not limited to: electronic mail, internet communications, instant messages, and facsimile communications. Cyber bullying shall also include:

a) The creation of a web page or blog in which the creator assumes the identity of another person. The knowing impersonation of another person as the author of posted content messages, if the creation of impersonation creates any of the conditions noted in the above definition of bullying.

b) The distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more 'persons, if the distribution or posting creates any of the conditions noted in the above definition of bullying.

11. Internet Content Filtering
To comply with the Children's Internet Protection Act (CIPA), we have instituted a content filtering system to protect our users. Content filtering is by no means fool-proof; sometimes, material that should be blocked makes its way through the filter. Also, there are times that content should not be blocked. Any questions regarding content filtering and the blocking of sites should be directed to the IS&T Help Desk.

Wireless Access

Due to the increasing demands for wireless access, Lawrence Public Schools has installed Wireless Access Points in various schools throughout the district. Wireless Access Points provide shared bandwidth and so as the number of users increase, the available bandwidth per user decreases. Reduced bandwidth will result in slower upload and download speeds. If a teacher needs to use Wireless Access Points, he/she will show consideration for other staff members and limit running high bandwidth applications and operations, such as downloading large music files and video from the Internet. Network reliability is determined by the level of user traffic and accessibility. Wireless networking is to be considered supplemental access to the Lawrence Public Schools' network. Wired network access is still the preferred way for connectivity.

As the deployment and usage of the Lawrence Public Schools' wireless network progresses, we reserve the right to adjust the access and usage policies and guidelines, as necessary, for the sole benefit of the Lawrence Public Schools wireless users to provide a safe and reliable computing environment and ensure high quality secured services. It is the responsibility of all persons using

the Wireless Internet Access network to be familiar with this policy and the Internet Policy.

No Expectation of Privacy

Computer and electronic resources provided by the Lawrence Public Schools are the property of the Lawrence Public Schools and are to be used in conformance with these guidelines. Lawrence Public Schools retains the right to: 1) inspect any user's Hard Drive and the files it contains and 2) give permission to the teachers, administrators, and parents of any student to review the use of technology tools by a student who they think may be misusing the system. Users are advised that messages in Lawrence Public Schools e-mail accounts and any discussion forums, including deleted messages, are regularly archived and can be retrieved. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations. Use of Lawrence Public Schools' technology resources constitutes consent for the monitoring and/or inspection of any files that users create, any messages they post or receive, and any web sites they access by the Information Systems and Technology Department staff.

District Limitation of Liability

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, 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 system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Due Process

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District system.

The Receiver or his designee may prepare appropriate procedures for implementing this policy.