

Internet / Network Use Policy

The **Picayune School District** is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

A log-in banner is being placed on every computer screen in the District which states the following:

The computer system that you are accessing is the property of the Picayune School District and is intended for educational purposes. Users agree to the terms and conditions of the Internet Acceptable Use Policy. Users agree to avoid any violation of state or federal laws. Users are alerted that they are entitled to no expectation of privacy in their use of this computer and access of the users' computer usage, Internet usage, and email account may be monitored at any time for unacceptable and illegal use.

Overview

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and President signed into law, the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA). A safe and secure K-12 infrastructure will be provided in compliance with the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA). The Picayune School District provides Internet Content Filtering, Internet Reporting on usage and filtering, and Internet Caching to aide in compliance with these laws.

It shall be the responsibility of all members of the Picayune School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Picayune School District's designated representatives will provide age-appropriate training for students who use the district's Internet access. The training provided will be designed to promote Picayune School District's commitment to:

1. The standards and acceptable use of internet services as set forth in this document.
2. Student safety with regard to:
 - a. Safety on the Internet
 - b. Appropriate behavior while on online, on social networking Web sites, and in chat rooms
 - c. Cyberbullying awareness and response

3. Children's Internet Protection Act (CIPA)

CIPA (Children's Internet Protection Act) requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography, and material that is "harmful to minors" when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors. Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking", and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors' access to materials harmful to minors. Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

The Children's Online Privacy Protection Act (COPPA) applies to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number, or any other information that would allow someone to identify or contact the child. The Act also covers other types of information – for example, hobbies, interests, and information collected through cookies or other types of tracking mechanisms – when they are tied to individually identifiable information.

These guidelines are provided so that you, the user and/or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Picayune School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) on the INTERNET/NETWORK ACCESS AGREEMENT FORM is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions of this policy carefully and understand(s) their significance.

Picayune School District Internet Terms and Conditions of Use

1. Personal Safety

- a. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification information such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, etc.
- b. The Picayune School District will not disclose personal information about students on websites, such as their full name, home or email address, telephone number, and social security number. (COPPA)
- c. User will immediately report to Picayune School District authorities any attempt by other Internet users to engage in cyberbullying, inappropriate conversations or personal contact.

2. Illegal Activity

- a. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or Picayune School District laws, policies or regulations.
- b. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
- c. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
- d. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
- e. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
- f. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- g. User shall not access, transmit or retransmit information that harasses another person or cause distress to another person.

3. System Resource Limits

- a. User shall only use the Picayune School District system for educational and career development activities and limited, high quality self-discovery activities as approved by Picayune School District faculty for a limited amount of time per week.
- b. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.
- c. User agrees not to post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to large numbers of people).
- d. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist protecting user against a claim of intentional violation of this policy.

4. User Rights

- a. The Internet is considered a limited forum, similar to a school newspaper, and therefore Picayune School District may restrict user’s right to free speech for valid educational reasons. Picayune School District will not restrict user’s right to free speech on the basis of disagreement with the opinions expressed by user.
- b. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
- c. User should not expect files stored on school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user’s files.
- d. Picayune School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user’s Internet account.
- e. Under no conditions should a user provide his/her password to another person or use another person’s password.

5. Acceptable Use – The purpose of the Internet is to support education by providing access to unique resources and the opportunity for collaborative work.

- a. The use of an account must be in support of education and research and consistent with the educational objectives of the Picayune School District.

- b. Use of other organization's networks or computing resources must comply with the rules appropriate for that network.
 - c. Internet resources may not be used in violation of any federal, state or local regulation.
 - d. Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or threatening material.
 - e. Internet resources may not be used to infringe on copyright or plagiarize materials.
6. Privileges – The use of Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges.
- a. Based on the acceptable use terms and conditions outlined in this document, the system administrators will deem what is inappropriate use, and their decision is final.
 - b. System administrators may close an account at any time as required.
 - c. The administration, faculty and staff of Picayune may request the system administrator to deny, revoke, or suspend specific user accounts.
 - d. Students and employees will receive instruction on the proper use of the Internet through a review of the guidelines, "Expectations for Use of the Internet", contained herein this policy.
 - e. Students and their parents and employees are required to sign an agreement indicating their understanding and acceptance of the Picayune School District's guidelines.
 - f. Upon completion of "d" and "e," students may then use the Internet in a supervised classroom environment, and employees may then use it for work related needs.
 - g. Parents must give their permission for their child to use the Internet independently for educational purposes. Parents also have the option of denying permission for their child to use the Internet.
 - h. Students are responsible for their explorations of the Internet and subject to the consequences of the building discipline policy.
 - i. Employees are responsible for their explorations of the Internet and subject to the discipline policies of the Board of Trustees.
7. Expectations for the Use of Internet – Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the Picayune School District. Students, teachers and employees are to abide by the generally expected rules of network etiquette. These include (but are not limited to):
- a. Be courteous and respectful in your message to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.

- c. Do not reveal your home address or phone numbers or those of other students or colleagues even if you think you “know” your correspondent.
- d. Any external media to be used in a district computer shall be approved by the teacher or supervisor and also must be virus scanned by approved virus scanning software.
- e. Browsing and scanning through files on a hard drive is not permitted.
- f. Violation of these rules or other deliberate acts that result in damage to software; hardware and/or related equipment will result in appropriate disciplinary action and financial restriction paid by the student and/or parent according to MS code 37-11-53 (4).
- g. Users may not use the network to send threatening or harassing e-mail. No chain letters will be tolerated.
- h. Student users may not send mass-mails to more than five (5) people at a time. Employee users may not send mass-mails to more than ten (10) at a time.
- i. Harassing other users by interfering with their screen display or similar denial of service attacks will not be allowed.
- j. Cracking, hacking, or otherwise breaking into account you do not have full authorized access to, on this system or any other, possessing and/or running encryption/decryption, cracking/security analysis scripts or binaries, or any other tools used to expedite the process of information on this network will not be permitted.
- k. Users cannot install any software, which requires making a file without approval from the network administrator.
- l. Users may not at any time or for any reason possess a copy of the system password file, or any portion thereof; attempts to log in as any other user or as a system administrator will result in disciplinary action correlated to the Picayune School District discipline ladder and cancellation of user privileges.
- m. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the network.
- n. Unauthorized downloading of information will not be tolerated.
- o. Purchasing of goods or service via the Internet is strictly prohibited by students. Employees may order over the Internet if the purchase order has been properly signed.

8. Students will not respond to unsolicited online contact.

9. Vandalism - Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of other users or other networks connected with the Picayune School District or the State Regional Hub site. This includes, but is not limited to, the uploading or creation of computer viruses.
10. Listserv Mailing Lists or News Groups – Students will not be allowed to subscribe to listserv or news groups unless specific permission is provided by the parent/guardian in writing and by the written permission of a sponsoring teacher. Employees may subscribe to these groups if job related and allowed by their supervisor.
11. The School District will not be liable for:
 - a. Unauthorized information stored on school district diskettes, hard drives, or servers.
 - b. Unauthorized information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources and accounts to access the Internet.
 - e. Damages suffered by the user, including loss of data resulting from delays, non-deliveries mis-deliveries, or service interruptions.
 - f. Student, teacher, or employee access to what may be deemed as inappropriate material available on the Internet.
 - g. Further, the Picayune School District makes not warranties of any kind, whether expressed or implied, for the service it is providing.
12. Sanctions:
 - a. Violations by the users may result in loss of access.
 - b. Violations may result in additional disciplinary action according to the school district's disciplinary policies.
13. The Internet Network Access Agreement is attached at the end of this policy and must be completed by the student or the employee prior to Internet use.

14. Consequences for Failure to Follow Terms and Conditions of Internet Use Policy

There will be consequences for any user who fails to follow Picayune School District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of Picayune School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

When user is using the Picayune School District system, it may seem as though these policies could be easily broken and that the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

Internet/Network Acceptable Use Policy Agreement

Student or Employee Name _____

I have read the Picayune School District Internet/Network Acceptable Use Policy. I understand and will abide by the terms and conditions as stated and understand I will be legally bound by all these rules.

I realize the primary purpose of the computer network is educational, and that as such, educational purposes take precedence over all others.

I realize that the use of the Internet and the computer network is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including the revoking of my account, disciplinary action, and/or legal action.

I agree not to participate in the transfer of inappropriate or illegal materials through the Picayune School District Internet connection. I realize that in some cases transfer of such material may result in legal action against me.

I agree not to participate in the transfer of material that may be considered treasonous or subversive via the Picayune Internet connection.

I agree not to allow other individuals to use my account for Internet activities nor will I give anyone my password.

I release the Picayune School District and all other organizations related to the Picayune School District Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability for the results of my actions concerning the use of the Internet. I release the Picayune School District, including all its schools, and related organizations from any liability relating to consequences resulting from use of the Internet.

This agreement must be signed and dated each year by all users.

A. If Parent/Guardian and Student:

I give permission for my son/daughter to use the Internet services provided by the Picayune School District, and agree to accept all financial and legal liabilities which may result from my son/daughter's use of the District's Internet/Network connection, as long as he/she is a student there. I, the student, also agree to accept all financial and legal liabilities which may result from use of the District's Internet connection.

_____	_____	_____
PARENT/GUARDIAN	Signature	STUDENT Signature Date

B. If Employee:

I will properly use the Internet services provided by the Picayune School District, and agree to accept all financial and legal liabilities which may result from my use of the District's Internet connection, as long as I am an employee there.

_____	_____
EMPLOYEE Signature	Date