

LCSD ACCEPTABLE USE POLICY

Lee County School District recognizes the need to effectively use computer technology to further enhance the educational goals of the district. However, protection and security of the various information networks and computer systems are necessary. The district further expects all faculty, students, staff, and associates to use the computers and networks responsibly. All computing resources should be used in an effective, ethical, and lawful manner. Users are also expected to learn and follow normal standards of polite conduct and responsible behavior in their use of computer resources.

It is the policy of the Board of Directors to equip all computers in the school system with Internet filters that seek to prevent minors from gaining access to harmful material.

RULES AND PROCEDURES FOR USE OF COMPUTER RESOURCES

I. Use of Computer Hardware

1. Computer hardware is like any other school property and shall be treated accordingly.
2. Only authorized individuals will install, service, and/or maintain district-owned computer hardware.
3. No hardware, including cables or peripherals, may be moved without authorization from the technology staff.
4. It is the responsibility of the faculty member to whom the computer is checked out to turn off and cover the computer and peripherals at the end of the day. It is the responsibility of the faculty, students, staff, and associates to keep the computer clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.
5. It is the responsibility of the faculty member to whom the computer is checked out to report malfunctions of the hardware to their site technology coordinator.
6. Students shall sign a computer user agreement form before being allowed to access the computer equipment.

II. Use of Computer Software

1. Only software, which is legally owned and/or authorized by the district, may be installed.
2. The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited.
3. Modification or erasure of software without authorization is prohibited.
4. The introduction of any viral agent is prohibited. Every diskette should be checked for a virus each time it is put into a computer system.
5. Any individual who introduces a virus into the district system or violates the copyright laws shall be subject to appropriate discipline policies and to the penalty provisions of the computer/network use policy.

6. The technology coordinator and administrative personnel have the right to remove any software from district owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.

III Behavior Standards

1. The user is expected to behave in a legal, moral, and ethical fashion that supports district education goals.
2. Abusive conduct when using the computer or network is prohibited.

Abusive conduct can be, but is not limited to:

- Placing unlawful information on the system.
 - Using abusive, obscene, threatening, or objectionable language.
 - Sending of “chain letters”, or “broadcast” messages to lists or individuals
 - Use of the system to intimidate or create an atmosphere of harassment.
3. Interference with or disruption of the network users, services, or equipment is prohibited.

Disruptions could include, but are not limited to:

- Distribution of unsolicited advertising.
 - Propagation of computer viruses.
 - Unauthorized entry to any other machine accessible via the network.
 - Attempting to degrade or degrading system performance.
4. Transmission of any material in violation of any U.S. or state laws or regulations is prohibited and may constitute a criminal offense.
 5. Accessing another individual’s electronic mail is prohibited except when an investigation requires the monitoring of systems by authorized technology staff.
 6. Attempt to gain unauthorized access to remote systems is prohibited.
 7. Copying another individual’s work or copyrighted material is prohibited.

Proper Respect for Copyright

In an effort to encourage the proper respect for copyright on the Internet, the following guide for staff and student users is provided:

1. If the user did not create a non-public domain piece of written work, art, photograph, or music, or did not obtain rights to it, then the user does not own it.
2. If the user does not own the non-public material, the user may not copy it or distribute it to others.
3. The author or owner of a document or other type of information must explicitly relinquish rights in order to place a piece of work in the “Public Domain” and thereby make copying/distribution with specific authorization possible.

4. Fair use allows the user to copy small portions of a work the user does not own without permission, but only for criticism, education, news reporting, and the like.
5. When in doubt, the user should ask the creator or owner of material for permission to use the work.

General Policies

Violations of some of the provisions set forth in this policy may constitute a criminal offense. Systems staff and District administrators will cooperate fully with law enforcement agencies in correcting any violations.

All users of district equipment must sign the district Computer and Network use agreement stating they understand all policies regarding computer use and agree to abide by them.

Network accounts will not be assigned to a user until the Use Agreement is signed.

The district cannot be held liable for any losses, including lost revenues, or for any claims or demands against the user by any other party. The district cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice, or any other damages arising from the use of the district's computer facilities.

The individual user and/or their parent or guardian, in the case of a student, will be held liable for any of the above that they cause.

Revocation of Privileges

Use of the district's computers and access to the network is a privilege that will be revoked for violation of any of the above provisions. Users are subject to all appropriate disciplinary measures found in the district policies should these guidelines be violated.

**LCSD COMPUTER USER AGREEMENT
STUDENT**

Student Information:

School: _____

Name: _____ Grade: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Parent/Guardian Name: _____

I have read, understand, and agree to follow all policies outlined in the district's Acceptable Use Policy.

I understand that if I violate these policies, I will be subject to district discipline policy as well as applicable state and federal laws. In addition, I understand that my account can be revoked or monitored at any time for abusive or inappropriate conduct and/or violation of the Acceptable Use Policy.

Date

Student's Signature

I have read, understand, and agree to the policies outlined in the district's Acceptable Use Policy. I authorize my student to have a network account. I agree to take responsibility and liability for any claims or demands against my student should they violate the terms of the Acceptable Use Policy.

Date

Parent's Signature

Date

System Administrator's Signature

**LCSD COMPUTER USER AGREEMENT
FACULTY STAFF**

As an employee of the Lee County School District, I agree to follow the computer use policy and its behavioral standards. I understand that I will be given network and Internet privileges that students may or may not have. I agree to monitor students while they are using the computers and the network. If I allow students to access the Internet through my own login name and password, I agree to take responsibility for monitoring the student while they are using the computer.

I agree to maintain security on my computer, network, and account by not giving out my password or any other password deemed for "faculty/staff only". I understand that I should not write down my password, but rather use a password that I can remember.

I have read, understand, and agree to follow all policies outlined in the district's Acceptable Use Policy as well as promote this agreement with the students. I agree to use the network in accordance with the policy and model to my students proper network etiquette. I also agree to report any misuse of electronic information to the proper authority.

I understand that if I violate the Acceptable Use Policy, my computer and/or network privileges could be revoked.

Faculty/Staff Member Name (Please Print)

Signature

Building, Room, Office

Date

Date

System Administrator's Signature