Authorized Use of Computer Networks Regulations

I. Purpose

To establish regulations for the authorized use of the District computer network by employees and students.

II. Definitions

Chat room: A variation of the interactive messaging board, a chat room is a web site for live, online conversation in which any number of computer users can type messages to each other and communicate IRT (In Real Time.) These messages usually appear on an area of the screen next to the user’s nickname or handle. Most chat rooms have a particular topic (which you are expected to discuss), but some chat rooms are purely for meeting other people. Other chat rooms are designed as elaborate 3-D environments, where you select an avatar that represents you in this virtual meeting place

Instant Messaging: (IM) – A technology that gives users the ability to identify people online and to exchange messages with them in real time. Referred to by many as the “coolest way to communicate online since e-mail,” it typically works like this: The instant messaging system alerts you whenever somebody on your "buddy list" is online and trying to contact you via your computer. That person can then initiate a chat session with you and both parties can type text messages back and forth.

Hate site: A hate site is defined as, "an organization or individual that advocates violence against or unreasonable hostility toward those persons or organizations identified by their race, religion, national origin, sexual orientation, gender or disability. A hate site also includes organizations or individuals that disseminate historically inaccurate information with regards to these persons or organizations for the purpose of vilification."

E-mail: The process by which messages are sent electronically across computer networks.

Flaming: To send an e-mail message that is abusive or that offends. Typing in all capital letters is considered shouting and may be offensive.

Internet: A network of computer networks. Networks in the Internet are connected so they can communicate with each other regardless of their manufacture.
Spamming: To send an annoying or unnecessary message to a large number of people. An example might be a chain letter asking a user to forward the message to x number of people.

Virus: A computer program that uses various techniques to duplicate itself and travel between computers. Viruses can cause serious damage to computers such as erasing important data or crashing a system.

III. Regulations

General

1. Computer systems and networks are provided for conducting school business and for the educational benefit of students. They are not intended for private or personal use.

2. Users of the network are responsible for following local, state, federal and international laws. This includes copyright laws.

3. Users are responsible for the use of their own account, including security and proper use. Users are not to allow others to use their password.

4. Users are responsible for respecting the policies of other networks which they access and for adhering to those policies.

5. Users may not deliberately damage or disrupt a network or computer system. System components such as hardware, software, property or facilities shall not be destroyed, modified, or abused. Examples of activities that are prohibited are altering security codes or passwords and introducing computer viruses.

6. No LRSD network, phone, or computer system will be used to terrorize, intimidate, threaten or harass.

7. Users will not use the LRSD network for financial or commercial gain or to advertise, promote or endorse products or personal services.

8. The District will not be responsible for financial obligations or legal infractions arising from unauthorized use of the system.
9. Network resources, information, and electronic mail are not guaranteed to be private. Routine maintenance and monitoring of the system may lead to the discovery that a violation of a law or regulation has occurred. If there is reasonable suspicion that a law or regulation has been violated, an investigation will be conducted.

10. Long term substitutes may be granted network privileges at the request of the principal. If granted, the long term substitute must sign the Employee Use Agreement.

Hardware

11. Only authorized individuals will install, service, or maintain District owned hardware.

Software

12. Only software which is authorized by the District may be installed on computer hardware.

13. Only authorized individuals will install software on District equipment.

Internet

14. The primary purpose of providing Internet access to employees is for conducting official business. The purpose of providing Internet access to students is for educational benefit only.

15. Before a student is allowed to access the Internet, a Student Use Agreement must be signed by both the student and parent each school year.

16. E-mail accounts will be issued to District employees and secondary students in grades 6-12. Elementary students will not be issued individual e-mail accounts but may be provided access to e-mail through a classroom account.

17. Users will not post personal contact information about themselves or other people.
18. All users should observe network etiquette. Users are expected to be polite and use appropriate language. Using vulgar or profane language is not appropriate. Engaging in flaming or spamming is not appropriate. Students are prohibited from using chat rooms and instant messenger services.

19. Use of the system to access, store, or distribute obscene, pornographic, or inappropriately suggestive material is prohibited.

20. Use of the LRSD networks and computers to access, store, or distribute materials or sites that are considered racially derogatory or “hate sites” is strictly prohibited.

21. Students are to report immediately any inappropriate material they access to a teacher or other staff person. Students are not to share inappropriate materials or their sources with other students.

Supervision of the Computer Network

22. Coordination of the District computer network is under the supervision of the Superintendent or designee. At the building level, the principal or designee will be responsible for coordination of activities related to the network.

23. The principal or designee will establish a system that ensures that all employees and students receive instruction in District policies that address computer systems and networks. The principal or designee will also establish a process for supervision of students using the system and will maintain user and account agreements.

24. The principal or designee will establish a process for reviewing these regulations with employees annually. The Employee Use Agreement must be signed annually by all employees.

Penalties for Non-Permitted Activities

25. Any user who violates this policy and accompanying regulations is subject to loss of computer, phone, and network privileges as well as other District disciplinary actions.
Little Rock School District
Authorized Use of Computer Networks
Student Use Agreement

Student Section

School

Student Name

Grade

I have read the District Authorized Use of Computer Networks Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules my computer privileges can be terminated and I may face other disciplinary measures.

Student
Signature __________________________________ Date ______________________

Parent or Guardian Section

I have read the District Authorized Use of Computer Networks Policy.

I hereby release the District, its Board of Directors, staff, employees, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the District computer network. This includes but is not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any additional restrictions I wish to be followed in addition to those outlined in these regulations. I will emphasize to my child the importance of following the rules for personal safety.

I give permission for my child to use the District computer system and network, and certify that the information contained in this form is correct.

Parent
Signature __________________________________ Date ______________________

Parent Name

Home
Address __________________________________ Phone ____________________

Parent’s e-mail address ____________________________________________
Little Rock School District
Authorized Use of Computer Networks
Employee Use Agreement

School or
Department

Employee
Name

Employee access to the District's computer network is primarily to be used as a tool in the performance of the employee's job.

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I have read the District Authorized Use of Computer Networks Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary action.

Employee
signature__________________________Date________________