

ST. MARTIN PARISH SCHOOL DISTRICT
ACCEPTABLE USE POLICY
For Students

The St. Martin Parish School District offers Internet access for student use. This document is the Acceptable Use Policy for student use of the Internet. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities. It has not been established as a public access or public forum. The St. Martin Parish School Board has the right to place reasonable restrictions on the material accessed or posted, require the training needed before a student is allowed to use the system, and enforce all rules set forth in the school code and the laws of the state. Further, students may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through school only with permission of the principal or his or her designee and the student's parent(s). Access to technology is a privilege accorded to students who agree, along with their parents/guardian, to abide by the Acceptable Use Policy. Students found in violation of this policy may have these privileges revoked along with other suitable penalties in accordance with the St. Martin Parish School System Discipline Policy.

What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that the school and District web sites may contain links that are maintained and controlled by third parties. Because some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive, District personnel will make every effort to filter, screen, and research links for appropriateness. St. Martin Parish School District is not responsible for the content in the linked site, any link contained within the linked site, or any changes or update to the linked site that changes its appropriateness.

We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access.

What is expected?

It is expected that users will comply with District standards and the specific rules set forth below. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents/guardian or teachers to see. The use of the network is a privilege, not a right, and may be revoked if abused.

What are the rules?

Privacy -- Network and/or computer storage areas are like school lockers. The computer equipment is school property. Network administrators may access and review communications to maintain system integrity and insure that students are using the system responsibly.

- The student will not post personal or private contact information about self or others. Personal contact information may include, but not limited to, social security number, home address, home phone number, personal email address, etc. This also includes photographs of oneself and others, as well as student work.
- While accessing the St. Martin Parish School District's computer system, the student will not agree to meet with someone they have met online.
- The student will promptly disclose to the teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

Illegal Activities

- The student should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless given written permission from the Network Administrator. All copyright laws must be adhered to. The student should never make illegal copies of copyrighted software, nor illegally load copyrighted software on computers that are not licensed specifically for that computer.
- The student will adhere to all copyright laws. Violations include, but are not limited to, copying or reproducing work that is protected by a copyright, files/documents created by others, and copyrighted multimedia content such as music and video clips accessed through MP3, Wave, software via Morpheus, Napster, Kazaa, iTunes, etc.
- The student will not attempt to gain unauthorized access to the St. Martin Parish School District's computer system (i.e. Forum, JPAMS, Intranet, online lesson plan management system, etc.) or to any other computer system via the District's computer system or go beyond the authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- The student will not make deliberate attempts to disrupt the computer system's performance, destroy data by spreading computer viruses or by any other means. This includes the destruction and vandalism of computer equipment and its components.
- The student will not use the system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, participating in virtual games that mimic illegal activities, or threatening the safety of others, etc.
- The student will not pursue or otherwise access information on weapons and the manufacture or purchase of weapons for purposes other than assigned class research.
- The student will not use the District's computer system or network for personal acquisitions such as shopping, trading stocks, any form of financial gain unrelated to the mission of the school district, personal entertainment, and on-line gambling.
- The student will not use the District's computer system or network play non-educational, student-initiated games.
- The student will not use the District's computer system or network to conduct plagiarism. Plagiarism is using another person's ideas or writings and presenting them as one's own.
- The student will not use the District's computer system to commit the act of cyber bullying. Cyber bullying, for the purposes of this policy is the harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology **or** harassment, intimidation, or bullying of a student while off school property when the action or actions are intended to have an effect on the student when the student is on school property.

Inappropriate materials or language

- The student will not use bullying, intimidating, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive, impolite, disrespectful, or sexually explicit language to communicate. Materials which are not in line with the rules of school behavior should not be accessed. Should students encounter such material by accident, they should report it to their teacher immediately and turn off the monitor.
- The school district's computer system is considered a limited forum, similar to the school newspaper, therefore the district may restrict speech for valid educational reasons.
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages, social networking sites, and learning management sites(i.e. Moodle, Schoology, Gaggle.net, etc.)
- The student will not access, post, distribute, forward, print, or store materials using language that is inappropriate to the educational setting or disruptive to the educational process.
- The student will not engage in personal attacks, including prejudicial or discriminatory attacks, even if made in a joking manner.
- The student will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. When requested by another to stop communication in the form of messages, e-mail, or other means of electronic contact, the student will do so immediately.
- The student will not knowingly or recklessly post false or defamatory information about a person or organization.
- The student will not use his/her access to review, upload, download, store, print, post, or distribute materials that:

- are pornographic, obscene or sexually explicit;
- use language or images to advocate violence or discrimination towards other people (hate literature); A special exception may be made for hate literature if the purpose of access is to conduct educational research and both the teacher and parent have approved.
- contain images of individuals engaged in any illegal act or violate any local, state, or federal statute/law.

E-Mail

- Students may not access personal email accounts at school.
- Students are not allowed to have email accounts through the St. Martin Parish School District’s computer system.
- Students will only be allowed to set up and use a district-approved, teacher-monitored, safe, school email account (i.e. gagle.net). Students must have permission from parent(s), teacher, and school administrator in order to open an email account.
 - Students are not allowed to correspond with others beyond restrictions set by the teacher.
 - The teacher will have full access to the student’s email account and can access, filter, and control incoming mail.
 - Students will not be able to receive unsolicited email (i.e. junk mail, spam).

Misuse

- The student will use the St. Martin Parish School District’s Computer system only for educational and career development activities and limited, high-quality, self-discovery activities.
- The student will not download files and/or stream music.
- The student will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.

Due Process and Consequences

- Users of the school district’s computers, network, and Internet are held personally responsible for actions in accessing and utilizing available resources. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district’s computer system or the Internet may result in one or more of the following consequences:
 1. Suspension or cancellation of use and access privileges;
 2. Payment for damages and repairs;
 3. Disciplinary actions in accordance with other appropriate school district policies as stated in the St. Martin Parish Student Handbook including:
 - a) Detention, suspension, and or expulsion from school;
 - b) civil or criminal liability under other applicable laws;
 - c) restitution for restoration costs.

Limitation of Liability

- Although the St. Martin Parish School District enforces a policy of technology and Internet safety and employs measures to block and or filter inappropriate material from student and employee access, the District is not responsible for damages suffered, 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 its services or stored on its system. The District will not be responsible for any costs or liabilities arising from the unauthorized use of the system.

STUDENT USER AGREEMENT

I have read the rules for acceptable online behavior, understand the rules, and agree to comply with the above stated rules. Should I violate the rules, I understand that I will lose network privileges at my school and be subject to all consequences set forth in this policy relating to computer usage and printed/non-printed materials.

Student's Name (please print) _____ Teacher _____

Student's Signature _____ Date _____

PARENT/GUARDIAN PERMISSION FORM and USER AGREEMENT

The publication of student work, videos and/or photos may be considered for publication or recognition on the classroom website, school website, or St. Martin Parish School Board website. Personal information about the students such as home addresses, full names, telephone numbers, social security number, or other secure information will not be included in a web page. Groups of five or more students involved in an activity may be included on a webpage. The picture or video shall be identified by the name of the activity only. **Student names will not be used with pictures, regardless of size of the group.** Student names are to be posted to identify student work or for other honors by using the first name and last initial **only**.

Parent/Guardian must check in the appropriate column next to each permission.

Granted	Denied	Permissions
<input type="checkbox"/>	<input type="checkbox"/>	Permission for my child to access the Internet at school.
<input type="checkbox"/>	<input type="checkbox"/>	Permission for my child to set up and use a district-approved, teacher monitored, safe, school email account (if permitted by teacher and school administrator).
<input type="checkbox"/>	<input type="checkbox"/>	Permission for unidentified pictures of my child to be published to the classroom, school, or district website.
<input type="checkbox"/>	<input type="checkbox"/>	Permission for my child's name (first and last initial) and schoolwork to be posted to the classroom, school, or district website.
<input type="checkbox"/>	<input type="checkbox"/>	Permission for my child to participate in E-Learning activities in the classroom (i.e. Skype, videoconferencing whereby child's image may be visible to teacher and students in partnering classroom)
<input type="checkbox"/>	<input type="checkbox"/>	Permission for my child to communicate electronically with club sponsors, coaches, etc. (i.e. email, text message, phone call)

As a parent or guardian of the above named student, I have read the above information about the appropriate use of computers and Internet at the school and I understand this agreement will be kept on file at the school. I also understand that my child will be held responsible for any disregard of this policy. (Questions should be directed to the principal for clarification.)

I agree to hold the St. Martin Parish School Board or its authorized personnel harmless from any liability that may occur in the publishing of the above information.

Furthermore, I waive all residual rights or claims, monetary or otherwise, that might arise because of lawful use of this information.

Name of Parent/Guardian (please print) _____

Signature of Parent/Guardian: _____ Date: _____