

The Lake and Peninsula School District
INTERNET SAFETY and ACCEPTABLE USE POLICY

Introduction

The computers, hardware, software, and local area computer network (LAN) in each school and the district office are maintained to provide a variety of quality educational resources to the students, staff, and communities of the Lake and Peninsula School District including:

- Electronic Mail (e-mail)
- The World Wide Web and other Internet Resources
- File sharing of local and District information
- Internet connected devices and software

The goal in providing these services is to support the District's Mission and Student Outcomes by facilitating resource sharing, innovations, research, and communication.

Internet Safety & Acceptable Use Policy

In response to the Children's Internet Protection Act (CIPA) and subsequent Federal Communications Commission (FCC) rulings on the implementation of the Act, Lake and Peninsula School District has implemented the following measures to ensure the safety of its students and to comply with the requirements of the Act.

1. To prevent access to visual depictions of an obscene or child pornographic nature, Lake and Peninsula School District will implement a technology protection measure to filter all web access on all computers to inappropriate visual materials and supervise all student use of computers.
2. To prevent access by minors to inappropriate materials on the internet and to ensure the safety and security of minors when using e-mail, chat rooms, etc., Lake and Peninsula School District will supervise all student use of computers and will filter student internet access using filtering software.
3. To prevent unauthorized access such as "hacking" and other unlawful activities by minors, Lake and Peninsula School District will utilize network security and maintenance software and will supervise all student use of computers.
4. To prevent unauthorized disclosure, use, and dissemination of personal information regarding minors, Lake and Peninsula School District will ensure that students are under adult supervision when using computers and will educate students to the risks of disclosure of personal information on the internet.
5. To restrict minors' access to materials harmful to minors, Lake and Peninsula School District will supervise all student use of computers and will filter student internet access while on campus using filtering software.

With access to computers and people locally and world-wide, materials that may not be considered to be of educational value in the context of the school setting becomes available. While internet content filtering will enable the blocking of access to known inappropriate resources and services designed to defeat filtering, no electronic technology measure can guarantee blocking of all non-educational materials. The District believes,

however, that the benefits of the computer network including the value of the information and the opportunities for interaction with colleagues and peers far outweigh the possibility that users may obtain material that is objectionable, controversial, or not consistent with the educational goals of Lake and Peninsula School District.

The inappropriate use of the Lake and Peninsula Schools District's computer network will result in a cancellation of the privilege of using the computer network and possible disciplinary action. Electronic mail, internet use and other network activity is not private. The computer equipment and software within the school, as well as the electronic mail and internet services, are the property of the District. Lake and Peninsula School District reserves the right to access and/or monitor any and all activity and materials performed on, or contained on, District equipment or networks. Each user will be responsible for complying with the guidelines set forth in this "Internet Safety and Acceptable Use Policy" and applicable internet and technology procedures. Privileges will be denied, revoked or suspended for users who do not comply with the terms of the Internet Safety and Acceptable Use Agreement. Users identified as a security risk, or identified as having a history of inappropriate use or problems with other computer systems will be denied access to the network. Any employee identified as having violated District safety and use guidelines will be subject to disciplinary action up to and including termination of employment.

Harassment and Cyber Bullying

Harassment and Cyber bullying will not be tolerated and shall result in disciplinary action.

Harassment: Harassment is a single act or course of conduct directed toward an individual or group of people that serves no legitimate purpose other than to annoy, intimidate, frighten, alarm, torment, or abuse that person or group.

Cyber bullying: An act of cyber bullying is prohibited and will result in disciplinary action. Cyber bullying encompasses any of the already prohibited actions – such as bullying, discrimination, or harassment – accomplished through electronic means.

"Electronic means" include, but are not limited to, information and communication technologies such as e-mail, voice mail, cell phone text messages, instant messaging (IM), personal Web sites, Weblogs, and online personal polling Web sites.

Examples of cyber bullying include:

Posting slurs or rumors or other disparaging remarks about a student or staff member on any Web site or Weblog;

Sending e-mail or instant messages that are harassing or threatening;

Taking and sending an unauthorized and unwanted photograph of a student or staff member.

The District will discipline a student the district determines has engaged in cyber bullying that takes place on school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, through the use of the District Internet system or on any District equipment, or at any time off-campus if the cyber bullying causes or threatens to cause a substantial and material disruption at school or interference with a student's education or security.

Any action by a student or parent deemed inappropriate will be fully investigated by an LPSD administrator.

Consequences for student actions that violate this policy shall be determined by an LPSD administrator and could result in disciplinary action.

Internet Safety & Acceptable Use Guidelines (Rules for network resource use)

1. Students accessing network services MUST BE under the supervision of a staff member or adult approved by the local site administrator.
2. Users must follow the directions of the adult responsible for supervision, the terms of this Internet Safety and Acceptable Use Agreement and proper network etiquette.
3. Users must comply with the established rules of other organizations' network or computing resources while using those networks or resources.
4. User ID's are to be used only by the authorized owner of the account. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
5. Users identifying a security problem on the network must immediately notify the site administrator or the LPSD Helpdesk and shall not demonstrate the problem to others.
6. All District electronic communication shall be conducted on District electronic mail systems and web servers.
7. Users finding an inappropriate e-mail message, web site, or file, must immediately back out of the area and report the incident to the supervising adult or local network administrator.
8. Users may not pass bulk "chain mail" via District e-mail systems.
9. Students will not reveal their home address, home phone number, social security number or any other personal information for themselves or others to anyone online.
10. Users may publish only those documents which conform to the District's Publishing Guidelines, have been edited by a staff member, and have proper approval.
11. Users shall be responsible for additional on-line fees or merchandise charges they incur that are not covered by District or School access services.
12. Users must follow applicable copyright laws, obtaining proper use permissions and include the author or source of e-mail messages, web pages, or files when copying portions of documents.
13. Never read someone else's e-mail or files without permission; provided however, that this provision shall not impair or prohibit the District's right to review and monitor computer and network usage.
14. Users must act in a responsible, ethical and legal manner in accordance with any Federal, State or District laws, rules, policies, guidelines or regulations. Use of the network for the following purposes is prohibited:
 - a. Facilitating illegal activity.
 - b. Promoting or advertising for commercial or for-profit products or services.
 - c. Promoting political campaigning, political lobbying or religious purposes.
 - d. Performing non-work/school related work during regular school/work hours.
 - e. Creating or transmitting hate mail, discriminatory remarks, profane or inappropriate language, offensive or inflammatory communication.

- f. Illegally installing, distributing, modifying, reproducing or using copyrighted material.
- g. Accessing obscene or pornographic material.
- h. Intentionally obtaining or modifying files, passwords or data belonging to others.
- i. Impersonating other users (utilizing another user's password or access)
- j. Posting anonymous messages.
- k. Installing, downloading, or uploading unauthorized or non-licensed games, programs, files, or other electronic media.
- l. Destroying, modifying or abusing hardware, software, or data that could disrupt network services.
- m. Disrupting the work or learning environment of other users on the network.
- n. Quoting or forwarding personal communications in a public forum, including, but not limited to chat rooms and listservs, without the original author's prior consent.
- o. Student participation in non-District sponsored "Chat" areas.
- p. Student use of non-District sponsored e-mail accounts.

LPSD Digital File Storage

The following platforms are approved for the storage of LPSD digital files. These platforms have been reviewed and approved for FERPA compliance.

- Powerschool
- District File Server (Located in Palmer and King Salmon)
- LPSD Gmail
- LPSD Google Drive
- LPSD Staff Computers
- LPSD Apple iCloud

All other platforms are prohibited for the storage of LPSD digital files. This includes, but is not limited to:

- USB Flash Drives
- Portable Hard Drives
- Personal Computers
- Personal Email
- Dropbox
- Personal iCloud

USB Flash Drives - Acceptable to use for the following.

- Transfer of files available on the public internet (e.g. Non-copyrighted teacher resources)
- Transfer of files that do not contain student data
- Transfer of files that do not contain confidential personnel documents

Damaged or Lost Laptops

Laptops are an expensive district resource and remain the property of the district. Student access to laptops is a privilege and not a right. Students are responsible for returning laptops in good condition, with no more wear and tear that usually results from normal use.

If laptops are lost or so damaged that they are no longer usable, the technology department shall inform the student/parent/guardian of the loss or damage and the cost of replacement of the laptop. The student/parent/guardian shall be responsible for reparation equal to the current replacement cost of the laptop. When the laptop is damaged, but still use-able, the technology department shall notify the student/parent/guardian of the cost of reparation.

If the student can demonstrate to the site administrator's satisfaction that the student has taken all reasonable precautions to safeguard the laptop and the damage or loss occurs through no fault of the student, the administrator may excuse the student/parent/guardian from payment of reparation.

If reparation is not excused and not paid by the student/parent/guardian, the student shall be ineligible for all after-school activities until the cost of reparation for the lost or damaged laptop is paid by the student/parent/guardian. After school activities include all school social events and extra-curricular activities. The prohibition on after-school activities shall carry over from school year to school year and from school to school until the cost of reparation is paid for by the student/parent/guardian.

If a student/parent/guardian is unable to pay the cost of reparation for the lost or damaged laptop, the site administrator shall provide the student with a program of work. Once the program of community service is completed, the student shall regain eligibility for all after-school activities.

If computer and/or internet access is necessary for education as determined by the site administrator, then the site administrator shall provide such access during the period of repayment or community service.

Any loss or damage to laptops caused by malice, vandalism or theft, will result in a report to law enforcement and an investigation that could lead to criminal charges.

All students, staff, or other users must have a signed copy of this form on file with the Lake and Peninsula School District before access to the Network will be allowed. It is important that users and parents carefully read and understand and agree to the terms of this Internet Safety & Acceptable Use Policy. If you have any questions about the contents of this agreement, contact your local site administrator or district technology staff.

By entering into this User Agreement, the user and his or her parents or guardians agree to release the District from liability and waive any and all rights to assert claims or damages which may arise due to or as a result of any use of the District's computers and network services.

Student Name

Student Signature

Date

Parent/Guardian Signature

Date