



Liberty Union-Thurston Local School District

Technology Acceptable Use Policy and Handbook

This document explains and defines Liberty Union's technology use policies for staff, students, and visitors of Liberty Union

Technology Department
May 12, 2009
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Liberty Union-Thurston Local School District Technology Policies and Notices

Privacy Notice:

Liberty Union-Thurston School District, hereinafter referred to as LUTSD, provides computer technologies, network, and Internet for educational and professional purposes. Users, including, but not limited to, students, teachers, administrators, and/or visitors, are here by informed that all computer, network, and Internet use is not to be deemed PRIVATE and can be viewed, investigated, and monitored by LUTSD authorized personnel. LUTSD does not warranty or assure user's privacy of any kind, either expressed or implied, and that all LUTSD's services provided through LUTSD's systems will be error-free or without defect.

Website:

LUTSD's website located at www.libertyunion.org is hosted by a third party and is the only official website for the district. Any attempts to mimic or create websites advertising themselves as LUTSD is prohibited by law. LUTSD is not held responsible for misuse or misinformation from any other site other than the site listed above. Any other site linking to or from LUTSD's website is prohibited unless approved by LUTSD.

Website Use Policy:

Under no circumstance is the content of LUTSD's website or site to be used for personal or commercial advertising, political lobbying, and /or to provide financial gain for any individual. Pages within the website may not contain the following:

1. Statements that support or oppose a candidate for public office, the investigation or prosecution or recall of a public official.
 2. Direct links, that are in the control of LUTSD, to a website or any other source that are stated in No. 1 above.
 3. Information that communicates any form of discrimination of race, religion, or beliefs.
 4. Compositions, descriptions, or depictions of "HATE" literature or art.
- LUTSD will, in a good faith effort, regulate and enforce the above guidelines. LUTSD is not held responsible for the use of hidden computer programming that can cause deception, fraud, image manipulation, and text or website links. If such occurrences are discovered, LUTSD will take immediate action to remove these occurrences within a timely fashion. LUTSD will also investigate and pursue the appropriate action under LUTSD's conduct codes and/or criminal and/or civil prosecution of the offender(s) and/or recovery of any losses incurred in the repair of the website.

Any websites not hosted by or within the LUTSD website are not the responsibility of LUTSD. Such websites may include, but are not limited to, Alumni Association, Individual Teacher sites, Student Organizations, Academic Departments, and/or Athletics. These sites are encouraged to follow the same rules and regulations as the official LUTSD website as listed within this document.

Any staff member, organization, or department site and/or page within the LUTSD site that is governed by Board Policy on Accepted Use, do not necessarily reflect the opinions of LUTSD, its board members, or administrators.

Website Content Policy and Guidelines:

LUTSD provides a website for two purposes, Educational and Informational.

I. Educational:

Content provided in the website should be suitable and usable by students, staff, and administrators to support the curriculum of studies LUTSD provides.

II. Informational:

Content within the website provides information to students, staff members, and administrators, parents of students, the surrounding community, and site visitors concerning scheduling, events, curriculum and courses of study, policies, and forms used in the normal use of operations. Information contained within the site shall not supersede any other policy of the LUTSD Board of Education or any other contracts, including, but not limited to, collective bargaining, personnel contracts, purchase or sales agreements, and athletic conference commitments entered into by LUTSD Board of Education.

Guidelines for Posting Materials to District Website:

All persons with authorization to post materials to the LUTSD site must adhere to and abide by the following guidelines.

1. All materials must meet the provisions of the Federal Children's Internet Protection Act (CIPA).
2. All materials shall adhere and abide to the websites guidelines and policies as listed above and within this document.
3. All postings of grades, test results or similar student materials will be done through a secure, password protected environment, and Progress Book. These materials are limited to students, parents, guardians, teachers, and administrators.
4. Any other rules, guidelines, or policies set forth by LUTSD and its Board of Education.
4. Postings from parties outside of the LUTSD must be approved by LUTSD. Posting requests can be sent via email to support@libertyunion.org or you

may contact the District Office at 740-862-4171. Please include reasoning and type of content, i.e. link, image, text.

Acceptable Use & Internet Safety Policy

AUP

Liberty Union-Thurston Local School District, hereinafter referred to as LUTSD, provides Internet connectivity and computer technology for educational and professional services. If a student should have any doubt as to whether an activity meets these purposes, consult a LUTSD staff member. The following are examples of **acceptable** uses of the technology provided by LUTSD. (The list is not all-inclusive.)

1. Class work that has been assigned and supervised by a staff member.
2. Class work that has been assigned but independently conducted.
3. Educational Research
4. Use of LUTSD purchased software for educational purposes
5. Professional Development
6. Searching the Internet for personal reasons that do not violate any of the policies, rules, and regulations set forth within this document.

The following are **unacceptable** uses of the technology LUTSD provides for educational and professional purposes. This list is not all-inclusive.

1. Uses that violate any of the Policies set forth by the LUTSD Board Of Education.
2. Uses that may encourage others to violate any of the policies set forth by the LUTSD Board of Education.
3. Viewing, listening, transmitting, uploading, and downloading of any pornographic, obscene, vulgar, unapproved materials, messages that cause defamation or harm to others or other's property.
4. Connect to any other computers or users on other networks.
5. Uses that may violate Copyright Laws.
6. Uses that might violate any other policies, rules, or regulations such as, but not limited to, cheating, harassment, hazing, plagiarism, theft, or falsification of records.
7. Connections to proxy servers, FTP servers, remote access, file sharing, or storage capabilities.
8. Hacking or any other illegal activities.

Internet Safety Policy

Liberty Union-Thurston Local School District, hereinafter referred to as LUTSD, offers Internet connectivity to its staff members and students. It is LUTSD's responsibility to provide safety of the Internet via filters and/or hardware as according to the Child Internet Protection Act of 2000. LUTSD is currently filtering sites that may contain, but not limited to, obscene content, pornography, or content that may be harmful to minors, and any other sites or content deemed inappropriate. Some sites may be unfiltered if the site is deemed to be acceptable according to the Acceptable Use Policy, hereinafter referred to as AUP. LUTSD reserves the right to monitor student and staff computer and online activity either through technological means or direct observation to ensure the AUP is being followed and students are not accessing inappropriate material. LUTSD reminds all of its users, parents, guardians, and visitors that the filtering system **IS NOT 100%** effective, thus users must follow all LUTSD's rules, regulations, and guidelines.

LUTSD users may still have the potential of accessing inappropriate sites with inappropriate material. It is the user's responsibility to attempt, in a good faith manner, to avoid such sites. If a user should come across an unaccepted site, they need to exit immediately and notify a LUTSD staff member. Parents or guardians may request, in writing to the principal, that their son or daughter not utilize the Internet connectivity and/or computer resources provided by LUTSD.

LUTSD users should not reveal any personal information such as name, address, SS #, credit card numbers, and any other information that may lead to someone finding them or using their information for identity theft or any other illegal activity. Users should not arrange a face-to-face meeting with someone unknown or without user's parent's permission, if under the age of 18, through the Internet.

Student and staff information is kept confidential and may not be disclosed without written permission from the student's parent or guardian or from the staff member. A LUTSD authorized administrator may release this information as directed by State or Federal Law or for internal administrative purposes or approved educational activities.

Privacy Notice

LUTSD reserves the right to investigate, review, copy, monitor and/or store data at any time, without prior notice, any and all aspects of computer, network, and/or Internet usage. This includes, but is not limited to, any data transmitted or received, messages, Email and/or documents. All such information is and will remain the property of LUTSD and users shall have no expectations of privacy regarding such information.

Student Cellular Phone and Other Electronic Communication Device Policy

A student may possess a cellular or other electronic communication device, hereinafter referred to as ECD, such as PDA's, beepers, or two way radios in school, on school property, and/or at school related functions, provided they are turned off during school hours. Students are not permitted to text, search the Internet, or take images, unless under emergency situations. The building principal will grant permission if circumstances are warranted.

Any student having an ECD at school, a school function, or on school property is responsible for its care. Liberty Union-Thurston Local School District is not held responsible if lost, stolen, damaged, or vandalized. Students, if needing to use a phone, can seek permission in the building administrative offices. Parents or guardians are advised the best way to contact a student at school is to call the school's office. Taking images with any ECD or camera in locker rooms, restrooms, or any other areas that are deemed private or in violation of any privacy policies is prohibited.

Reproducing or distributing of any images deemed inappropriate or considered in violation of privacy on any ECD or camera in school, on school property, and/or school related functions is prohibited.

Failure to follow the above policy may result in confiscation of the ECD and other appropriate disciplinary action. Disciplinary action may include, but is not limited to, detention, in-school suspension, out-of-school suspension and/or expulsion. If confiscated, the ECD will be returned to the student, or a student's parent or guardian, at the discretion of the administrator,. The building principal may also refer to law enforcement if necessary.

Computer Technology Use Policy

Liberty Union-Thurston Local School District, hereinafter referred to as LUTSD provides students, and its staff members the use of computer technology, connectivity to the Internet, and other district networks, software programs, and peripherals, hereinafter referred to collectively as the Network.

In order for LUTSD to enable the continued use of the Network, all students and staff members, hereinafter referred collectively as users, must take responsibility for the appropriate and lawful use of the Network. Teachers and staff members will make reasonable efforts to supervise student use of the Network. To ensure the proper and lawful use of the Network, students must abide by and adhere to the LUTSD rules, policies, and guidelines set forth within this agreement.

This agreement covers, but is not limited to, the use of computers, calculators

with connections to computers, MP3 players, portable storage devices, cell phones, digital cameras, and/or any peripheral device that can be attached to the LUTSD Network and/or is owned or leased by LUTSD, MEC, Eastland, or any other third party engaged with LUTSD. This agreement also includes the use of any devices owned by, in the possession of, or being used by LUTSD students or staff members that are operating devices on school property, within LUTSD facilities, or equipment connected to LUTSD's Network via fiber, infrared, Ethernet, and/or wirelessly.

Rules for Computer and Network Use:

1. Only authorized LUTSD Staff are permitted to install, service, and/or maintain LUTSD owned equipment.
2. Cables and/or hardware and/or peripherals are not to be unplugged and/or moved.
3. Any malfunctions are to be reported to teachers to report to the Technology staff. Do not attempt to handle any malfunctions yourself.
4. Users are not permitted to use and/or install any unauthorized software including, but not limited to, plug-ins, modules, open source and/or free software, on any LUTSD device.
5. Users are not permitted to remove and/or modify any software or computer settings.
6. Users are not permitted to use any unauthorized email, chat rooms, and instant messaging systems. Only chat rooms and instant messaging are permitted.
7. Transmitting, uploading, downloading, viewing and/or listening to any materials that are or may be in violation of Federal and/or state law or LUTSD policy including, but not limited to, music, movies, pornography, or any material deemed inappropriate, is prohibited.
8. Users are prohibited from buying, selling, or advertising goods or services.
9. Users are not to disclose their usernames and/or passwords.
10. Users are held responsible for any violations of LUTSD's rules, guidelines, and/or policies that may occur under their username. This includes, but is not limited to, chat rooms and Instant Messages.
11. Users will not, under any circumstance, use someone else's username and/or password to gain access to the LUTSD Network.
12. User attempts to gain access to remote systems is prohibited.

13. The use of unauthorized proxy servers is prohibited.
14. Users shall not create and/or transmit harassing, abusive, defamatory, vulgar, threatening, obscene, hate-based, or terrorist messages or materials.
15. Users will not, knowingly, bring viruses, malware, and/or spyware into or onto the Network.
16. Staff members will not to give out their usernames and/or passwords to students or substitute teachers.
17. Teaching staff members are permitted to connect personal laptops and/or tablets, hereinafter referred to as personal devices, to the LUTSD Network; Teaching staff members will ONLY have access to the LUTSD Internet, not the Network Directory.
18. Teaching staff members that choose to connect personal devices to the LUTSD Network must allow the LUTSD Technology Department to install an Anti-Virus Software on their device and allow the LUTSD Technology Department to connect their personal devices to the iBoss Cybersecurity System.

Users are reminded that any information including, but not limited to, home directory files, messages, and users are subject to review and/or investigation and this information is not deemed private.

Mobile Device Agreement and Policy

One tablet, netbook, or laptop, hereinafter referred to as mobile device, will be lent to the student of Liberty Union-Thurston Schools, hereinafter referred to as LUTSD. It is the student's responsibility to care for the mobile device and ensure that it is retained in a safe environment.

This mobile device is, and will remain, the sole property of LUTSD and is herewith lent to the student for educational purposes for the Academic School Year. The student may not deface, or destroy this property in any way. Inappropriate use of the mobile device may result in the student losing their privilege to use the mobile device. The mobile device will be returned when requested by LUTSD, or sooner, if the student withdraws from LUTSD at any time or graduates.

The mobile device may only be used by the student for noncommercial purposes, in accordance with LUTSD's policies, rules set forth in this document, as well as local, state, and federal laws and statutes.

The student may not make any attempt to add, delete access, or modify other users' accounts on the mobile device. The student agrees to make no attempts to

change or allow others to change the privileges, access, and capabilities of the assigned student's account. The student also agrees not to allow other students to use his/her assigned mobile device. The assigned student is responsible for any and all activity on assigned mobile device.

Identification labels have been placed on the mobile device. These labels are not to be removed or modified. If they become damaged or missing contact the tech support at www.support.libertyunion.org for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added.

The student acknowledges and agrees that the student's use of the mobile device is a privilege and that by student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the mobile device and return the same, in good condition, mobile device upon request by LUTSD.

Any negligent damages sustained to the mobile device that require repairs is the responsibility of the student. Device insurance is available for purchase. If no insurance is purchased, the cost of repairs fall on the student. Below are the cost of the most common repairs.

Cracked Screen	\$40
Broken keyboard	\$75
Motherboard	\$140
Cracked Outer Casing	\$60
Broken AC Adaptor	\$45
Whole Device Replacement	\$250

Responsibilities:

Parent/Guardian Responsibilities

Your son/daughter has been issued a mobile device to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my child's use of the mobile device at home,
- I will discuss our family's values and expectations regarding the use of the Internet,
- I will supervise my child's use of the Internet and email,
- I will not attempt to repair the mobile device, nor will I attempt to clean it with anything other than a soft, dry cloth,
- I will report to the school any problems with the mobile device & I will not load

- or delete any software from the mobile device,
- I will make sure my child recharges the mobile device battery nightly,
- I will make sure my child brings the mobile device to school every day,
- I understand that if my child comes to school without the mobile device, I may be called to bring it to school,
- I agree to make sure the mobile device is returned to school when requested and upon my child's withdrawal or graduation from LUTSD.

Student Responsibilities

Your mobile device is an important learning tool and is to be used for educational purposes only. In order to take your mobile device home each day, you must be willing to accept the following responsibilities:

- When using the mobile device at home, at school, and anywhere else I may take, it, I will follow the policies of LUTSD, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state and federal laws,
- I will treat the mobile device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby, and I will keep my mobile device in my school issued protective case at all times,
- I will not lend the mobile device to anyone, not even my friends or siblings; it will stay in my possession at all times,
- I will not load any software onto the mobile device,
- I will not use my mobile device with personal email accounts. Ex: Gmail, Hotmail
- I will not remove programs or files from the mobile device,
- I will make sure I charge my mobile device every night and bring it to school every day.
- I will not give personal information when using the mobile device.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication,
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students,
- I will not attempt to repair the mobile device, I will seek technical assistance from school personnel.
- I will return the mobile device when requested and upon my withdrawal or graduation from LUTSD.

Student Acceptable Use Policy (AUP) Agreement

By signing below I, as a student of Liberty Union Thurston Local School District, hereinafter referred to as LUTSD, acknowledge that I have read, understand, and agree to the LUTSD's technology policies, rules, and guidelines as stated in the LUTSD **Acceptable Use Policy**. I understand that if any of the policies, rules, or guidelines are violated, appropriate disciplinary action will be taken. This may include, but is not limited to, suspension of computer privileges, School Provided Email, and/or network accounts being locked, and other disciplinary action deemed appropriate by LUTSD Administration.

***This agreement supersedes any previous computer use policies.**

Student Printed Name

Parent Printed Name

Grade Level: _____

Date: _____

Student Signature

Parent/Guardian Printed Name

Date: _____

Staff Member Acceptable Use Policy (AUP) Agreement

By signing below I, as a staff member of Liberty Union Thurston Local School District, hereinafter referred to as LUTSD, acknowledge that I have read and understand LUTSD's technology policies, rules, and guidelines as stated in the LUTSD Acceptable Use Policy. I recognize my responsibility to monitor student technology use while students are under my supervision. I also understand that if I violate the terms and conditions of the Acceptable Use Policy, I may be subject to disciplinary action.

*This agreement supersedes all previous computer use policies.

Staff Member Printed Name

Staff Member Signature

Date