



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
5/12/2009

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.

Moodle, located at <http://moodle.lut.k12.oh.us/>, is hosted by LUTSD and is an online classroom used by teachers, administrators, and students. The Moodle site adheres and abides by the same rules, guidelines, and policies as the LUTSD site.

Website Use Policy:

Under no circumstance is the content of LUTSD's website or Moodle 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, 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, i.e. Moodle 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.
5. Postings from parties outside of the LUTSD must be approved by LUTSD. Posting requests can be sent via email to techhelp@libertyunion.org or you may contact the District Office at 740-862-4171. Please include reasoning and type of posting, i.e. Link, Image, text.

Liberty Union-Thurston Local Schools

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 are acceptable

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.

Liberty Union-Thurston Local School District

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 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, Moodle 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.

Liberty Union-Thurston Local School District

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, at the discretion of the administrator, or a student's parent or guardian. The building principal may also refer to law enforcement if necessary.

Liberty Union-Thurston Local School District

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 Moodle 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, Moodle chat rooms and Moodle 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 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.**

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

Liberty Union-Thurston Local School District
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, Moodle, 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

Grade Level

Student Signature

Parent / Guardian Signature

Date Signed

Liberty Union-Thurston Local School District
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

Date Signed