

## **NEW TEACHERS - IMPORTANT!**

**It is important for you to get this document read, signed, and turned in as soon as you are employed. It triggers setting up several accounts and will ensure you can start using the system on day one for workshops, email, eSchool, etc.**

**Your student will have internet access using a generic login for the first three weeks of school. If you do not want to allow this, call the school and special arrangements will be made.**

## Short Version

**Don't share your password for any reason  
Don't deliberately bypass the filter  
Don't hook anything up to the network  
We take the above very serious.**

**You have been warned.**

**Long, legal version starts on page five. There is good stuff before then.**

**Hold on to this document and return only the signature page(s).**

## **Initial Login**

Whether you are getting a new account or are returning from summer vacation the login process is the same each year.

Your username is firstname.lastname (mike.pinkston). Your password will be NewuserEndingYear (Newuser2020) and you will be forced to change it at first login. The password must be at least eight characters long, include a mixture of a minimum of the three following groups: uppercase, lowercase, numbers and punctuation. For example, Newuser2020. It **cannot include your name** or be any of the last five passwords used.

Pay close attention to the messages when logging in and make note so you can communicate the message when requesting assistance.

**Account Disabled** – You have an account but your signed Use Agreement has not been processed.

**Password does not meet complexity requirements** – See above for requirements.

**Username or password incorrect** – either you have no account (new user) or the username or password has been mistyped. Be careful of spaces and case.

## **Special Notes for the coming school year**

**Teachers:** Do not give your login credentials to subs or other teachers. We have procedures in place to allow access without compromising security. Deliberately bypassing the filter, or attempting to, is strictly prohibited. UltraSurf or browser extensions used in any form for any reason is strictly prohibited.

**Students:** Deliberately bypassing the filter, or attempting to, will result in losing computer access which will be a detriment to your grades. UltraSurf or proxy browser extensions used in any form for any reason is strictly prohibited. You have been warned.

2019-2020

**ACCEPTABLE USE AND INTERNET SAFETY POLICY  
FOR THE COMPUTER NETWORK OF THE  
Lawrence County School District**

The Lawrence County School District is pleased to make available to users access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that one person's misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the users have been directed, each student or staff member will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use.

If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's or staff members access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

**I. PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

**II. TERM OF THE PERMITTED USE**

A student or staff member who submits to the School, as directed, a properly signed Use Agreement and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Users will be asked to sign a new Policy each year during which they are students or staff members in the School District before they are given an access account.

### III. ACCEPTABLE USES

**A. Educational Purposes Only.** The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

**B. Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

4. Using the network for financial or commercial gain without district permission. (Although not prohibited, you should not give others private information about you, including credit card numbers and social security numbers). School related purchases can be done with approval of the administration.

5. uses that result in computer software being installed without permission. No user is permitted to install software without the consent of the Technology Coordinator. This consent will require proof of district ownership of the software. Software provided by the district through specialized district-provided installation menus are permitted to be installed by the user provided they have a right to use the software. Users are not permitted to reconfigure school-owned computers without prior permission from the Technology Coordinator unless such reconfiguration is available through specialized district-provided menu choices such as printer location selections.

6. Giving your password, or anyone else's password to anyone or allowing others to use your password. Under normal circumstances no one has access to your password, not even the administrator. If you forget your password it can be reset to the default password that is given out for new accounts and then changed to the password of your choosing, so long as it meets the password complexity requirements.

7. Defeating or attempting to defeat any software program or hardware device used to monitor, secure, filter or control a computer is a violation of this Use Agreement.

8. Using a proxy, circumventor, or any software, procedure, or activity to bypass internet filtering. Running UltraSurf or other similar programs will result in loss of your network account.
9. Wasteful use of limited resources provided by the school including paper.
10. Personal use of computers during instructional time

**C. Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

**D. Prohibited**

- a. Under no circumstances will any wireless access points be connected to the network without permission from the technology coordinator. This is by far the biggest threat to the internal network and will be strictly enforced with no tolerance.

**IV. INTERNET SAFETY**

**A. General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

**B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

**C. "Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

**D. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Arkansas law, for internal administrative purposes or approved educational projects and activities.

Personally identifiable information (PII) on mobile devices is at risk. Due to this risk, any mobile device that syncs with the district email server needs to be cleared of any PII that would put the district in jeopardy of legal action in the case of being lost or stolen. This process wipes the device back to factory settings.

**E. Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## V. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.



## **VI. FAILURE TO FOLLOW POLICY**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

## **VII. WARRANTIES/INDEMNIFICATION**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

## **VIII. UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

## **IX. Liability for debts**

Staff shall be liable for any and all costs (debts) incurred through their use of the District's computers or the Internet including penalties for copyright violations.

## **IX. LOGGING IN FOR THE FIRST TIME**

After your account is setup, you will log in with your username and the initial password which you will be forced to change at the first login. Your username is in the format of firstname.lastname. Your initial password is NewuserXXXX with the XXXX replaced with the ending calendar year of the school year. For example, for the 2019-2020 school year, your password will be Newuser2020. Your new and subsequent passwords must adhere to the following rules:

- A mixture of uppercase, lowercase, numbers, and punctuation.
- Cannot include your name
- Must be at least 8 characters long
- Cannot be any of your last five passwords.

## **X. DATA SECURITY AND PERSONAL DATA RESPONSIBILITIES**

There are federal laws protecting certain types of information especially “personally identifiable information”. It is your responsibility to safeguard this information that is in your possession.

Personal files or files on the local machine are not backed up. This includes files on a take home laptop or other device with storage. Pictures, music, documents, etc. will be lost when the device is upgraded or maintenance is performed and it is the users’ responsibility to ensure that backups, if desired, exist before the upgrade or maintenance.

Cellphones that are setup to sync email with the email server contains PII and a mandatory policy is in effect to enforce password protected access to any device being sync’d. This is not an extremely strong security measure. It is designed to give you time to remotely clean your device in case it is lost or stolen, at which point you are responsible. The remote clean is very easy to do and it is your responsibility to do or get assistance doing the remote clean before PII is compromised.

# USER AGREEMENT 2019-2020

**Every user, regardless of age, must read and sign below:**

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

\_\_\_\_\_  
**STUDENT** Printed name (PRINT CLEARLY) Home phone  
**New Users - Use the form of your name you prefer to logon with (Mike or Michael for example)**

School (Circle One) **WR Elem** **WR High**

IMPORTANT! - YEAR OF GRADUATION (For Students Only) \_\_\_\_\_

\_\_\_\_\_  
**STUDENT** User signature Date

\_\_\_\_\_  
Address

User (place an "X" in the correct blank): I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

## PARENT'S OR GUARDIAN'S AGREEMENT

**To be read and signed by parents or guardians of students who are under 18:**

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

\_\_\_\_\_  
**Parent or Guardian** name(s) (PRINT CLEARLY) Home phone

\_\_\_\_\_  
**Parent or Guardian** signature(s) Date

\*\*\*\*\*

ADOPTED: \_\_\_\_\_ REVISED: \_\_\_\_\_  
*Legal References:*  
Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)  
Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])  
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

# For Teachers and Staff Only

Circle all appropriate:

## E-mail Distribution List Memberships

- K-4 Elem
- 5-6 Elem
- 7-8 Middle School
- 9-12 High School