

# Lackawanna City School District

## Acceptable Use Policy

Computer use is often a valuable and necessary component of a student's work. Access and authorization to information and equipment carry a corresponding responsibility to their appropriate use. All hardware, including computers and equipment, is the property of Lackawanna City School District and will fall under the guidelines listed below. Expectations of students include, but are not limited to, the following:

### 1. Illegal or Destructive Activities

- a. Students shall not go beyond their authorized access to the District network or other computer equipment or software including the files or accounts of others.
- b. Students shall not disrupt or attempt to damage any computer, system, system performance, or data.
- c. Students shall not use District equipment to engage in illegal acts.
- d. Students will not attach anything to, draw on, or in any way manipulate the computer's appearance or any existing labels or asset tags on the computer.

### 2. System Security

- a. Students are responsible for the security of their computer equipment, files and passwords.
- b. Students are not allowed to share their password with anyone except their parent(s) or legal guardian(s).
- c. Students shall promptly notify their teacher or staff member of security problems.
- d. Students are not allowed to connect non-district owned technology assets to the District's network without prior approval.

### 3. Inappropriate Conduct

The following are prohibited when using any technical resource:

- a. Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language;
- b. Potentially damaging, dangerous, or disruptive material;
- c. Personal or generalized harassment in violation of District policies; and
- d. False or defamatory information.

### 4. Plagiarism and Copyright Infringement

- a. Works may not be plagiarized.
- b. The rights of copyright owners are to be respected. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a student is unsure whether or not a work can be used, the copyright owner should be contacted for permission.
- c. Software copyrights and software licenses must be strictly respected.

### 5. Inappropriate Access to Material

- a. Technical resources shall not be used with material that is profane, obscene (pornographic), or advocates illegal acts, violence, or discrimination.
- b. The use of Internet games, web chats, unauthorized software, or instant messaging software is prohibited except when specifically authorized by the District Superintendent (or designee).
- c. Inadvertent inappropriate access shall be reported immediately to your teacher or supervising staff member.

## 6. Expectation of Privacy

- a. Students have no expectation of privacy in files, disks, documents, or e-mail that have been created in, entered in, stored in, downloaded from, or used on district equipment.

## 7. Services and Assumption of Risks

- a. Lackawanna City School District makes no warranties of any kind, whether express or implied, for services provided and is not responsible for any damages suffered while on the system to include loss of data and inaccurate or poor quality information obtained from the system. Users are responsible for backing up data stored on the hard drive of any computer assigned to them.

## 8. Unacceptable Uses

The following uses will be regarded as not acceptable:

- a. Illegal or malicious use, including the downloading or transmitting of copyrighted material;
- b. Use for racial, sexual or other harassment in violation of District policy;
- c. To access, view, or transmit pornographic or obscene material;
- d. To solicit personal information with the intent of using such information to cause emotional or physical harm;
- e. To disrupt the work of other users. This includes the propagation of computer viruses and use of the Internet to make unauthorized entry to any other Internet resource; and
- f. Use for private business purposes.

## 9. Etiquette

The following general principles should be adopted:

- a. Be polite; do not be abusive in messages to others;
- b. Use appropriate language: Remember that you are a representative of the Lackawanna City School District and that you are using a non-private network; and
- c. Do not disrupt the use of any District technology resource.

## 10. Discipline

- a. Deliberate violations of this agreement (e.g., malicious acts or omissions; searching for, viewing or otherwise visiting pornographic or sexually explicit sites) are cause for disciplinary action.

## 11. E-mail

- a. Every user is responsible for all e-mail originating from their user ID (e-mail address). Forgery or attempted forgery of electronic mail is prohibited. The organization's e-mail standard (currently, Outlook Office 365) is the only allowable e-mail to be used. Do not access your personal e-mail account (e.g., Hotmail, gmail, etc.) through the Lackawanna City School District network.
- b. Attempts to read, delete, copy or modify the e-mail of other users are prohibited.
- c. E-mail is NOT private. The district Superintendent (or designee) has the right of access to all e-mail sent or received. In the event of Lackawanna City School District being involved in any legal proceedings, any relevant e-mails (including Internet e-mail) may have to be disclosed, on the same basis as the case for written documents.
- d. Forwarding of chain letters is not allowed.