

Liberty County Public Schools

Acceptable Use Policy/Procedures

Internet access is available in the Liberty County School System. We are very pleased to bring this access to our schools and believe the Internet offers vast, diverse and unique resources to our students and staff. Our goal in providing this service is to promote educational excellence in the curriculum by facilitating communications for resource sharing and innovation.

On a global network it is impossible to control all materials and an industrious user may discover controversial information. In an effort to provide a safe environment for our users, a monitoring system has been deployed within the Liberty County Wide Area Network. It is the position of the Liberty County School System (LCSS) that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of this system.

Internet Guidelines

The Liberty County School System guidelines are provided so that users are aware of the responsibilities they are about to accept.

If a LCSS user violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in appropriate legal action being initiated.

Employee Due Process:

The site administrator or designee will investigate allegations of employee violations of Internet Acceptable Use Policy/Procedures. The employee will be notified and provided an opportunity to respond to the allegations. Activities involving the school system's computers or on the Internet that are in violation of the LCSS Acceptable Use Policy/Procedures will be handled in accordance with those documents, and appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

Student Due Process:

If a Liberty County School System student violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in suspension or appropriate legal action being initiated.

The site administrator or designee will investigate allegations of student violations of Internet Acceptable Use Policy/Procedures. The student will be notified and provided an

opportunity to respond to the allegations. Activities on the Internet that are in violation of the Liberty County School System Code of Conduct will be handled in accordance with that code. The student's parent(s) and appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

Internet - Terms and Conditions

Privileges: The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of this privilege. Every LCSS user must participate in an orientation session concerning the appropriate educational use of the Internet and sign a User Internet Agreement Form at least annually. (Employees/Parents – User Internet Agreement Form and Students – Code of Conduct signature page)

Acceptable Use: Internet use must be in support of education and research and consistent with the educational objectives of the Liberty County School System.

Usage Guidelines:

a. Internet

1. Do not reveal personal information or that of others, such as home address or home phone number unless utilizing an approved application deemed appropriate by the superintendent or his/her designee.
2. Do not search for or access inappropriate sites.
3. Do not view or transmit any racist, sexist, pornographic, obscene, or threatening material.
4. Do not make solicitations or purchases of a personal nature.
5. Do not conduct unethical or illegal activities of any kind.
6. Do not conduct commercial, for-profit activities.

Downloading of any copyrighted material requires permission from the owner of the materials and should adhere to Federal Copyright Laws - <http://www.copyright.gov/>

Warranties: The Liberty County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Liberty County School System will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by network failure or your own errors or omissions.

Supervision and Monitoring

It shall be the responsibility of all members of the LCSS staff to supervise and monitor usage of the online computer network and access to the Internet in

accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology/Media or designated representatives.

CIPA BACKGROUND

Full text of the Children's Internet Protection Act

http://www.fcc.gov/ccb/universal_service/chipact.doc

FCC regulations implementing CIPA; FCC 01-120

http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc

SLD's FAQ on E-rate certification procedures and timing

<http://www.sl.universalservice.org/reference/CIPAffaq.asp>

Internet Filtering

The Liberty County School System is presently using an advanced filtering solution to choose, access and manage the type and level of online information that is most appropriate and relevant to the system's educational needs and goals, as well as reduce legal liability. The filtering software in place uses a sophisticated research process involving human review to continuously comb, analyze, and catalog each Internet site. This provides the most powerful, flexible tool available for assisting in the enforcement of the acceptable use policies (AUP) for the Liberty County School System.

It is prohibited to use personally owned equipment such as, but not limited to, smart cards, wireless cards, etc, to bypass the filtered Internet that LCSS has put in place.

Software and websites that are used to bypass the filter such as anonymizers and proxies are prohibited.

Vandalism: Vandalism will result in immediate cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy. The use of LCSS computer equipment should not be used for unauthorized access to other networks.

User Information: All LCSS users must complete and return a new Internet Procedures Agreement form at least annually. (Employee/Parent – Internet Agreement Form and Students – Code of Conduct Signature Form)

Acceptance: All terms and conditions as stated in this document are applicable to the Liberty County School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.

Electronic Documents

Sending email attachment size	15MB
Receiving email/attachment size	15 MB
Account holder mailbox size	Admin 1GB Instructional 500MB
Folder holding incoming email	90 days purge cycle
Deleted item folder	14 days purge cycle (Thursdays)
Calendar appointments	One year purge cycle -365 days
Documents on File Servers	One year purge cycle – July

Employee Electronic Communication Guidelines

I. E-MAIL

Privacy

E-mail messages created using LCSS e-mail system are property of LCSS and are not to be considered private. LCSS reserves the right to monitor inspect, copy, review and store at any time any and all e-mails. In addition, LCSS has the right to disclose e-mails, attachments, and images to the courts, law enforcement, and other third parties without the employee's consent.

Employees should assume that anyone can read what is sent and received. Account holders shall be held accountable for everything stated and therefore should not post anything that he/she does not want to see revealed to the public.

Disclosure or sale of any e-mail addresses to outside entities is prohibited.

The LCSS e-mail system is designed to provide electronic communication and use of related resources. LCSS users with e-mail access shall adhere to the following procedures:

All electronic communication created, sent, or received via the LCSS e-mail system is the property of the LCSS school system. LCSS users shall not have any expectation of privacy regarding this information. LCSS reserves the right, as needed, to access, read, review, monitor, and copy all messages and files on its computer system without notice. When deemed necessary, LCSS reserves the right to disclose text or images to law enforcement agencies without the employee's consent.

The superintendent or his/her designee is permitted to access another user's e-mail without consent.

E-mail messages should only contain professional and appropriate language. LCSS e-mail users shall not send abusive, harassing, intimidating, threatening, discriminatory or otherwise offensive messages.

The LCSS e-mail system shall not be used by employees to solicit for non-school system business.

The user shall delete inappropriate messages and/or programs.

Administration and/or LCSS Human Resources shall report all changes in worker duties or employment status to the Executive Director of Technology Services or designated employee. Such changes include termination of employment, lateral moves or any job change that would require an update of network/e-mail account information or a change in network/e-mail access.

When an employee leaves, the Human Resources Department shall notify the Technology Department immediately. The employee's e-mail account shall be placed on hold for a period of 60 days unless notified by the superintendent or designee to hold the account for an extended period of time. If this notification is not given all e-mails, folders, and attachments may be deleted at the expiration of this time period. The employee's manager/supervisor can request access to the former employee's e-mail during this time period to review messages for required retention.

Access to e-mail accounts under investigation shall be restricted without notice until authorized by the Superintendent or designee.

While LCSS encourages respect for the rights and sensibilities of others, it cannot protect individuals against the existence or receipt of materials that may be offensive to them. Those who make use of electronic communications may come across or be recipients of material that they might find offensive or annoying. In such cases where

materials are received, the users shall delete the non-school system business related content. LCSS is not responsible for the views expressed by individual users via web pages, electronic mail or other on-line communications.

II. File Management

Retention of documents on non administration shares will be purged between the period of July 1 through July 15 of each year. It will be all staff members' responsibilities to archive these items digitally.

III. Student Electronic Communication Guidelines

Students being assigned an email and/or a network account by the Liberty County Schools Technology Department must follow certain guidelines. This will be a privilege available only to students whose teacher deems it necessary to have these accounts for instructional purposes.

Guidelines:

1. Students will use their email account and network login for course-related activities only.
2. Students will NOT share their email or network password with anyone.
3. Students will NOT use the email account to conduct commercial or for-profit business activities.
4. Students will NOT view or transmit any racist, sexist, pornographic, obscene, or threatening material.
5. Students will NOT download any materials that are not related to course work.
6. Email correspondence will be monitored by the onsite advisor for the online course.
7. Students will not upload viruses to or destroy data on the Liberty County School System network. This is considered vandalism and will result in immediate cancellation of privileges and possible disciplinary action.

IV. Litigation Hold Committee

The litigation hold committee will be comprised of individuals who have knowledge of the district's records management plan and how its technology systems operate to

enable the committee to identify, with the assistance of the board's attorney, key employees who may possess relevant documents, applicable data sources, and timing and content of litigation hold notices for issuance to key employees. It is the responsibility of the committee to review all requests presented to the district for documents potentially related to litigation and take appropriate action with regards to requests for electronic documents. The actions of the litigation hold committee shall supersede all procedures listed above.

Liberty County School System

Network/PC Procedures

PASSWORDS

Access to the network and PC systems is limited to authorized users. Each user is given a login name and password. The first time a user logs on he/she will be prompted to change his/her password. Passwords should adhere to the following guidelines:

- Must be at least 8 characters in length
- Must be alphanumeric
- Must contain a capital letter
- Must be changed every 90 days

Example: Vacation8 (Passwords are case sensitive)
vacaTion8

When changing your password, as required every 90 days, each password must be unique up to 3 different passwords, meaning you can't use the same password until after changing it 3 times. If password is not changed by the expiration period, the user will be locked out until they change it. Users should not display their passwords anywhere out in the open, or near the computer such as under the keyboard. Each user will be given three tries to successfully log on to the network. After the third try, the user account will be locked and the user will need to contact the technology office by phone to get his/her account unlocked and get his/her password reset if necessary.

COMPUTERS

Users will log off or shutdown his/her computers at the end of the day. Users will lock the computer when they take a break or if the computer is left unattended for any extended period of time. A domain policy will be implemented that will automatically lock workstations when no activity has been detected after 30 minutes. Computer(s) will be secured if a staff member is not there to monitor them.

At no time will personal equipment (computers, laptops) be used on the network.

SOFTWARE

Personally owned software that is loaded on a LCSS computer must be of an educational nature. Software that has no educational value will be removed immediately. If personally owned software is loaded then proof of purchase or software must be kept on site. Personally owned software that causes technical problems with the computer will be removed by technology department personnel. The technology department is not responsible for installing, troubleshooting and/or training on personally owned software.

Personally owned software can only be installed on computers for the number of licenses or copies you have purchased of the said software.

Copyrighted material must not be placed on any system connected to the network. No software should be uploaded to the servers.

VIRUS PROTECTION

All software must be run through an anti-virus package before being installed on the network. All computers in the school system will have anti-virus and anti-spyware software loaded on them. All files downloaded from the Internet must immediately be scanned for viruses.

Security

Security on any computer system is a high priority, especially when the system involves many users.

1. If the user feels he/she can identify a security problem on the Internet, he/she should notify the site administrator (administrator to be designated by school administrator) – the problem should not be demonstrated to others.
2. Attempts to login to the network as a system or site administrator will result in immediate cancellation of user privileges.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Any LCSS user who gives another user their login information will have their network and computer privileges revoked.

Liberty County School System

Employee Internet Agreement Form

*Please sign the following agreement and return **this page only** to the Media Specialist of your school.*

I understand and will abide by the **Terms and Conditions** for Internet use. I am responsible for my behavior and communications over the network. I further understand that any violation of the regulations above is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be initiated.

Print User Name:

USER SIGNATURE:

Date: _____

Home address:

Home Phone Number: _____

School/Location: _____

Liberty County School System

Parent Internet Agreement Form

I understand and will abide by the **Terms and Conditions** for Internet use. I am responsible for my behavior and communications over the network. I further understand that any violation of the regulations above is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and/or appropriate legal action may be initiated.

Print User Name: _____

USER SIGNATURE: _____

Date: _____

Home address: _____

Home Phone Number: _____

Subject Area(s): _____

Room Number: _____

FOR SYSTEM USE ONLY:

School: _____

Date opened: _____