

ACCEPTABLE USE OF TECHNOLOGY

The Lawton Public School District's "Acceptable Use of Technology Policy" will govern all of the district's computer systems and information databases accessed by employees and students. Student users and their parents will be required to sign an Acceptable Use of Technology Agreement based upon this policy prior to using the system and network.

The Lawton Public School District recognizes that as emerging technologies affect the manner in which information may be accessed, communicated, and transferred by members of society, those changes will also alter instruction and student learning. It is our intent to provide reasonable, equitable and safe access to and storage of information for both employees and students.

The use of the terms "computer systems," "network" and "systems" refer to all hardware and software components comprising the district's Wide-Area-Network and Local-Area-Networks, including the Internet, E-mail systems, Web pages, file servers, computer peripherals, network peripherals and computer workstations. All other resources that may connect to and/or communicate with the computer systems are included in the definition and covered by this policy.

The district will take reasonable steps to secure the network and computer systems against unauthorized access and/or abuse, while making network services available and accessible for authorized and legitimate users. These responsibilities include informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of this policy could result in disciplinary action.

1. Shared Responsibility

The successful daily operation and maintenance of a large Wide-Area-Network (WAN) requires the assistance and cooperation of all users. The district's policy of "Shared Responsibility" means that all users are expected to act responsibly in their use of the network and their own desktop computer. All users will strictly adhere to this policy and to rules and regulations relating to the use of the network or the district's computer systems and will be held accountable for their actions in this regard. The district, for its part, will continue to maintain a well-designed, high capacity WAN that will be capable of managing hundreds of users. The district's instructional media / technology staff will be responsible for ALL network equipment and connections. The users WILL NOT attempt to add or alter any network computer, peripheral or network connection. The district's instructional media / technology staff will provide the leadership and management necessary to advance technological capabilities and access/use safeguards.

The Lawton Public School District has provided the students and employees with a high performance, quality network that will provide years of service and endless opportunities for faculty and students alike. Teamwork and cooperation among users will allow the system to operate successfully and in harmony with the hundreds of network users who share these services.

2. Networked Information Systems Responsibility

Access to the district's computer systems and to the network is a privilege; it is not a right. The network is provided to faculty, staff and students for educationally related communication, research and other activities. The users of the network will respect and comply at all times with federal and international laws governing or relating to their use of the network. The district will cooperate fully with local, state or federal officials in any

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investigation concerning or relating to any illegal activities conducted through or otherwise involving the district's computer systems.

When using the Internet for class activities, teachers will select material that is age appropriate for their students and is relevant to the course objectives. Teachers will preview the material and Internet sites they require or recommend students access in order to determine the appropriateness of the material. Teachers also should be mindful that the posting of student pictures and personal information on Web pages and other Internet accessible resources is prohibited unless the school, in advance of the posting, has secured and has on file the appropriate release form (EFBCA-E) signed by the student's parent/guardian.

3. Limitation of Liability

The district makes no warranties of any kind, either expressed or implied, that the functions or services provided by or through the district's network will be error free or without defect. The district will not be responsible for any damage users may suffer including but not limited to loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through the network and will not be responsible for financial obligations arising through the use of the district network. The district may, from time to time, use technical or manual means to filter or regulate access to Internet sites or information. These methods do not provide a foolproof means for preventing access to inappropriate material and should never take the place of direct supervision in the classroom.

4. System Security

Failure to secure a computer for even a short period of time can have significant consequences. Users are responsible for the use of their desktop computers and passwords and should take reasonable precautions to prevent others from gaining access to their account. Under no circumstances may users provide their passwords to another person or permit another person to use their account once activated. Users are solely responsible for all actions taken under their user ID. Sharing a User ID with any other person is prohibited.

5. Respecting Resource Limits

Users will use the system only for educational and professional or career development activities. Users will not be allowed to download large files. Until sufficient bandwidth is available to every user of the WAN streaming audio and video will not be allowed. The use of "Bookmarks" is encouraged. Users should not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

6. Copyright and Plagiarism

District policies on copyright will govern the use of material accessed through the network. Because the extent of copyright protection of certain works found on the Internet is unclear, employees and students will make a standard practice of requesting permission from the holder of the work before copying the material, except for personal use in scholarly research or incorporating substantial portions of the material in other works. Any act

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which would constitute copyright infringement of a published work has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.

7. Inappropriate Activity

Restrictions: Use of the district's network for or in furtherance of the following activities is prohibited:

- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; transmitting obscene, abusive, or sexually explicit language. Users will not use the district's network to access material that is profane or that advocates illegal acts or that advocates violence or discrimination towards other people (hate literature).
- Damaging computers, computer systems or network services; vandalizing, damaging or disabling the property of another person or organization; disabling computers, systems or networks through the intentional misuse or overuse of the Network or the spreading of computer "viruses" through the use of infected files or diskettes.
- Using of inappropriate language when using the district's network. Inappropriate language includes obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- Users will not harass another person. Harassment is acting in a manner that distresses or annoys another person.

ACCEPTABLE USE OF TECHNOLOGY -- COMPUTER USE

In accordance with the policy of the Lawton Public School District, this regulation governs the use of computers and computer technology in this District.

Personal computers not owned by the District shall not be used in school except with permission of the District's executive director of instructional media / technology.

District computers and computer accessories will be used only by students and faculty members. District patrons may be permitted to use District equipment only under certain circumstances as determined by the board of education. Permission to use District computers or other technology is granted as a privilege which may be withdrawn for violation of this policy or for failure to follow the verbal or written instructions and directions of school faculty or system operators.

Persons who use District computers, students, faculty and patrons (users) will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating procedures in either hardcopy (typed or written) or softcopy (recorded electronically within the computer or a computer accessory) or specific class instructions.

Teachers or instructors of any class in which computers are used will establish written procedures for the use of computers and computer technology within the framework of that particular class and will insure that all members of the class read and understand such procedures.

Students and faculty using a District computer for the purpose of telecommunications with any other computer within the District or outside the District, private or commercial computer bulletin board, or any computer network such as Internet, will read and indicate an understanding of the rules and procedures governing such telecommunications and will adhere thereto.

Users will not upload or download any copyrighted material. It is the user's responsibility to determine if material is copyrighted. Users will not copy District computer software for any reason. Backup copies of computer software will be made only by authorized faculty members and will be maintained by the Instructional Media / Technology Department and site principal or designee.

Computer software will be installed into, or removed from, District computers only by, or at the direction of, an authorized faculty member with permission of the District's executive director of instructional media / technology. No commercial software will be installed in or used on a District computer except in accordance with a user site license granted by the software developer. Students are prohibited from installing software of any kind or loading or reading personal data into a District computer or computer system except as part of a class project or except as directed by authorized faculty members. Personally owned floppy diskettes or CD or any other removable media will not be used in District computers except as authorized by a classroom teacher or authorized school faculty member.

In addition to reading and adhering to any on-line rules and procedures, users will not use profanity or abusive language toward, or otherwise harass, any other user or system operator of any bulletin board or telecommunications entity.

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Telecommunication users will not log into any area which obviously contains pornographic material in any form. Users will not download any form of pornographic material. Students must obtain a User Network and Internet access agreement form and have the form signed by the student's parent, legal guardian or other legal custodian before using any District computer which has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such form is on file before a student is permitted to use computer telecommunications equipment.

It is unlawful for a person to send an electronic message if the return address has been altered in order to disguise the point of origin or if the message contains false, malicious, or misleading information which purposely or negligently injures a person.

Violations of Policy EFBC – “Acceptable Use of Technology” by an employee of the District may result in disciplinary proceedings including the termination of employment.

Violations of Policy EFBC – “Acceptable Use of Technology” by students may result in disciplinary proceedings including suspension and the loss of user privileges.

Violations of Policy EFBC – “Acceptable use of Technology” by school patrons may result in the loss of user privileges.

REFERENCE: 15 O.S. §776.1

ACCEPTABLE USE OF TECHNOLOGY -- SOFTWARE MANAGEMENT

The Lawton Independent School District No. 18 of Comanche County, Oklahoma (The "District") licenses the use of computer software from many vendors and developers. With limited exceptions, the District does not own the software or related documentation. Unless specifically authorized by the licensor, neither the District nor any employee or student of the District has a right to make copies of the computer software or documentation except for back up or archival purposes.

It is the policy of the District to respect the proprietary rights of owners of computer software and to comply with all terms and conditions contained in license agreements to which the District is a party. The purpose of this policy is to prevent copyright infringement, to promote responsible management of the District's software assets and to protect the integrity of the District's computer network.

1. General Guidelines.

The District will make every effort to provide sufficient quantities of legally acquired software to meet the legitimate needs of its students, faculty and staff.

2. Illegal Copies.

The unauthorized duplication of software or documentation is a violation of the law and is expressly prohibited. Unauthorized duplication of computer software may subject the person responsible to civil and criminal penalties under the United States Copyright Act of 1976 and the Oklahoma Computer Crimes Act.

3. User Responsibility.

Upon request, the Instructional Media / Technology Department will provide any computer user with access to license agreements specifying the conditions and terms of software use so that users will understand the specific restrictions for each software program utilized. It is the responsibility of the Instructional Media / Technology Department and site principal or designee to verify that there is a valid license for each authorized software program on district computers and to document compliance with this policy. It is the responsibility of each computer user to ensure that no unauthorized software programs are loaded on his or her computer.

4. Software Acquisition.

Software on the District's list of approved software may be purchased at any time. All other software needs to be pre-approved and procedures pertaining to the purchase of supplemental instructional materials should be followed.

5. Registration of Software.

It is the policy of the District to register all software purchased and in use by the District. The primary user is responsible for on-line registration or for completing the registration card and returning it to the software licensor within a reasonable time following installation of new software programs. Software is to be registered in the name of the Lawton Public Schools and school name.

ACCEPTABLE USE OF TECHNOLOGY – SOFTWARE MANAGEMENT (Cont.)**6. Software Storage.**

The District's Instructional Media / Technology Department and site principal or designee is responsible for storing all district-owned software (the original disk or CD) in secured storage areas. The software registry should note the existence and location of original and back up copies of all software programs.

7. Installation of Software.

All software must be installed in compliance with district policies and industry standards. All software obtained from commercial sources should be carefully examined to ensure that the software is free from viruses before installation in a district computer. No student should be allowed to install computer software on a district computer. Teachers who allow students to bring diskettes from home should insure the diskette is virus free by scanning the diskette for viruses prior to use in the classroom. The district will install the appropriate virus protection software on district computers. It is the responsibility of faculty members to monitor student use of the computers and to review all policies and procedures with students regarding software and the acceptable use of the school district's computer networks.

8. Internal Controls.

The District's Instructional Media / Technology staff will make frequent and periodic assessments of software use, including examination and review of school district computers to ensure that the user is in compliance with all software license agreements.

9. Violations of Software Policy.

Altering, creating or executing malicious code designed to damage or cripple computers and networks will be considered a violation of Policy EFBC – "Acceptable use of Technology".

A violation of this software policy may result in disciplinary action being taken against the user.

**ACCEPTABLE USE OF TECHNOLOGY
NETWORK AND INTERNET ACCEPTABLE USE AGREEMENT**

1. Purpose Statement

The Independent School District No. I-8 of Comanche County, Oklahoma (the "District") provides its students and employees with access to the District's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the District's goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the District and its patrons.

The Internet has often been described as the information superhighway. The Internet consists of a network of servers connecting thousands of computers worldwide, permitting access and communication with millions of individual users. Through the Internet, the District will provide students, faculty and staff access to:

- Information and news, including the opportunity to correspond with scientists at research institutions in the public and private sector, including NASA
- News groups covering a wide range of topics appropriate to the educational purposes of the District
- University libraries, the Library of Congress and other repositories of information
- World Wide Web access to information containing text, graphics and photographs, as well as sound on literally millions of topics

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District will take available precautions to restrict access to inappropriate material. However, on a global network, it is impossible to control all material and a knowledgeable/expert user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students may procure material, which is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of these networks relies upon the proper conduct of the end users and the users' adherence to generally accepted guidelines. The guidelines provided in this policy are designed to promote the efficient, ethical and legal utilization of network resources. If a District user violates any of these provisions, his or her account will be terminated and future access could be denied. The user's signature on the Acceptable Use of Technology Agreement is a legally binding obligation, affirming that the user has read the terms and conditions of the "Acceptable Use of Technology Policy," understands the policy and agrees to abide by all terms and conditions described in the policy or subsequently implemented by the District's executive director of instructional media / technology. These terms and conditions are also listed in the Student Code.

2. Network and Internet Access - Terms and Conditions.

- A. Acceptable Use.--The use of the District system, whether by students, faculty, staff or guests, must be in support of education and consistent with the educational objectives of the District. The use of any other organization's network or computing resources must comply with the rules and regulations appropriate for that network. The transmission of any material in violation of any United States or state law or regulation is

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prohibited. This includes but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. Use of the District system for commercial activities is not permitted. Use for product advertisement or political lobbying is also prohibited.

B. Parental Consent.--In order for a student (if under 18 years of age) to gain access to the District system, the student's parent or guardian must be provided a copy of the "Acceptable Use Of Technology Policy" and they must sign the Acceptable Use of Technology Agreement requesting that their child be given Internet access under the terms and conditions described in this policy. Parents may withdraw their consent at any time. There is, however, a wide range of information available through the Internet, which is not appropriate for access by minors, has no educational value or does not meet with the particular values of the family of the student. The District system "Acceptable Use of Technology Policy" contains devices and restrictions on use intended to prevent access to inappropriate material or information. It is impossible for the District to guarantee that students will not be exposed to inappropriate material through their use of the Internet. The District believes that parents bear primary responsibility for communicating acceptable behavior and family values to their children. The District encourages parents to discuss with their children what material is and is not acceptable for their children to access through the District system.

C. Privilege of Use.--The District network and Internet access is a privilege afforded to students, staff and employees of the District. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this agreement, school board policy or use determined by the District's executive director of instructional media / technology to be inappropriate under particular facts and circumstances. Prior to receiving Internet access, all users will be required to successfully complete an Internet/network in-service program administered by the District to familiarize themselves with the District's policy and to sign the appropriate agreement.

D. Inappropriate Use.--Each system user is expected to comply with all District policies governing network and Internet access and to abide by generally accepted rules of network etiquette. These general rules include, but are not limited to, the following:

- 1. Appropriate language--Do not use abusive language in messages to others. Be polite. Do not use obscene or profane language, vulgarities, and rude or disrespectful language. Do not engage in personal attacks or activities intended to distress or annoy another user.**
- 2. Safety--Do not reveal personal contact information about yourself or any other person. This information includes telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, District system administrator or some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.**

3. Electronic mail--Users should be aware that electronic mail (E-Mail) is not assumed to be a private communication. The District and system administrators do have access to E-Mail messages. Messages relating to or in support of illegal activities will be reported to the authorities.

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4. Network resources--System users should not use the network in a way that will disrupt the use of the network by other users. The network should be used for educational, professional and career development activities only. Users will not be allowed to download large files.
 5. Intellectual property--Do not plagiarize works obtained from the network and/or Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.
- E. Limitation of Liability--The District makes no warranties of any kind, whether expressed or implied, for the services provided and will not be responsible for any damages which the user may suffer through use of the District system or the Internet including, but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy or quality of information obtained through use of the District system or the Internet. The District is not responsible for any financial obligations, which may be incurred through use of the District system.
- F. Network Equipment--Because of the complexity of a Wide Area Network and the delicate balance of security and utilization the District's Instructional Media / Technology staff will be responsible for ALL of the following areas:
1. Network wiring and maintenance;
 2. Additions/deletions to the network;
 3. File server configuration and software installation;
 4. Additions to or modifications of any network peripherals, such as computers, printers, scanners, etc;
 5. Additional software **must** be pre-approved by the District's executive director of instructional media technology before attempting to install on any network computer.
- G. Security--Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual accounts and should take precautions to prevent others from accessing their accounts. Under no conditions should a user provide their personal password to another person. If a user identifies a potential security problem on the District system or the Internet the user must notify the system administrator immediately. The user should not demonstrate the problem to others nor should the user intentionally attempt to identify potential security problems. In either instance, the user's actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to log on as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.

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- H. Vandalism--Vandalism of District hardware or software will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user or of any other network connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. All system users shall avoid the accidental spread of computer viruses by strict adherence to District policies governing the downloading of software.
- I. Inappropriate Material--Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and must agree not to use the District system to access information or to distribute information or material that is:
1. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
 2. Libelous, meaning a false and unprivileged statement about a specific individual, which tends to harm the individual's reputation.
 3. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
 4. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
 5. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapping condition or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs," insults and abuse.
 6. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

3. Application and Enforceability.

The terms and conditions set forth in this agreement shall be deemed to be incorporated in their entirety in the Network and Internet Access Agreement executed by each system user. **BY EXECUTING THE ACCEPTABLE USE OF TECHNOLOGY POLICY AND AGREEMENT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THE LAWTON PUBLIC SCHOOLS "ACCEPTABLE USE TECHNOLOGY POLICY." THE SYSTEM USER ACKNOWLEDGES THAT ANY VIOLATION OF THIS "ACCEPTABLE USE POLICY" COULD RESULT IN ACCESS PRIVILEGES BEING REVOKED, DISCIPLINARY ACTION BEING TAKEN, INCLUDING, AS TO STUDENTS, DISCIPLINARY ACTION UNDER THE DISTRICT'S STUDENT CODE AND, AS TO EMPLOYEES, ANY SUCH DISCIPLINE AS MAY BE**

ALLOWED BY LAW