

**ST. MARTIN PARISH SCHOOL DISTRICT**  
**TECHNOLOGY ACCEPTABLE USE and INTERNET SAFETY POLICY (CIPA)**  
*For Students*

The St. Martin Parish School District offers technology access and use for students use. This document is the Acceptable Use Policy for student use of technology, Internet, and technological resources. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities which enhance learning and teaching. It has not been established as a public access or public forum. The St. Martin Parish School Board has the right to place reasonable restrictions on the material accessed or posted, require the training needed before a student is allowed to use the system, and enforce all rules set forth in the school code and the laws of the state. Further, students may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the technology systems and resources is available through school only with permission of the principal or his or her designee and the student's parent(s). Access to technology is a privilege accorded to students who agree, along with their parents/guardian, to abide by the Acceptable Use Policy.

It is the policy of the St. Martin Parish School Board to: (a) prevent user access over its technology network to, or transmission of, inappropriate material via any forms of communications; (b) prevent unauthorized access and other unlawful online activity, network activity and/or use of technology resources and systems; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], Federal and state laws, including, but not limited to, Louisiana's Cyberbullying laws. Students found in violation of this policy may have these privileges revoked along with other suitable penalties in accordance with the St. Martin Parish School System Discipline Policy.

**Key terms as defined in the Children's Internet Protection Act (CIPA).**

**Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the St. Martin Parish Public Schools online computer network when using electronic mail, forums, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Supervision and Monitoring**

It shall be the responsibility of all members of the St. Martin Parish Public Schools 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 mechanisms for adult users shall be the responsibility of St. Martin Parish Schools Network Manager or authorized persons for legitimate scientific or educational purposes or lawful purposes approved by the Board, or access to online services of a newspaper with a daily circulation of at least 1,000.

### **Harmful to Minors**

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. 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; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Sexual Act; Sexual Contact**

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code

### **Technology Protection Measure**

The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

### **What is possible?**

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that the school and District websites may contain links that are maintained and controlled by third parties. Because some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive, District personnel will make every effort to filter, screen, and research links for appropriateness. St. Martin Parish School District is not responsible for the content in the linked site, any link contained within the linked site, or any changes or update to the linked site that changes its appropriateness.

We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access.

This policy also grants the following:

- Permission for students to access the Internet at school
- Permission to access and use a safe, district-approved, monitored electronic communication and learning resource account (if permitted by teacher and school administrator) [grades 3-12 only]
- Permission for student's name, schoolwork, pictures/videos of child to be published to the classroom, school, or district website [Personal information (i.e. address, phone number, social security number) about the student will not be included in a webpage]
- Permission for student to participate in e-Learning activities in the classroom (i.e. Skype, VSEE, videoconferencing whereby child's image may be visible to teacher and students in partnering classroom)

- Permission for student to receive electronic communication from club sponsors, coaches, etc. (i.e. email, text messages, phone call)

**Any parent wishing to revoke/suspend/or deny student permission(s) must opt out in writing.**

#### **What is expected?**

- Students will comply with District standards and the specific rules set forth below.
- Students will display appropriate behavior on the school's computers and network
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- Each student is personally responsible for his/her actions in accessing and utilizing the school's computer resources.
- Students are advised never to access, keep, or send anything that they would not want their parents/guardian or teachers to see.
- The use of the network is a privilege, not a right, and may be revoked if abused.
- Students will be provided training, annually, on St. Martin Parish District CIPA policies. Training will address key issues such as cyberbullying, social networking dangers, Internet/digital safety, and emerging technologies which may endanger children while using the Internet

#### **What are the rules?**

**Privacy--** Network and/or computer storage areas are like school lockers. The computer equipment is school property. Network administrators may access and review communications to maintain system integrity and insure that students are using the system responsibly.

- The student will not post personal or private contact information about self or others. Personal contact information may include, but not limited to, social security number, home address, home phone number, personal email address, etc. This also includes photographs of oneself and others, as well as student work.
- While accessing the St. Martin Parish School District's computer system, the student will not agree to meet with someone they have met online.
- The student will promptly disclose to the teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

#### **Inappropriate Network Usage**

- The student will not use the District's network to download, send, receive, view, or create obscene or pornographic or harmful to minors images or files
- The student should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless given written permission from the Network Administrator.
- The student will adhere to all copyright laws. Violations include, but are not limited to, copying or reproducing work that is protected by a copyright, files/documents created by others, and copyrighted multimedia content such as music and video clips accessed through file sharing software )
- The student will not attempt to gain unauthorized access to the St. Martin Parish School District's computer system (i.e. Forum,, JCampus, OnCourse, etc.) or to any other computer system via the District's computer system or go beyond the authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- The student will not make deliberate attempts to disrupt the computer system's performance, destroy data by spreading computer viruses or by any other means. This includes the destruction and vandalism of computer equipment and its components.
- The student will not use the system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, participating in virtual games that mimic illegal activities, or threatening the safety of others, etc.

- The student will not pursue or otherwise access information on weapons and the manufacture or purchase of weapons for purposes other than assigned class research.
- The student will not use the District's computer system or network for personal acquisitions such as shopping, trading stocks, any form of financial gain unrelated to the mission of the school district, personal entertainment, and on-line gambling.
- The student will not use the District's computer system or network to play non-educational, student-initiated games.
- The student will not use the District's computer system or network to conduct plagiarism. Plagiarism is using another person's ideas or writings and presenting them as one's own.
- The student will not use the District's computer system to commit the act of cyber bullying. Cyber bullying, for the purposes of this policy is the harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology **or** harassment, intimidation, or bullying of a student while off school property when the action or actions are intended to have an effect on the student when the student is on school property.

### **Inappropriate materials or language**

- The student will not use bullying, intimidating, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive, impolite, disrespectful, or sexually explicit language to communicate. Materials which are not in line with the rules of school behavior should not be accessed. Should students encounter such material by accident, they should report it to their teacher immediately and turn off the monitor.
- The school district's computer system is considered a limited forum, similar to the school newspaper, therefore the district may restrict speech for valid educational reasons.
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages, social networking sites, and learning management sites (i.e. Google Classroom, Class Flow,, Schoology, etc.)
- The student will not access, post, distribute, forward, print, or store materials using language that is inappropriate to the educational setting or disruptive to the educational process.
- The student will not use the Internet and/or any other electronic device or system, on or off campus, that subsequently causes substantial disruption to the educational environment, interferes with the rights of others, or can be considered a threat.
- The student will not engage in personal attacks, including prejudicial or discriminatory attacks, even if made in a joking manner.
- The student will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. When requested by another to stop communication in the form of messages, e-mail, or other means of electronic contact, the student will do so immediately.
- The student will not knowingly or recklessly post false or defamatory information about a person or organization.
- The student will not use his/her access to review, upload, download, store, print, post, or distribute materials that:
  - are pornographic, obscene or sexually explicit;
  - use language or images to advocate violence or discrimination towards other people (hate literature); A special exception may be made for hate literature if the purpose of access is to conduct educational research and both the teacher and parent have approved.
  - contain images of individuals engaged in any illegal act or violate any local, state, or federal statute/law.

### **Electronic Communication and Learning Resource Accounts**

- Students may not use or access unapproved personal email or electronic communication accounts at school. (i.e. Yahoo, Hotmail, Google)
- Students will only be allowed to access and use a district-approved school electronic communication and learning resource account which is managed, monitored, and filtered.

- Students are not allowed to correspond with others beyond restrictions set by the teacher.
- Student electronic communication and learning resource accounts will be restricted by district and/or teacher limits. Unsolicited communication (i.e. spam) will be filtered and restricted.

### **Mobile Devices and Expectations**

The term, Mobile device, for the purpose of this policy refers to, but is not limited to, handheld devices provided by the St. Martin Parish School Board and allowed in the school system and on SMPSB’s network for educational purposes. Some examples are: iPads, iPods, Tablets, Chromebooks, etc. Said mobile devices are property of St. Martin Parish School District and must be used in accordance with SMPSB’s Acceptable Use Policy, Procedures, and all applicable laws. **Only District-issued mobile devices are allowed in the schools and on SMPSB’s network. All others are prohibited. The mobile devices are to remain at school at all times, unless duly checked out through the proper procedures set forth by SMPSB.**

- The mobile device is school board property and all users will follow the Technology Acceptable Use and Internet Safety Policy
- The mobile device should be used in a responsible and ethical manner.
- Passwords should not be changed or altered on the device.
- Device should be housed in a secure designated area at all times.
- All software/Apps must be district approved.
- All downloading/syncing should be done in accordance with district procedures.
- Mobile device should always be within the protective case provided, if applicable.
- SMPSB has the right to review items for appropriateness and to limit or revoke access to mobile device at any time for any reason.

### **Misuse**

- The student will use the St. Martin Parish School District’s Computer system only for educational and career development activities and limited, high-quality, self-discovery activities.
- The student will not download files and/or stream music.
- The student will not engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.

### **Due Process and Consequences**

- Users of the school district’s computers, network, and Internet are held personally responsible for actions in accessing and utilizing available resources. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district’s computer system or the Internet may result in one or more of the following consequences:
  1. Suspension or cancellation of use and access privileges;
  2. Payment for damages and repairs;
  3. Disciplinary actions in accordance with other appropriate school district policies as stated in the St. Martin Parish Student Handbook including:
    - a) Detention, suspension, and or expulsion from school;
    - b) civil or criminal liability under other applicable laws;
    - c) restitution for restoration costs.

## **Limitation of Liability**

- Although the St. Martin Parish School District enforces a policy of technology and Internet safety and employs technology protection measures to block and or filter inappropriate material from student and employee access, the District is not responsible for damages suffered, 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 its services or stored on its system. The District will not be responsible for any costs or liabilities arising from the unauthorized use of the system.

### STUDENT USER AGREEMENT

I have read and understand my responsibilities in exercising the privilege of using technology, network and Internet resources. I agree to follow the rules and regulations of the St. Martin Parish School System when using the Internet and technology, and to fulfill my responsibilities as outlined above. I understand that any violation of the school system's rules and regulations, or my failure to fulfill my responsibilities in using such may result in school disciplinary action, loss of my access privileges, and/or prosecution under applicable state and/or federal law.

Student's Name (please print) \_\_\_\_\_ Teacher \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### PARENT/GUARDIAN USER AGREEMENT

As the parent or guardian of the above named student, I have read and understand the terms and conditions for my child's use of the technology, network and Internet resources at school. I have read and understand and have discussed with my child the school system's rules and regulations, and my child's responsibilities in accessing and using the Internet and technology resources. I understand that the opportunity being provided to my child is designed for educational purposes, and that the St. Martin Parish School System is taking reasonable precautions to eliminate materials that may be considered controversial, offensive, objectionable, pornographic or otherwise inappropriate for minors. At any time I wish to revoke my child's access to the Internet, mobile devices, and email privileges afforded by the St. Martin Parish School District, I understand it must be done in writing.

Name of Parent/Guardian (please print) \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

AFTER READING THE SMPSB STUDENT TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY POLICY IN THE SMPSB STUDENT AND PARENT HANDBOOK/DISCIPLINE POLICY, PLEASE SIGN THIS FORM AND RETURN TO STUDENT'S HOME-BASED SCHOOL.