

Acceptable Use Policy For Teachers

The Vermilion Parish School District offers network and Internet access for teacher use through the Vermilion Parish School Network (VPS-Net). This document contains the Acceptable Use Policy for your use of the VPS-Net.

A. Educational Purpose

1. VPS-Net has been established for curriculum enhancement.
2. VPS-Net has not been established as a public access service or a public forum. Vermilion Parish School District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth by the Vermilion Parish School Board and the law in your use of VPS-Net.
3. You may not use VPS-Net for the advertising or promoting of commercial, non-educational or non-school board related activities or events.
4. You may not use VPS-Net for political lobbying. However, you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Teacher Internet Access

1. Teachers should confine their use of the VPS-Net to curriculum based activities during the hours of 7:30 AM and 2:30 PM.
2. Teacher accounts have more privileges than student or generic accounts. Teachers may override normally non-educational sites if needed for their curriculum. When an override is needed and used for educational purposes, access should be given only for the time period needed.
3. The override password should be changed immediately after the activity if it was given out to the students or anytime that it may have been discovered. Students should not know your override account password beyond the time limit of the educational activity.
4. Override activity is tracked in a special report and available to administrators.

C. Monitoring System

1. Teachers should monitor student Internet and computer usage in their classroom and not rely solely on our filtering and monitoring system.
2. All network activity is monitored through the VPS-Net monitoring system. This includes:
 - a. All internet addresses and searches
 - b. Vermilion Parish email (ex. vrml.k12.la.us)
 - c. Personal email (ex. yahoo, hotmail, aol, etc.)
 - d. Instant messages
 - e. Documents, including attachments

3. The current filtering system generates automatic reports for suspicious and inappropriate activity which is available to school and central office administration.
4. External communications entering our network are also monitored.

D. Unacceptable Uses

The following uses of VPS-Net are considered unacceptable:

1. Personal Safety
 - a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
2. Illegal Activities
 - a. You will not attempt to gain unauthorized access to VPS-Net or to any other computer system through VPS-Net or go beyond your 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".
 - b. You will not attempt to bypass our filtering or monitoring by any means.
 - c. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - d. You will not use VPS-Net to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
3. System Security
 - a. You must be responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your main teacher account password to another person.
 - b. You will immediately notify the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
 - c. You will avoid the inadvertent spread of computer viruses and spyware by following the district security and virus protection procedures.
4. Inappropriate Language
 - a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
 - b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. You will not engage in personal attacks, including prejudicial or discriminatory attacks, post false or defamatory information about a person or organization, or repost a message that was sent to you privately without permission of the person who sent you the message..

- d. You will not harass another person. If you are told by a person to stop sending them messages, you must stop.
- 5. Respecting Resource Limits.
 - a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. Other use of the system is restricted to before 7:30 AM and after 2:30 PM.
 - b. You will not download large files unless absolutely necessary. If necessary, you should download the file before 7:30 AM and after 2:30 PM. Non-educational files should not be stored on the network or on your computer for non-educational purposes.
 - c. You will not stream video or audio from the internet during educational hours unless the streaming resource is connected to the curriculum.
 - d. You will not forward chain letters or engage in "spamming".
 - e. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
 - f. You will subscribe only to high quality discussion group maillists that are relevant to your curriculum or career development.
- 6. Plagiarism and Copyright Infringement
 - a. You will not plagiarize works that you find on the Internet.
 - b. You will respect the rights of copyright owners. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.
- 7. Inappropriate Access to Material
 - a. You will not use VPS-Net to attempt to access material that is inappropriate.

E. Your Rights

- 1. Free Speech
 - a. Your right to free speech applies also to your communication on the Internet. The VPS-Net is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.
- 2. Search and Seizure.
 - a. You should expect only limited privacy in the contents of your personal files on the District system.
 - b. Routine maintenance and monitoring of VPS-Net may lead to discovery that the you have violated this Policy or the law.
 - c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy or the law. The investigation will be reasonable and related to the suspected violation.
- 3. Due Process
 - a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through VPS-Net.

- b. In the event there is a possible violation of this Policy in the use of the VPS-Net, the following consequences may include, but are not limited to:
 1. Loss of internet, email, and network privileges
 2. Incident report
 3. School board policy --- disciplinary action
 4. Loss of employment

F. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you 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 or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.