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Lincoln Public Schools

Computer and Internet Acceptable Usage Policy

Scope

The Lincoln Public Schools Acceptable Usage Policy (AUP) is designed to provide guidance to all authorized users in deciding what is considered appropriate use of technology within the Lincoln Public School(LPS) district. Authorized users, including, but not limited to students, staff, and guests, will be hereafter referred to as users. It is not possible to cover every aspect of proper internet, network, and device use. Accordingly, Lincoln Public Schools is requiring all users to conduct themselves in a manner consistent with the district’s mission, core values, and behavior and ethical standards when using the LPS network or LPS owned technology.

Background

Electronic information resources offer access to the world. Users have access to email, school libraries, public libraries and university libraries, as well as news from a variety of sources.

Our schools are online and in many homes children are accessing commercial services, social networking sites, and the Internet. During school, teachers guide students toward relevant and appropriate electronic materials. Outside of school, families have the same responsibility for guidance as they have with television, telephones, movies, radio and other media.

The following guidelines are intended to provide a base from which school policies regarding access to electronic resources can be tailored. The emphasis of this policy is to guide appropriate use; there is no intent to diminish the vital nature of electronic information services. The concerns described here are real, but they should not discourage schools from planning for the appropriate use of one of education’s most valuable tools.

This policy is necessary to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of computers, internet, and technological resources. The guidelines and requirements set forth in this policy apply to school-issued digital devices, personal devices that connect to the district’s network, and general access to the district’s network resources. If a user violates any of the terms and conditions set forth by this policy, privileges may be terminated, access to district technology resources may be denied, and appropriate disciplinary and legal action shall be applied.

All users are responsible for appropriate use of LPS technological resources, including the computer network, computer labs, hardware peripherals, audiovisual systems, digital boards, databases and communication systems, including, but not limited to, telephone and email.

Any computer or electronic device connected to the LPS network may be required to have approved

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ant-virus or system security software installed. Computers or other devices not meeting these requirements may be restricted from the network.

LPS databases that secure information regarding academic life, community members and school business are the property of the LPS. The information contained within such databases is confidential and cannot be distributed or used for personal gain. The LPS retains the right to restrict access to such databases.

Use of the Lincoln Public Schools network will be permitted upon agreement with the following terms:

The network will be used

- For educational purposes which are consistent with the policies and objectives of the Lincoln Public Schools
- In ways that are not harmful to others or their property and are within the law
- To protect oneself and others by not issuing any personal postal addresses or telephone numbers over the computer network or the Internet, remembering that such communications are not necessarily private
- With permission of staff members who are in charge of it, or with permission of supervising teachers
- With consideration of others while on Lincoln Public Schools network abiding by the same rules that apply in school
- In a secure manner, by not importing files from unknown or disreputable sources
- Responsibly by everyone. Users should immediately report any problems or breaches of these responsibilities to the supervising staff member
- To access cloud based and removable drive storage devices

What follows is a robust list of uses that are not permitted. This list is not meant to be exhaustive.

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material or in support of such activities
- To transmit obscene, abusive, sexually explicit, harassing or threatening language or images
- To violate any local, state, or federal statute, including but not limited to, drug or alcohol related activities, libel, gambling, promoting a pyramid scheme, distributing illegal obscenity, receiving, transmitting or processing child pornography, making bomb threats, etc.
- To damage or disable the property of another individual or organization
- To access another individual's materials, information, or files without permission
- To violate copyright or otherwise use intellectual property of another individual or organization without permission
- To conduct commercial activity (defined as buying, selling, bartering, or advertising),

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including, but not limited to, the use of credit cards

- To steal data, equipment, or intellectual property
- To gain unauthorized access to the files of others (students, teachers, system administrator), or misuse the data or files of another user to include access to removable drive and/or cloud storage
- To gain or seek to gain unauthorized access to resources or entities
- To send fraudulent electronic mail messages, use an account owned by another user, or to invade the privacy of individuals, including phishing, spoofing, or hacking
- To possess any data that represents a violation of these rules whether in paper, digital or any other form
- To disrupt and/or degrade computer networks, supporting equipment, or information available on them, including, but not limited to, tampering with hardware or software, vandalizing data, introducing or using computer viruses, or attempting to gain access to restricted information on networks.

Sanctions

- **Privileges.** The use of the computers and Internet within the Lincoln Public Schools is a privilege intended to facilitate education, school-related communication, research and other school business.. Inappropriate use will result in disciplinary action, including but not limited to denial of access to computers and/or the Internet. The LPS reserves the right to limit or prohibit user access to the network in its efforts to maximize network use for academic purposes or as a result of violation of the Acceptable Use Policy.
- **Vandalism.** Vandalism will result in disciplinary action. Vandalism is defined as a willful or ignorant defacing, disabling, or destruction of data of another user, software, computers, peripherals, or other network resources. This also includes, but is not limited to, damaging devices, uploading, creating or transmitting computer viruses.
- **Security.** Security on any computer system is a high priority, especially when the system involves many users. Attempts to login to the system as any other user or to share a password will result in school disciplinary action. If a security problem is identified, the user must notify the supervising staff members. Users must not demonstrate the problem to other users.
- **Privacy.** System administrators may review files and communications at any time to maintain system integrity and ensure that users are using the system responsibly. There should be no presumption of privacy for communications stored, sent, received or accessed through the Lincoln Public Schools computers, network, e-mail system, and Internet connection. It is a matter of law that any document pertaining to the public business on a publicly funded system is a public record. All electronic correspondence and data is subject to the discovery process based upon the Federal Rules of Civil Procedure.
- **Disciplinary Action.** Disciplinary action may be taken in the event that the provisions of this policy are violated. The disciplinarian administrator and the technology department will have discretion in deciding on what action, if any, will be taken against users violating the provisions of

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this policy. Handling of violations to this policy may vary according to the particular situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue.

Disciplinary action may consist of:

1. Parent Contact
2. Restitution/Restoration for damages and time involved
3. Detention
4. Suspension
5. Legal Action
6. Access Suspended

If user's access is suspended as a result of violations, the user may appeal the suspension to the school principal. Employee violations of the Acceptable Use Policy will be handled in accordance with law, school policy, and collective bargaining agreements, as applicable.

District-Issued Devices Guidelines and Requirements

Lincoln Public Schools has initiated a program to loan a Chromebook and charging adapter to students that are actively enrolled in the district. The Chromebook is provided by the School District for educational use only by students at school and at home. Students and their parents/guardians should be aware that use of district technology tools, resources, and services is subject to reasonable and appropriate monitoring by LPS and school administration in accordance with the requirements of all applicable federal and state laws.

Lincoln Public Schools retain sole right of possession of Chromebooks and chargers once issued to all users. Chromebooks are loaned to users for educational purposes only for the academic year or amount of time determined by an administrator. Moreover, LPS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, and alter, add, or delete installed hardware or software.

- **Device Issuance.** All students that are actively enrolled in LPS are eligible for a district issued Chromebook. Chromebook issuance and distribution for all users will be handled by building administrators, as needed.
- **Device Identification and Protection.** All district devices will be identified through labels, engravings, or other school wide forms of identification. Users shall not cover up, amend, or alter forms of device identification.
- **Device Care.** All users are responsible for the general care of the devices in their possession that have been issued by the district. [BRCSM1]It is the user's responsibility to turn in or report any devices that are stolen, malfunctioning, or damaged, to the school administration.
- **Device Return.** All devices will be returned when requested by school/district administration or when employment or enrollment is completed. If a user's time at LPS is terminated early

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(including termination (for employees), suspension, expulsion, school transfer, etc.) his or her school issued device will be returned on the date of the termination (for employees), suspension, expulsion, school transfer, etc..

- **Software on Devices.** Any preinstalled software and/or apps must remain on the device in usable condition and accessible at all times. The district may update apps and software on an as needed basis. If the user of the device experiences loss of software or required applications, they must turn it in to be restored to its original settings.
- **Disclaimer.** The Lincoln Public Schools will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information.

Internet Safety, CIPA and Personal Use

- The LPS complies with the Children’s Internet Protection Act (CIPA). The LPS uses technology protection measures to block or filter, to the extent practicable, access to content or transmission of visual depictions or communications that are obscene, pornographic and/or harmful to minors over the LPS network. Providers, even when they allow access for educational reasons to sites normally blocked or filtered, also provide reasonable monitoring of users Internet use. It is the responsibility of each user to monitor his/her own access and use good judgment in matters related to potentially obscene, pornographic and or harmful materials. The District’s content filter will be frequently updated and will be active when any LPS device is used outside of school and when any personal device accesses the Internet through the LPS network. It is the responsibility of the LPS to educate, supervise and monitor appropriate usage of the network and access to the Internet in accordance with this policy and with the CIPA. Teachers or designated representatives will provide age-appropriate training for students with regard to safety on the Internet, appropriate behavior while online, on social networking websites and in chat rooms, and cyberbullying and awareness and response.
- This policy applies regardless of whether the use occurs on or off school property and it applies to all District technological resources including, but not limited to, computer networks and connections, resources, tools and learning environments made available by or on the network and all devices that connect to those networks.
- The District allows personal use so long as it occurs on personal time and complies with this policy and CIPA. Personal use should not interfere with District activities and/or other established policies and procedures. Users and providers are responsible for their actions and activities involving LPS technology, networks and Internet services and for keeping their files, passwords and accounts secure. Users and providers accessing the Internet through LPS technology assume personal responsibility and liability, both civilly, and criminally, for uses of the Internet not authorized by this policy or CIPA.

First Reading Revised Policy: December 13, 2021

Second Reading Revised Policy: January 10, 2022

Revised Policy Adopted: January 10, 2022

TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island

**LINCOLN PUBLIC SCHOOLS
ANNUAL COMPUTER NETWORK AND INTERNET ACCESS**

USER PERMISSION AND WAIVER FORM

We are pleased to offer students of the Lincoln Public Schools access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all users under the age of 18 must obtain parental or guardian permission and must sign and return this form each school year.

By signing this User Permission and Waiver form, I _____ (print name) and my parent(s) or guardian(s) agree to abide by the Lincoln Public Schools Acceptable Use Policy. I have discussed the Lincoln Public Schools Acceptable Use Policy with my parent(s) or guardian(s).

Further, my parent(s) or guardian(s) and I have been advised that the Lincoln Public Schools and its employees do not have control of the information available on the Internet. Some sites that are available may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While the Lincoln Public Schools intent is to make Internet access available in order to further its educational goals and objectives, account holders may attempt to access other materials as well.

Lincoln Public Schools believes that the benefits to students and educators from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Ultimately, the parent(s) or guardian(s) of minors are responsible for setting and conveying standards that their children should follow. To that end, the Lincoln Public Schools supports and respects each family's right to decide whether or not to apply for computer network and Internet access.

Any questions should be directed to the school principal or district IT Specialist. The Lincoln Public Schools Computer and Internet Acceptable Policy and procedures are available on the district website and on request for review by all parents and guardians. In addition, parents and guardians have the option of requesting alternative activities not requiring Internet use for their minor children.

The student and his/her parent(s) or guardian(s) must understand that student access to the computing networks and Internet () connections exist to support the Lincoln Public Schools educational responsibilities and mission. The specific conditions and services that are offered will change from time to time. In addition, the Lincoln Public Schools makes no warranties with respect to the computer network or Internet (connection, and it specifically assumes no responsibility for:

1. The content of any advice or information received by a user from sources outside the school district, or any costs or charges incurred as a result of seeing or accepting such information;
2. Any costs, liability, or damages caused by the way the user chooses to use his/her Lincoln Public Schools network access;
3. Any consequences of service interruptions or changes, even if these disruptions arise from consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Lincoln Public Schools.

**LINCOLN PUBLIC SCHOOLS
ANNUAL COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

Student - Parent/Guardian Acceptance and Permission

The Student (user):

I have received my parent(s)/guardian(s) permission and I have read the **Lincoln Public Schools “Computer and Internet Acceptable Use Policy.”** I understand and agree to all the provisions, rules and regulations outlined within. I understand that any violation of the Lincoln Public Schools Computer and Internet Acceptable Use Policy will result in immediate suspension of my Internet privileges and that as a result of such violation further disciplinary measures may be taken.

_____ Student's Signature _____ Date

_____ School Name _____ Grade

The Parent/Guardian:

As the parent(s)/guardian(s) of the above named student. I have read the **Lincoln Public Schools Computer and Internet Acceptable Use Policy** and I understand and agree to all the provisions, rules and regulations outlined within. I hereby give permission for my child to use the Internet service provided by the Lincoln Public Schools. I do understand that my child is required to follow this policy. I further understand that there is a potential for my son/daughter to access information on the Internet that is inappropriate for students and that every reasonable effort will be made on the part of the faculty and staff of the Lincoln Public Schools to monitor access to such information, but that my son/daughter is ultimately responsible for restricting himself/herself from inappropriate information.

_____ I give permission for my son/daughter to be granted Internet access.

_____ I request that my son/daughter be denied Internet access and be provided alternative activities not requiring Internet use.

_____ Parent/Guardian's Name _____ Parent/Guardian's Signature _____ Date

This form will be retained by the school.

Amended: January 10, 2022

**LINCOLN PUBLIC SCHOOLS
ANNUAL COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

Staff Acceptance

Each staff member must read and sign this form prior to accessing district Internet facilities.

Name: _____

Position/Grade: _____

School(s): _____

I understand and will abide by the terms and conditions for Computer and Internet Acceptable Use Policy for the Lincoln Public Schools. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. If I commit any violation, my access privileges may be suspended, revoked, disciplinary action and/or appropriate legal action may be taken.

User Signature: _____ **Date:** _____

Please sign & return to the Lincoln School Human Resources Department for inclusion in Personnel file

Amended: January 10, 2022