

REGULATION EJA

Las Cruces Public Schools

Related Entries: EJA, JRA, JRA-R
Responsible Office: Director of Information Technology

Acceptable Use of Technology Resources

I. PURPOSE

This regulation is designed to guide students, employees, contractors, volunteers and other district officials in the acceptable use of computer systems, networks, and other information technology resources at LCPS, and should be read and interpreted in conjunction with all other LCPS policies including, but not limited to, policies prohibiting harassment, cyberbullying, discrimination, offensive conduct or inappropriate behavior.

II. POSITION

“Acceptable Use of Technology Resources” means technology must be used in a responsible, efficient, ethical and legal manner and in accordance with the LCPS mission statement, priorities, and goals.

III. GUIDING PRINCIPLES

The use of LCPS technology resources including, but not limited to, the Internet (World Wide Web), electronic mail, hardware, software and online services, to access, transmit, publish, display or retrieve any material in violation of any federal or state laws or regulations or any material that is contrary to the educational goals of the District is prohibited. This includes, but is not limited to:

- A. Copyrighted material;
- B. Pornographic, obscene or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form);
- C. Material protected by trade secret;
- D. Material which is threatening, promotes violence or advocates destruction of property;
- E. Material which advocates or promotes violence or hatred against a particular individual or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another;

- F. Material related to gambling or any illegal activity;
- G. Material related to political elections.

IV. USE OF TECHNOLOGY

A. Appropriate Use of Technology Resources

1. Students, employees, contractors, volunteers and other district officials are reminded that use of any and all LCPS property is for LCPS business. Any appropriate, personal use of the Internet is expected to be on the user's own time and outside the school/location. However, the user is responsible for all content on any district-owned technology regardless of when the content is placed on the resource.
2. Webpages that are developed following the district-approved process that is available on the LCPS website.

B. Inappropriate Use of Technology Resources

1. Inappropriate or profane language or material likely to be offensive to others in the school community, including sexually harassing or discriminatory material.
2. Software without proof of proper licensing.
3. Software that has not been approved by the designated district authority.
4. Impersonating another user or sharing of user authentication credentials.
5. To conduct a business, personal business (including but not limited to buying and selling items on the Internet), or other for-profit activity.
6. Use in such a way that the district will incur an expense unless spending authority has been granted by an authorized administrator.
7. Destroying, modifying or abusing district-owned technology or disrupting the operation of any network within the district or any network connected to the Internet, including the use, attempted use or possession of computer viruses.
8. Creating, transmitting or re-transmitting chain mail.
9. Sponsoring of district, school, or classroom-identified web-pages on any server other than LCPS owned or contracted servers unless prior administrative approval.


C. Requirements of students, employees, contractors, volunteers and other district officials:

1. All LCPS students, employees, contractors, volunteers and other district officials who use or have access to technology must sign and abide by the district's Acceptable Use Agreement(s) indicating their knowledge of and agreement to terms and conditions of use of district technology resources.
2. All users must use up-to-date virus protection and have fully patched operating systems and software on any personal devices connected to district resources, or on devices where district files are created, saved or modified; this includes electronic mail.
3. Take all reasonable precautions, including password maintenance and file and directory protection measures, to prevent the use of his/her account by other persons.
4. Check district e-mail accounts on a regular basis and destroy unnecessary files/documents.
5. Be sensitive to the fact that electronic materials should contain proper spelling, grammar and appropriate writing conventions and accuracy of information.
6. Protect the privacy of confidential material, such as home addresses, personal phone numbers or other student information that is not considered "directory information" (see Policy JRA and Regulation JRA-R).
7. All users, especially staff, are not to leave workstations unattended while logged on to the LCPS network or workstation.
8. An *EJA-E1* (Student), *EJA-E2* (Employee) or *EJA-E3* (Non-Employee) *Internet and Technology Resources Permission Form* (AUP) will be reviewed and signed annually by all LCPS students, employees, and non-employees.

D. District Services

1. The district's Director of Information Technology, or designee, reserves the right to:
 - a. log the use of the Internet and monitor/limit/file-server space utilization;
 - b. by the direction of the Superintendent, examine district e-mail;
 - c. examine personal file directories, Internet usage and other information stored on district computers/hardware;

- d. disable user accounts with elevated privileges for the duration of extended leaves (such as administrative leave, annual leave or extended sick leave).
2. Any designated administrator at any time may request that any user account be closed. The decision will be made by the Director of Information Technology. This decision may be appealed to the Superintendent. The account shall remain closed throughout the appeal process. The decision of the Superintendent or his/her designee is final.
3. To the extent practical, technology protection measures shall be used to block or filter internet content, or other forms of electronic communications, 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 for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
4. Any infractions of the provisions of the acceptable use policy may result in suspension or termination of access privileges and/or appropriate disciplinary action up to and including termination, pending due process.



Approved, Director of Information Technology

2018-10-29
Date

Legal Ref: *Children’s Internet Protection Act, 12.00*

History: *Formerly Procedure 355; Revised 04.04.06; revised 12.15.16, Revised 8.01.18*