

# Lee County Schools Guidelines Regarding the Legal and Ethical Use of the Internet, Electronic Mail, and Technology Resources for Students

## INTRODUCTION

It is the intent of the Lee County Board of Education to provide its students, teachers, administrators, and support personnel with the technology, software, supportive resources, and professional development that will help prepare them for our ever-changing technological society and now and into the 21<sup>st</sup> Century.

The Lee County School System is acutely aware that in providing these technology resources for use by our students and employees, it is incumbent that all users accept responsibility for proper use of these resources. It is the position of the Lee County School System that every individual using these resources will comply with all system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its components. Furthermore, each individual will also use the system's technology resources in an efficient manner so as not to waste or abuse them. Technology users should adhere to rules of protocol so as to do no harm to individuals, institutions, or companies.

To ensure that all users are cognizant of guidelines and laws regarding the use of technology resources in Lee County Schools, legal and ethical practices of software and hardware usage will be taught to all students and employees in the system. Additionally, a copy of these guidelines will be distributed to every user and will be prominently displayed in every area where these resources are being used.

## GUIDELINES

1. **BE PREPARED** to be held accountable for your actions. Exemplary behavior is expected from all users at all times.
2. Users must not harm the computers or network in any way.
3. Students and employees of the Lee County Schools must not attempt to modify technology resources, utilities and/or configurations, change the restrictions associated with their accounts, or attempt to breach any technology resource security system, wither with or without malicious intent.
4. Computer or Internet should not be used to view, sent, or display obscene, lewd, profane, vulgar, disrespectful, rude, threatening, or inflammatory language, messages, or pictures.
5. The posting of electronic chain letters or other useless information is a violation of system policy.

6. Unauthorized installation of software or downloading of files, games, programs, or other electronic media is strictly prohibited. Authorization must be in writing from the System Technology Team Leader.
7. Copyright laws allow the installation of a single copy of any given software program on one computer at a time.
8. Illegal copies of software may not be created or used on school equipment.
9. Do not share your computer password with another person.
10. Do not use the computer or Internet to reveal anyone's personal address or phone number.
11. Accessing any work, folders, or files which are not assigned to you under your computer password is forbidden.
12. Individuals are not authorized to make copies of any software or data without the written consent of the System Technology Team Leader. Any questions about copyright provisions should be directed to the System Technology Team Leader.
13. For security and insurance purposes, original copies of all software programs, including those purchased with departmental funds, will be stored with the System Technology Team Leader.
14. Users are expected to report any policy violations or problems with the security of any technology resources to the Principal or the Lee County Schools Technology Team Leader.

All Lee County Schools technology resources, regardless of purchase date or location, are subject to these guidelines. Any questions about these guidelines, their interpretation, or specific circumstances shall be directed to the System Technology Team Leader before proceeding.

Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action, including, but not limited to: (1) Loss of access; (2) Additional disciplinary action to be determined in line with existing practice regarding inappropriate language or behavior; and (3) Legal action, when applicable.

## **INTERNET**

The Internet provides unlimited resources from a global network of computers, which enhances the educational environment. Through Internet exploration, students can access information and resources from thousands of libraries, museums, databases, and educational sites. While there is a vast amount of valuable information available through Internet access, some sites may contain material which is not consistent with the

educational objectives of the school. The intent of the Lee County Schools is to provide free and equal access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for instructional and educational purposes. Internet access is a privilege, not a right. All Internet users are expected to act in a considerate and responsible manner. As in all educational materials used in Lee County Schools, this resource used in the classroom will be screened for content prior to its introduction. However, students who are allowed independent access to the Internet will have the capability of accessing content that has not been screened. Therefore, only students who sign an agreement to conduct themselves in a considerate and responsible manner and provide the written permission of parents or guardians will be allowed independent access. The Technology Resources Contract will be placed on file at the school where the student is enrolled.

All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications. To maintain system integrity and to ensure that the system is being used responsibly, the System Technology Team Leader and other authorized personnel reserve the right to review files and network communications.

All home pages will be reviewed by the System Technology Team Leader before being added to the Lee County Schools Web Server. The System Technology Team Leader reserves the right to reject part or all of a proposed home page. Home pages may only be placed on the Lee County Schools Web Server by the System Technology Team Leader or authorized personnel.