



LINCOLN PUBLIC SCHOOLS

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SUPERINTENDENT

January 22, 2010

To: School Committee
From: Mickey Brandmeyer
Re: Proposal to form policy subcommittee

Technology developments have made a significant impact on how we access and process information. Communications are faster, devices are smaller and more affordable, social networking sites change the way we interact. These and other developments have had a significant impact on schools.

The district's current employee computer Acceptable Use Policy, called *Employee Computer and Internet Use*, was last revised in 2000. Since then, there has been a virtual explosion of social media technologies, also known as Web2.0 technologies, such as blogs, wikis, podcasting, social bookmarking, instant messaging, and smart phones. The district's current Acceptable Use Policy does not include guidelines for employee or student use of these Web2.0 technologies.

The purpose of this committee would be to revise the district's current AUP for employees and students especially taking into consideration the opportunities and challenges that these social media technologies provide.

In addition to developing policies to address Web2.0 technologies, we should also consider developing a policy that addresses the use of mobile, phones, smart phones, iPods and MP3 players in our schools. In many cases these technologies can be powerful learning tools, however they also have the potential to be disruptive.

I am requesting that the School Committee authorize the formation of a subcommittee to work on this issue with the goal of developing policy proposals for your consideration with the intent of adopting such prior to the start of the 2010-2011 school year.

I am recommending that the committee be comprised of members from the instructional technology team, a principal from each campus and a central office administrator. Additionally, the School Committee may appoint a member to serve on the subcommittee or, at a minimum, appoint a liaison to the subcommittee.



STUDENT COMPUTER AND INTERNET USE

The Lincoln Public Schools provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The school district believes that the resources available through the Internet are of significant value in the learning process and for preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that we establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of schools' computers, networks, and Internet services is a privilege not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All Lincoln Public Schools' computers and associated infrastructure (networks, printers, digital cameras, etc.) remain under the control, custody, and supervision of the school district. The school district reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of the schools' computers.

While reasonable precautions, including Internet filtering, will be taken to supervise student use of the Internet, the Lincoln Public Schools cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside the schools, in violation of school district policies/procedures and schools' rules. The school district is not responsible for the accuracy or quality of information obtained through the Internet.

Students and parents shall be informed of this policy/procedure on an annual basis through handbooks and/or other means selected by the Superintendent.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the school district of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school district's computer system.

STUDENT COMPUTER AND INTERNET USE RULES

The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

A. Computer Use is a Privilege, Not a Right

Student use of the schools' computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

B. Acceptable Use

Student access to the schools' computers, networks, and Internet services are provided for educational purposes and research consistent with the schools' educational mission, curriculum, and instructional goals.

The same rules and expectations govern student use of computers as those applicable to other student conduct and communications.

In addition to adhering to these rules, students are also expected to comply with all specific instructions from the teacher or other supervising staff member/volunteer in accessing the schools' computers, networks, and Internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving the schools' computers, networks and Internet services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. Accessing Inappropriate Materials: Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. Illegal and Unacceptable Activities: Using the schools' computers, networks, and Internet services for any illegal activity that violates other school district policies, procedures and rules, such as harassment and/or making demeaning or degrading statements to or about another person;
3. Violating Copyrights: Copying or downloading copyrighted materials without the owner's permission or any other activity that violates other school district policies regarding copyright material;
4. Plagiarism: Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified;
5. Copying Software: Copying or downloading software without the express authorization of the system administrator;
6. Non-School-Related Uses: Using the schools' computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes;
7. Misuse of Passwords/Unauthorized Access: Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;
8. Malicious Use/Vandalism: Any malicious use, disruption or harm to the schools' computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
9. Unauthorized Access to Chat Rooms/News Groups: Accessing chat rooms or news groups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

The Lincoln Public Schools retain control, custody and supervision of all computers, networks, and Internet services owned or leased by the school. The school district reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating the school district for any losses, costs or damages incurred by the schools related to violations of these rules, including investigation of violations.

F. Lincoln Public Schools Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The school district assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. Student Security

A student shall not reveal his/her full name, address and/or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

H. System Security

The security of the schools' computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the Network Manager and/or computer specialists. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.



EMPLOYEE COMPUTER AND INTERNET USE

The Lincoln Public Schools provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize the school district's computers, networks, and Internet services for school-related purposes and performance of job duties. Incidental personal use of schools' computers is permitted as long as such use does not interfere with the employee's job duties and performance, with the system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules.

Any employee who violates this policy and/or any rules governing use of the school district's computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the school district's computers will also result in referral to law enforcement authorities.

All Lincoln Public Schools' computers remain under the control, custody, and supervision of the school district. The school district reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of the schools' computers.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the school district of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management of operations of the schools' computer system as long as they are consistent with the school district's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

EMPLOYEE COMPUTER AND INTERNET USE RULES

The intent of these school district-level rules is to provide employees with general requirements for utilizing the schools' computers, networks, and Internet services. The school district rules may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of the computer system.

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Network Manager and/or computer specialists.

Failure to comply with these rules and/or other established procedures or rules governing computer use may result in disciplinary action, up to and including discharge. Illegal uses of the schools' computers will also result in referral to law enforcement authorities.

A. Access to the schools' computers, networks and Internet services

The level of access that employees have to school district computers, networks, and Internet services is based upon employee job requirements and needs.

B. Acceptable Use

Employee access to the schools' computers, networks, and Internet services is provided for administrative, educational, communication, and research purposes consistent with the schools' educational mission, curriculum, and instructional goals. General rules and expectations for professional behavior and communication apply to the use of the schools' computers, networks, and Internet services.

Employees are to utilize the schools' computers, networks, and Internet services for school-related purposes and performance of job duties. Incidental personal use of the schools' computers is permitted as long as such use does not interfere with the employee's job duties and performance, with individual employee for occasional personal communications.

Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules.

C. Prohibited Use

The employee is responsible for his/her actions and activities involving the schools' computers, networks, and Internet services and for his/her computer files, passwords, and accounts. General examples of unacceptable uses which are expressly prohibited include but are not limited to the following:

1. Any use that is illegal or in violation of other school district policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
3. Any inappropriate communications with students or minors;
4. Any use for private financial gain, or commercial, advertising or solicitation purposes;
5. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school-sponsored purpose, whether for-profit or not-for-profit. No employee shall knowingly provide the schools' e-mail addresses to outside parties whose intent is to communicate with the schools' employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator.
6. Any communication that represents personal views as those of the schools' or that could be misinterpreted as such;
7. Downloading or loading software or applications without permission from the system administrator;
8. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
9. Sending mass e-mails to the schools' users or outside parties for non-school purposes without the permission of the Network Manager and/or computer specialists;
10. Any malicious use or disruption of the schools' computers, networks, and Internet services or breach of security features;
11. Any misuse or damage to the school district's computer equipment;
12. Misuse of the computer passwords or accounts (employee or other users);
13. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
14. Any attempt to access unauthorized sites;
15. Failing to report a known breach of computer security to the system administrator;

16. Using the schools' computers, networks, and Internet services after such access has been denied or revoked; and
17. Any attempt to delete, erase, or otherwise conceal any information stored on a school computer that violates these rules.

D. No Exception of Privacy

The school district retains control, custody and supervision of all computers, networks, and Internet services owned or leased by the Lincoln Public Schools. The school district reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of the schools' computers, including e-mail messages and stored files.

E. Confidentiality of Information

Employees are expected to use appropriate judgement and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

F. Staff Responsibilities to Students

Teachers, staff members, and volunteers who utilize the schools' computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members, and volunteers are expected to be familiar with the school district's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal.

G. Compensation for Losses, Costs and/or Damages

The employee shall be responsible for any losses, costs or damages incurred by the school district related to violations of these rules.

H. Lincoln Public Schools Assume No Responsibility for Unauthorized Charges, Costs or Illegal Use

The school district assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or any illegal use of its computers such as copyright violations.