



LASSEN UNION HIGH SCHOOL DISTRICT

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District Technology Use Policy

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ARTICLE I
LASSEN UNION HIGH SCHOOL DISTRICT
Computer Policy

Due to the expense of acquiring and maintaining technology for the effective education of all students, we will hold each user responsible for the proper use and care of assigned equipment. It is our expectation that all people will demonstrate respectful behavior when working with the equipment and software. It only takes one individual to cause serious damage at high costs to the District and taxpayers.

All users and Parent/Guardians are required to sign and date this document and agree to abide by the following rules:

- 1) Students will immediately report any problems with your equipment to the teacher/aide/staff member.
- 2) Food and/or beverages are not allowed near or at computer stations.
- 3) Leave your computer station in perfect condition at the end of each session.
- 4) While the district recognizes the value of storage devices in transporting electronic copies of homework, do not use any personal storage devices (CD's, floppies, memory sticks, etc.) in the computers **without prior consent** from the LUHSD administration or the supervising teacher.
- 5) Playing games or unauthorized installation of software on computers is not allowed at any time.
- 6) Listening to music on removable devices (CD, USB drive, etc) or off the Internet is not allowed at any time.
- 7) The equipment is to be used by students only during assigned hours or under direct teacher or staff supervision.
- 8) All users will maintain the security of their login data and report any security problems to the supervising teacher or staff member. User accounts are for that individual person only and shall not be shared with anyone.
- 9) **Students are not to share files and/or other electronic information relating to class assignments without the express consent of the teacher. Such acts by a student may be interpreted as "cheating" and may result in disciplinary action up to and including removal from the class with a grade of an F.**
- 10) **Violation of the District Technology Use Policy may result in the user not accessing any computers in the district for an indefinite time and both the user or his/her guardian may be financially responsible for any costs relating to verifying the integrity of the systems and all repairs necessary to restore those systems affected.**
- 11) **The following are zero tolerance violations:**
 - a. Installing a malicious or viral file to intentionally infect the system.
 - b. Downloading or installing any unauthorized software to the computer or systems.
 - c. Altering or attempting to alter the computer's operating systems, software, or security systems.
 - d. Breaching or attempting to breach the system's security settings or devices.
 - e. Any act or attempted act that causes damage to the computer hardware/software and/or peripherals.
 - f. Any attempt to breach external sites or resources from LUHSD systems without prior written approval from all entities involved.
 - g. **Viewing or downloading inappropriate content from any source.**
 - h. Any attempt made from a remote location to alter or disrupt the Districts technology services.

ARTICLE II

LASSEN UNION HIGH SCHOOL DISTRICT ELECTRONIC INFORMATION SERVICES

1.0 Purpose

1.1 To provide Lassen Union High School District users with guidelines for proper use of the Internet.

2.0 Scope

2.1 This policy applies to all LUHSD users using school computers and/or equipment, or private home computers to access or in any way utilize the school-provided technology resources. The Internet includes material that is not suited for District goals. The intent of the District is to use connections on the Internet only for reasons consistent with educational purposes. Anyone who uses the technology illegally or improperly will lose the privilege of using it.

3.0 General

3.1 All users that have a valid Network User ID and Password will have access to the Internet through the District Network. It is the responsibility of the user, before accessing the Internet, to review and understand this document.

3.2 The District Administration and the School Board will periodically review the issues that arise from use of the Internet and make changes as necessary.

4.0 Policy

4.1 Use of the Internet is a privilege, not a guaranteed right.

4.2 Using District technology in support of illegal activities is prohibited. Any illegal use will be forwarded to the authorities.

4.3 The primary use of the Internet is for educational purposes. Use of any school supplied facility or equipment is subject to monitoring and review by the District. The school administration reserves the right to access and read Internet messages, review Internet sites visited and monitor users at any time.

4.4 Internet e-mail is sent and received via the school e-mail system only in compliance with the Child Internet Protection Act (CIPA). The District provides e-mail accounts for school communications. It is acceptable to receive a reasonable amount of appropriate solicited Internet mail to the school provided e-mail account. If the user wants private e-mail, a personal account with an Internet service provider should be established at the user's expense. Private e-mail cannot be accessed from District systems.

4.5 There are potential copyright violations in using material obtained from the Internet. If there are questions about what you can or cannot use, contact your teacher or the Assistant Principal before proceeding. All material obtained from the Internet must be done so in a manner that respects the publishers' copyright ownership.

- 4.6 Trademark policies must be adhered to. All resources created using District equipment or software, domain names and trademarks are property of the District and the users have no ownership rights in them.
- 4.7 You are responsible for protecting your computer and the network systems from viruses and malware (malicious software) that may inadvertently be downloaded from the Internet.
- 4.8 Always observe proper Netiquette (rules for polite correspondence on the Internet).
 - 4.8.1 The best advice: Be Polite! An example of being impolite is using all caps in a sentence. This is considered shouting on the Net and is very rude.
 - 4.8.2 Do not Flame. An impolite message, a piece of e-mail or a posting which is argumentative or name calling is an example of flaming. Flaming is considered bad manners.
 - 4.8.3 More information about netiquette is available on the Internet. If you have questions or concerns, use this resource or talk to any technology department member.
 - 4.8.4 Use one-on-one e-mail, rather than an entire list, when you can.
 - 4.8.5 Brevity is the soul of e-mail.
 - 4.8.6 Don't use mailing lists to discuss administrative issues. Send these comments to a specific administrator. In general, be very careful using mailing lists and verify recipients before sending.
 - 4.8.7 Double-check to make sure that messages intended for the list go to the list and messages for an administrator go to the administrator BEFORE you send the message.
- 4.9 The Internet is to be considered unsecured and you must protect the school's proprietary information from compromise. You should refrain from sending sensitive information over the Internet. If you have any doubt as to whether an item should be put on the Internet, contact the Network Administrator.
- 4.10 Various tools exist on the Internet to disperse and gather information. Misuse of these tools will not be allowed. It is forbidden to use any of the tools in this account to annoy others. This includes but is not limited to sending or receiving sexually explicit messages, graphics, discriminatory messages or other inappropriate or illegal activities. You are a representative of the District when on the Internet and therefore have the ability to enhance the District's esteem or to damage the reputation of the District or place the District in an unfavorable position.
- 4.11 Any user who connects a storage device (memory stick, CD, floppy disk, etc) to the district's network must be aware that the data and programs on that device are subject to electronic scans. Any file found to contain malware will be modified or deleted from that device. Any programs that may circumvent the security system or cause harm to the computer or network will be modified or deleted. The district shall not be held responsible for any data alteration or deletion that results from such scans.

5.0 Cautions

- 5.1 The user is responsible for understanding and following these guidelines. Failure to comply with this policy may subject the user to lose technology privileges.
- 5.2 The Internet is a tool. This policy gives general guidelines to the use of the Internet. The intent of the district is to provide this tool to enhance educational productivity. If the tool is abused, its use could be severely restricted or eliminated.

ARTICLE III

LASSEN UNION HIGH SCHOOL DISTRICT INTERNET PUBLISHING POLICY

1.0 Goals

- 1.1 To establish the Internet (World Wide Web) as an academic and application tool for student learning, as well as a teaching resource for educators.
- 1.2 To create an effective communication tool for students, parents, teachers, local community, and the larger educational community.
- 1.3 To publish exemplary student work as a resource for other students, a celebration of student achievement, and a source of school pride.

2.0 Acceptable Posting Criteria

- 2.1 Be appropriate (as related to the goals stated above).
- 2.2 Place acceptable demands on computing and network services.
- 2.3 Project a positive image of the Lassen Union High School District.
- 2.4 Protect the safety of students, staff, and their families.
- 2.5 Comply with all Federal and state rules regarding child privacy.

3.0 Specific Web Page Guidelines

- 3.1 All pages posted must be in compliance with copyright laws.
- 3.2 All web pages must be in compliance with District policies and applicable local, state and federal laws.
- 3.3 All pages must have a direct relationship to identified student learning targets or other District goals.
- 3.4 Staff members may only publish student work, last names only, or photographs in electronic form inside a Lassen High Union School District web page. The Technology Coordinator must approve exceptions in writing.
- 3.5 All materials displayed on a Web page must be approved by the Technology Coordinator or other designee before being published on the Internet.
- 3.6 The Consent and Waiver form (attached) must be signed prior to publishing the student's work (project, essay, art, etc.), identifiable student photograph, or name on the District Web Site. Forms must be filed with the District or other designee.
- 3.7 In grades 9-12, last names may be used only.
- 3.8 Family privacy must be protected. Student work should not reveal home address, home phone, e-mail address, other family details, or overly personal information.
- 3.9 Web pages requiring excessive system resources or network bandwidth or that hamper the efficient operation of the District web site will be shut down and returned for improvement immediately.

- 3.11 Personal home pages are not to be provided for individual students or staff.
- 3.12 Student e-mail addresses must not be displayed, but e-mail links to the supervising teacher/staff member may be provided on student work pages for external feedback.
- 3.13 Each main menu page that links to ALL "live" student projects is to display the technology help email link (help@lassenhigh.org) to allow for user feedback and concerns.

4.0 Web Page Responsibilities

- 4.1 The Technology Coordinator will provide technical assistance, and insure that District consistency/continuity in its web presence is maintained. The Technology Coordinator has the right and responsibility to edit or remove any web pages not conforming to District guidelines or to request that teachers, staff members, or students make appropriate changes.
- 4.2 Teachers/staff members support the Technology Coordinator by creating and providing web page projects, which have been monitored and screened for approval. Teachers/staff members must approve student work, based on District guidelines, before it can be published "live" on the Internet with links from District or school web pages.

5.0 Secure Development of Web Pages

- 5.1 Web pages will be developed in a non-public and secure manner, using one of the following three methods only. Web pages (even during development) should be stored in folders, which have names that do not include a student's last name:
 - 5.1.1 **EXTRANET:** Work in progress is stored in an appropriate location on the external web server, pages **must** be completely unlinked to any "live page" (thus not viewable from the web), until they are finalized and approved. This would be especially useful in situations where home access to evaluate or proofread the page is desirable and appropriate. The Network Administrator must have complete administrative access to any external web server.
 - 5.1.2 **INTRANET:** Work in progress is to be stored in folders on the in-District-only web server, with special attention given to making all internal document links "relative" instead of "absolute", especially if the project is intended for later distribution via the Internet.
 - 5.1.3 **WORK STATION:** Work in progress is to be stored in folders on the District hard drive (Z: drive) with special attention given to making all internal document links "relative" instead of "absolute", especially if the project is intended for later distribution via the Internet. (This option has the greatest potential for errors due to the idiosyncrasies of page editors in dealing with link and image URLs.)

6.0 Standards for Web Pages

- 6.1 Excellence in design and function is encouraged.
- 6.2 Accuracy is expected. Correct spelling, punctuation, grammar, dates, times, and locations are all vital to facilitate communication and project a professional image for the District. Pages displaying student work should show accuracy and perfection appropriate for that age and skill level.
- 6.3 Information on pages should be updated in a timely manner. Date of modification or creation should be listed.
- 6.4 External links must be appropriate for a school audience. The supervising teacher must visit and evaluate each link's first page (and all subsequent links on that first page) for acceptable content. (Inclusion of a link will be viewed by most visitors as "implied endorsement" of that site by the District.)
- 6.5 External and internal links should be checked regularly (for functionality and appropriate content) and updated or removed as needed.
- 6.6 Bandwidth is not to be wasted. Download time should be minimized.
- 6.7 The Main Web Page for a class should:
 - 6.7.1 Fit on one screen and require no scrolling to see important information.
 - 6.7.2 Be uncluttered, bright, and welcoming.
 - 6.7.3 Include the school's postal address, phone number, and an e-mail address of the Teacher.
 - 6.7.4 Contain a link back to the Lassen Home Page. www.lassenhigh.org
 - 6.7.5 Contain a minimum of large graphics, which should not use more than 50 KB of disk space.
 - 6.7.6 Avoid "splash screens" and the use of icons as buttons.
 - 6.7.7 Avoid the use of frames.
 - 6.7.8 Not contain links to sites outside the District.
 - 6.7.9 Be written assuming the audience includes:
 - a) Students needing to locate external resources quickly;
 - b) Students, parents, and local participants interested in internal curricular resources and student products.
 - c) Visitors seeking information about the school and its activities.

- 6.8 Each subsidiary page for a class should be viewed as either a menu page or a content page (document).
- 6.8.1 Menu pages should be quick loading, simple, and logically organized, providing visitors with enough information to make a wise choice.
 - 6.8.2 Twelve to twenty categories are enough for most menu pages.
 - 6.8.3 Menus should generally avoid excessive scrolling or provide a "hot link" table of contents at the top.
 - 6.8.4 Content pages should:
 - a) Provide large graphics only by user request.
 - b) Include a link back to its menu page or the main page.
 - c) Include a disclaimer whenever individuals may be expressing personal opinions and not those of the school or District.
 - d) Include name of supervising teacher/staff member (where applicable).
- 6.9 Use easily readable font size and font face, with dark text on a light background or light text on a dark background (and avoid distracting background patterns or textual pages).

7.0 Suggestions for Successful Page Development

7.1 Think before you create! Plan what you want to do, preferably on paper using a storyboard. Map out the hierarchical relationship between all necessary folders and documents. Focus on your intended audience.

7.2 Use relative links and image URLs instead of absolute addresses.

Example: You are linking from a menu page located in a folder named "Science" found in the High School folder. Your two options are:

``

``

The first example is the relative link, which is almost always a better choice in the long run. If you must use an absolute link, be sure to start with "http://" or "ftp://."

7.3 When naming web files and folders DO NOT USE:

Spaces in the file name

Any character other than the alphabet, numbers and the underscore " _ "

Long names (if possible)

7.4 Use file-naming conventions

- 7.4.1 Web teams and classrooms can minimize link problems by avoiding the unnecessary nesting of folders (sub-directories) through carefully employing a thoughtful file-naming system agreed upon by all members of the web team or class.

For example, all 1998 student art gallery files might begin with the code "A98" and all 1999 state reports might begin with "SR99." Likewise, all HTML pages and the related GIF or JPG images that are part of those pages might share the same name except the file extension. The code "X" could be given to tiny "thumbnail" copies of larger graphics. This would make it easy to store an entire team or classroom project in one folder and still identify each of the files, such as these created by students named George and Martha:

A98george.html

A98george.gif

A98georgeX.gif

A98martha.gif

SR99george.html

SR99george.jpg

SR99martha.html

SR99martha.jpg

CONSENT AND WAIVER

By signing the Consent and Waiver form, I agree to abide by guidelines of the District Technology Use Policy and District rules and regulations.

Further, I have been advised that the District does not have control of the information on the Internet. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. The District makes no warranties with respect to the District technology services and cannot assume any responsibilities. While the District supports the privacy of technology services, users must assume that this cannot be guaranteed.

The District cannot be held liable for:

- Content of any information or advice received from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice
- Any costs, liability, or damage caused by the way a user chooses to use his/her District network access
- Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District
- Use of the District network which is inconsistent with the District's primary goals
- Use of the District network for illegal purposes of any kind
- Use of the District network to distribute threatening, obscene, or harassing materials
- Use of the District network to interfere with or disrupt network users, services, or equipment
- Distribution of District information and/or resources, unless permission to do so has been granted by the owners or holders of rights to those resources.

We understand that the District may post artwork, writing, photographs, or work for publication on the Internet. In the event anyone requests permission to copy or use the work, those requests will be forwarded to the user or parent/guardian on file. No personal information will appear with such work.

Print user name

Date

User ID# (office use)

Signature of User

Signature of Parent/Guardian
(Required for students only)

Date

Please sign and return this page.