



Acceptable Use Policy

The Lincoln County School District (LCSD) provides access to the district Internet Systems for all employees (contracted or non-contracted), students, and volunteers, collectively referred to as “users” for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy (“policy”) governs all electronic activity of users using and accessing the LCSD Internet systems, including LCSD e-mail and District-provided access to the Internet, and applies to the use of the LCSD Internet Systems both on and off LCSD property.

“The LCSD Internet Systems” means LCSD-provided devices, Internet connections (including wireless connections) provided by the District, LCSD-provided e-mail accounts, intranet and any remote connection to District systems. A user is deemed to access and use the District Internet Systems through any electronic activity conducted on the LCSD Internet Systems using any device (whether or not such device is a District-provided device) regardless of the user’s physical location.

“LCSD-provided devices” means any electronic device provided by the District, including, but not limited to, desktop computers, laptops, and hand-held devices, such as personal digital assistants (PDAs), smartphones, iPads, tablets and e-readers.

Student use of the LCSD Internet Systems is governed by this policy, District regulations, policies and guidelines, and applicable law. Employee use is governed by this policy, District regulations, policies and guidelines, the LCSD employment policies and applicable law.

By using the LCSD Internet Systems, a user agrees to follow this policy and all applicable District regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate Department personnel.

Principles of Acceptable and Safe Internet Use

General

Internet access and e-mail provided by LCSD are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other LCSD related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the LCSD Internet Systems. LCSD monitors users’ online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on LCSD-provided devices, such as files, e-mails, cookies, and Internet history.

LCSD reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. LCSD will fully cooperate with local, state, or federal



Lincoln County School District

officials in any lawful investigation concerning or relating to any illegal activities conducted through the District Internet Systems and LCSD Property.

Prohibited Uses of the Department's Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing LCSD Internet Systems and LCSD property.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate LCSD personnel. LCSD reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Following is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or LCSD property, such as:
 - Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on LCSD web pages, or professional social media sites;
 - Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;
 - Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
 - Sending, posting, or otherwise distributing chain letters or engaging in spamming;
 - Damaging computer equipment, files, data or LCSD Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the LCSD educational or business environment;
 - Using LCSD Internet System and property in a manner that interferes with the education of the user or others or the job duties of the user or others;
 - Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
 - Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.



Lincoln County School District

2. Gaining or attempting to gain unauthorized access to LCSD Internet Systems and LCSD Property, or to any third party's computer system, such as:
 - Malicious tampering, phishing or hacking activities;
 - Intentionally seeking information about passwords belonging to other users;
 - Disclosing a user's password to LCSD Internet Systems and property to other individuals. However, students may share their LCSD password with their parents.
 - Modifying passwords belonging to other users;
 - Attempting to log in through another person's account;
 - Attempting to gain access to material that is blocked or filtered by the District;
 - Accessing, copying, or modifying another user's files without authorization;
 - Disguising a user's identity;
 - Using the password or identifier of an account that does not belong to the user; or
 - Engaging in uses that jeopardize access into others' accounts or other computer networks.
3. Using LCSD Internet Systems and property for commercial purposes, such as:
 - Using LCSD Internet Systems and property for personal financial gain;
 - Conducting for-profit business activities, personal advertising, or other non-District business communications;
 - Engaging in fundraising or
 - Using the District Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.
4. Engaging in criminal or other unlawful activities.

Filtering

In accordance to Children's Internet Protection Act ("CIPA"), LCSD blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District will also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. LCSD may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional [information regarding CIPA](#).



Lincoln County School District

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act (“FERPA”) prohibits District school officials from disclosing personally identifiable information (“PII”) from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District Internet Systems must comply with FERPA Confidentiality and Release of Student Records; Records Retention. If you are unsure about whether the activity will comply with FERPA or Chancellors Regulation A-820, please contact the District Superintendent or IT Director.

Student Internet Safety

1. LCSD Responsibilities:

- LCSD will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- LCSD will work to protect the safety and security of minors when using electronic mail and other forms of direct electronic communications.
- As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

2. Students Using LCSD Internet Systems:

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.

Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.

- Students should not allow District computers to save their passwords.

3. Employees of the Lincoln County School District using LCSD Internet Systems, including Social Media for class activities:

- Employees will educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- “Social media” means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include,



Lincoln County School District

but are not limited to, Facebook, Twitter, Instagram, TikTok, BeReal, YouTube, Google+, and Flickr.

- Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.
- LCSD limits access to these sites to individuals within the District and District school officials. If access to a social media site will extend beyond individuals within the District or District school officials, then parent consent is required.
- Employees must refer to the District Social Media Guidelines, which are incorporated into this policy, if Internet activities will involve social media.

4. Parents:

- Although students generally will be supervised when using LCSD Internet System on school property, it is not practicable for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through LCSD Internet Systems.
- Parents are exclusively responsible for monitoring their children's use of the Internet when LCSD Internet Systems are accessed from home or a non-school location. The District may or may not employ its filtering systems to screen home access to LCSD Internet Systems. Parents should inquire with the school or District.

Employee Use

1. Access Information

- Employees must NOT share their LCSD authentication information, including:
 - Account passwords,
 - Personal Identification Numbers (PINs),
 - Similar information or devices used for authentication purposes.

2. Authentication/Passwords

- All employees are required to maintain the confidentiality of personal authentication information.
- All passwords, including initial and/or temporary passwords, must be constructed, and implemented according to the following LCSD Rules:
 - Must meet all requirements established in the LCSD Password Policy, including minimum length and complexity requirements.



Lincoln County School District

- Must NOT be easily tied back to the account owner by using things like: user name, social security number, nickname, relative's names, birth date, etc.
- Should NOT include common words, such as using dictionary words or acronyms.
- Should NOT be the same passwords as used for non-business purposes.
- Password history must be kept to prevent the reuse of passwords.
- Unique passwords should be used for each system, whenever possible.
- User account passwords must NOT be divulged to anyone. LCSD support personnel and/or contractors should never ask for user account passwords.
- If the security of a password is in doubt, the password should be changed immediately.
- Employees should NOT circumvent password entry with application remembering, embedded scripts or hardcoded passwords in client software.

3. Clear Desk/Clear Screen

- Employees should log off from applications or network services when they are no longer needed.
- Personnel should log off or lock their workstations and laptops when their workspace is unattended.

4. Email and Electronic Communication

- Auto-forwarding electronic messages outside the LCSD internal systems is prohibited.
- Electronic communications should not misrepresent the originator or LCSD.
- Employees are responsible for the accounts assigned to them and for the actions taken with their accounts.
- Accounts must not be shared without prior authorization from LCSD IT, with the exception of calendars and related calendaring functions.
- Employees should NOT use personal email accounts to send or receive LCSD confidential information.
- Any personal use of LCSD provided email should not:
 - Involve solicitation.
 - Have the potential to harm the reputation of LCSD.
 - Forward chain emails.
 - Contain or promote anti-social or unethical behavior.
 - Violate local, state, federal or international laws or regulations.
 - Result in unauthorized disclosure of LCSD confidential information.
- Personnel should only send confidential information using secure electronic messaging solutions.



Lincoln County School District

- Personnel should use caution when responding to, clicking on links within, or opening attachments included in electronic communications.
- Personnel should use discretion in disclosing confidential or internal information in Out of Office or other automated responses, such as employment data, internal telephone numbers, location information or other sensitive data.

5. Hardware and Software

- All hardware must be formally approved by LCSD before being connected to LCSD networks.
- Software installed on LCSD equipment must be approved by LCSD and installed by LCSD.
- All LCSD devices taken off-site should be physically secured at all times.
- Employees should not allow family members or other non-employees to access LCSD Information Resources.

6. Internet

- The Internet must not be used to communicate LCSD confidential or internal information, unless the confidentiality and integrity of the information is ensured and the identity of the recipient(s) is established.
- Use of the Internet with LCSD networking or computing resources must only be used for education-related activities. Unapproved activities include, but are not limited to:
 - Recreational games,
 - Streaming media,
 - Personal social media,
 - Accessing or distributing pornographic or sexually oriented materials.
 - Attempting or making unauthorized entry to any network or computer accessible from the Internet.
- Access to the Internet from outside the LCSD network using a LCSD owned device must adhere to all of the same policies that apply to use from within LCSD facilities.

7. Mobile Devices and Bring Your Own Device (BYOD)

- The use of a mobile device or personally-owned device to connect to the LCSD network is a privilege granted to employees only upon formal approval of LCSD.
- All personally-owned laptops and/or workstations must have approved virus and spyware detection/protection software along with personal firewall protection active.
- Mobile devices and personally-owned devices that access LCSD email must have a PIN or other authentication mechanism enabled.



Lincoln County School District

- LCSD confidential information should NOT be stored on any mobile device or personally-owned mobile device.
- Theft or loss of any mobile device or personally-owned device that has been used to create, store or access confidential or internal information must be reported to LCSD immediately.
- All mobile devices or personally-owned devices must maintain up-to-date versions of all software and applications.
- All personnel are expected to use mobile devices and personally-owned devices in an ethical manner.
- In the event that there is a suspected incident or breach associated with a mobile device or personally-owned device, it may be necessary to remove the device from the personnel's possession as part of a formal investigation.
- All mobile device or personally-owned device usage in relation to LCSD may be monitored, at the discretion of LCSD.
- All mobile devices or personally-owned devices using excessive bandwidth may be disconnected from the LCSD network.
- LCSD IT support for mobile devices or personally-owned devices is limited to assistance in complying with this policy. LCSD IT support may not assist in troubleshooting device usability issues.
- LCSD reserves the right to revoke mobile device or personally-owned device privileges in the event that personnel do not abide by the requirements set forth in this policy.

8. Privacy

- Information created, sent, received, or stored on LCSD Information Resources are NOT private and may be accessed by LCSD IT employees at any time, under the direction of the LCSD Superintendent and/or Human Resources, without knowledge of the user or resource owner.
- LCSD may log, review and otherwise utilize any information stored on or passing through its Information Resource systems.

Violations of this Policy

LCSD, including central office and schools, reserves the right to terminate any user's access to LCSD Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken. If a student's access to LCSD Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program through the use of an alternate form of education to meet the curriculum.

Employee violations of this policy will be handled by appropriate discipline.



Lincoln County School District

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

LCSD makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of LCSD network are to be borne by the user. LCSD also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Copies of this Policy and Inquiries

LCSD reserves the right to amend and/or revise this policy at any time as the need arises. This policy is available upon request and can also be found on the district website at lcsdnv.com.