Franklin Parish School Board
Acceptable Use Policy and Internet Safety Agreement
2026-2027

Statement of Purpose

Franklin Parish School Board is pleased to offer our employees and students access to the World Wide Web and other electronic networks. The advantages afforded by the rich, digital resources available today through the World Wide Web outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved. This policy applies to all persons who gain access with any device, whether personal or district provided, to the school network. This policy also applies to all persons accessing any district owned device, regardless of location.

Terms of Agreement

This policy applies to all persons using the Franklin Parish School Board network, accessing the Internet, using a Franklin Parish School Board computer system, and/or accessing any district owned technology. In order for a student/minor to be allowed access to a school computer system, computer network, the Internet, or any district owned technology, parents must sign and return the attached consent form. For the purpose of this policy, a minor is defined as an individual who has not attained the age of 17 years. For the purpose of this policy, a device is defined as any computer system, network communication equipment, mobile hotspot, or external storage media owned by Franklin Parish School Board.

Acceptable Uses

The District is providing access to its school computer systems, computer networks, and the Internet for **educational purposes only**. The board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

a) All users must abide by rules of Network etiquette – Netiquette, including the following:
   - Be polite. Use appropriate language and graphics-no swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Personal attacks are an unacceptable use of the network or device. If a user is the victim of a harsh, critical, or abusive statement, the user should bring the incident to the attention of the immediate supervisor or technology coordinator. It is better not to respond to these types of attacks.
   - Avoid language and/or graphic representations which may be offensive to other users. Do not use a device, network, or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
   - Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

b) Teachers may NOT allow individual students to use personal email, electronic chat rooms, instant messaging, social networking sites (i.e. Facebook and Twitter) and other forms of personal direct electronic communications. Webmail is NOT permitted on any computer located in the classroom or used by students except for school-provided student accounts that are educationally sound and safe that function similar to that which is provided by services such as Google Apps for Education email. The teacher will use due diligence to monitor and insure the safety/security of minors when using such approved communication, such as, Google Apps for Education email, chat rooms, or other direct electronic communications.

c) No personal addresses, personal phone numbers, or last names of minors will be permitted to be given out on the Internet or for any type of student account. No identifiable photographs will be allowed to be published on the Internet without appropriate written consent. Concerning a student/minor, appropriate written consent means a signature by a parent or legal guardian of the student.

d) **A student may not attempt to access any Internet resource without the prior consent of the teacher.** The Internet is an extension of the classroom, and teachers are responsible for and must be aware of where his/her student goes on the Internet. Students are responsible for good behavior on school computer networks and devices just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

e) Students encountering information or messages they deem dangerous or inappropriate on the web or when using electronic mail or direct communications should notify their teacher or other adult faculty member.

f) **Student Photos/Student Work**. Publishing student pictures and work on websites promotes learning and collaboration and provides an opportunity to share the achievements of students. Images and products of K-12 students/minors may be included on the website without identifying captions or names. Parents/guardians must indicate their written consent to publish their child's photo or school work on any school-related website BEFORE the item is published to the web. Please note that under no circumstances will K-12 student photos or work be identified with first and last name on a Franklin Parish website, including the district, school, or teacher website.

Privacy. Devices, network, and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of a device, the computer network, and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials.

Copyright. All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

Devices. Access to a district owned device is a privilege, not a right. It is to be used for **educational purposes only**.

Network Access. Access to the school network is a privilege, not a right. Every school in the district relies on the district network; therefore, preserving the integrity of that network must come first. The use of personal wireless access points or routers on campus is restricted, as their use causes network instability. The district technology department **must** be notified **before** connecting any device to the school network to prevent network problems.

Websites. It is the policy of the Franklin Parish School Board that all district, school, classroom or other school related websites be updated and maintained by a faculty or staff member of the Franklin Parish School Board. Under no circumstance should a student/minor be allowed to post information on a district, school, classroom website or other school related websites without final approval from the site administrator.

Failure to Follow Acceptable Use Policy

The network and district owned devices are provided for students to conduct research, complete assignments, and communicate with others. Access to devices and network services will be provided to students who agree to act in a considerate and responsible manner. Use of a device, computer network, and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to a device, the network, and Internet terminated and is subject to disciplinary action by the school administrator. The District may also take other disciplinary actions. Listed below are examples of unacceptable uses of a device and/or the network.

a) Uses that cause harm to others or damage to their property are prohibited. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a work, virus, trojan horse, time bomb, or other harmful form of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
b) Uses that jeopardize the security of student access and of the computer network or other networks on the Internet are prohibited. For example, do not disclose or share your password with others; do not impersonate another user.
c) Uses that are commercial transactions are not allowed. Students may not use a device or school network to sell or buy anything over the Internet. You should not give others private information about yourself or others.
d) Illegal activities, including copyright or contract violations, shall not be permitted on a device or the Internet.
e) A device or the Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
f) Threatening, profane, harassing, or abusive language shall be forbidden.
g) Use of a device or the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
h) No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of a device and/or the network. No third party software will be installed without the consent of the assigned administrator.
i) Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
j) Accessing pornographic or obscene materials or using or sending profanity in messages is forbidden.

k) Any subscription to list serves, bulletin boards, or online services shall be approved by the superintendent or his designee prior to any such usage.
l) The use of anonymous proxies or any site that allows the user to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Device and Internet Safety

- Parents and Users: Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to a device and the network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of a device, the network, and Internet and avoid these sites. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.
- Personal Safety: In using a device, the network, and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone "met" on the Internet.
- Confidentiality of Student Information: Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- Active Restriction Measures: The District will utilize filtering software or other technologies to prevent all users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The filter can be disabled for adults engaged in bona fide research or for other lawful purposes. The use of anonymous proxies or any site that allows the user to get around the content filter is strictly prohibited and will be considered a violation of this policy. All teachers will use due diligence to monitor minors while on the Internet, and faculty and staff will encourage students to be safe online. For at home device use, parents and guardians of minors remain the responsible party.
- All minors should be educated each year about appropriate online behavior, including cyberbullying, awareness and response, and interacting with other individuals on social networking sites and in chat rooms.

Online Communication

Online communication is critical to our students' learning of 21st Century Skills. Such tools can offer authentic, real-world vehicles for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for Google Classroom, student protected e-mails, or other Web interactive use must follow all established Internet safety guidelines.

Online Communication Terms and Conditions:

- The use of online communication is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of online communication. This includes, but is not limited to, profanity and racist, sexist, or discriminatory remarks.
- Teachers must monitor all communication that is used in the classroom.
- Students using online communication are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including addresses or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- A student should never post a link to a web site without reading the entire article to make sure it is appropriate for a school setting.
- Students using Google Classroom agree to not share their user name or password with anyone besides their teachers and parents and to treat Google Classroom spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for Google Classroom.
- Students who do not abide by these terms and conditions may be subject to consequences appropriate to misuse.

Artificial Intelligence (AI)

The Franklin Parish School Board recognizes the rapid growth of artificial intelligence (AI) technologies and their potential to enhance the educational process.

- Access to approved AI tools may be granted to students, faculty, and staff for educational and administrative purposes only.
- All students, faculty, and staff must abide by the AI policies set forth in the FPSB Policy Manual.

Teacher Responsibilities

- Provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum
- Inform all students of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group
- Use networked resources in support of educational goals
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy
- Provide alternate activities for students who do not have permission to use the internet
- Comply with CIPA by educating minors about appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- Use due diligence to monitor minors while on the Internet, and faculty and staff will encourage students to be safe online.

Principal Responsibilities

- Include Acceptable Use Policy in student handbook
- Be sure handbooks are accessible to all students
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy
- Keep permission forms on file for one year
- Identify students who do not have permission to use the internet to the teaching staff
- Comply with CIPA by educating all faculty and staff about appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- Insure that teachers are educating students about appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- Insure that all teachers will use due diligence to monitor minors while on the Internet and when using services such as Google Apps for Education, and insure that faculty and staff will encourage students to be safe online.

District Responsibilities

- Ensure that filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- Have Acceptable Use Policy approved by the board and reviewed yearly.
- Monitor network use and filtering for inappropriate activities by users according to the district Internet Monitoring Policy.

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Consent Form

As a parent or legal guardian of _____ I have read and understand the Acceptable Use Policy, and I agree to the following:

(Please initial where appropriate)

_____ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to **use a school computer, network software, or any other technologies** provided by the Franklin Parish School Board.

_____ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to **access Internet services** provided by the Franklin Parish School Board.

_____ As a parent or legal guardian of the student named above, I grant permission for my son or daughter's **photo,** without identifying full name or caption**,** to appear on any district, school, or teacher website connected with the Franklin Parish School Board.

_____ As a parent or legal guardian or the student named above, I grant permission for my son or daughter's **school work to be published** without identifying full name or caption, to appear on any district, school, or teacher website connected with the Franklin Parish School Board.

Child's Name (Please Print): _____

Child's School: _____

Parent phone number: _____

Parent email address: _____

Student Signature: _____

Parent (Guardian) Signature: _____