Computer and Internet Acceptable Use Agreement

Lycée Français (LFNO)

1. *__Acceptable__ __Use__* – Limits are placed by Lycée Français on the use of LFNO computers, LFNO network and the Internet in order to maintain a safe and productive network environment. Only those uses that are acceptable as defined in this policy are allowed when accessing these resources.

2. *__Netiquette__* - Users are expected to abide by the generally accepted rules of "network etiquette" (https://en.wikipedia.org/wiki/Etiquette_in_technology). These include, but are not limited to, the following:

a. Be polite. Do not send abusive messages to others. Use appropriate language.

b. Do not abuse network capacity. Don't use the network in a way that would disrupt the use of the network by other users (e.g. don't download large files - generally over 1 gigabyte (1GB) during school hours), don't send mass Electronic Mail (EMail) messages not related to your work, don't initiate excessive or otherwise unwanted contact of other users via chat or other messaging apps on the network.

c. Do not engage in hate mail, harassment, discriminatory remarks or any other antisocial behaviors on EMail or other messaging systems on the network.

d. Report any instance of cyberbullying to the Director of Technology – In the State of Louisiana, cyberbullying is defined in state law and is punishable under the law. The law defines Cyberbullying as:"the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen." **Ref: LA Rev Stat § 14:40.7**

3. *__Privacy__* - Do not inappropriately reveal personal information such as personal addresses or phone numbers of students or colleagues.

a. Be aware that EMail is not private. No EMail is guaranteed to be private because it is sent over the Internet like a postcard - it can be read by any network managers along the way.

b. Do not share passwords or allow others to use your accounts unless approved by school administrators.

4. *__Hacking/Cracking__* -

a. Do not maliciously use the network to develop programs that harass other users or infiltrate a computer or computing system (hacking/cracking) and/or damage the software components of a computer or computing system (vandalism).

b. Do not download or install unauthorized software – this is defined as software that has not been approved by the Director of Technology. No software, programs, or system files (fonts, drivers, etc) may be installed or downloaded by any user without the prior permission of the Director of Technology, who must scan for appropriateness and viruses. The illegal installation of copyrighted software for use on LFNO computers is prohibited.

c. Report messages relating to or in support of illegal activities to the authorities and the Principal. All users should be aware that routine monitoring of the system may lead to discovery that the user has or is violating the Acceptable Use Agreement, the Staff/Student Handbook and/or the law

5. *__Accessing Inappropriate Material__* -

a. It is prohibited to use the network to access or process inappropriate content that is excessively violent, pervasively vulgar, sexually harassing, or that contains information regarding the manufacturing of bombs or other incendiary devices.

b. Students must notify their teacher immediately of any disturbing material they may encounter online. They should also immediately close their laptop so other students cannot see the material until their teacher can come to assist.

c. Use of the network to access files dangerous to the integrity of the local area network (LAN) shall be prohibited.

4. *__Security__* - Report any suspected security problem with your EMail account or computer immediately to the Director of Technology who will inform the Principal of serious incidents. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

5. *__Vandalism__* - Vandalism shall result in cancellation of privileges and / or other disciplinary actions up to and including expulsion. Vandalism is defined as any malicious attempt to harm or destroy hardware, software or data of the school system, or another user of the system, or other networks that are connected to Internet. This includes, but is not limited to defacing Websites, unauthorized changes to websites, computers, programs, applications, databases, etc.

7. *__Consequences__ __of__ __Misuse__* - School administrators may discipline (up to and including expulsion for a student) who breaches or violates this Acceptable Use Agreement.

_____   Date:_____

I have read this agreement and understand that Internet sites are filtered and that my LFNO accounts may be monitored. I hereby agree to comply with the above described conditions of acceptable use.