Access and use of all resources, including computing services, at Louisiana School is granted to students in good standing, subject to School policies, local, state, and federal regulations. Computing resources are provided to current Louisiana School students through a number of on-campus labs in the high school building (HSB) and the residence halls (Dorms). Students are expected to conduct themselves in a manner that demonstrates maturity, responsibility, and respect for their fellow students, Louisiana School, and the School's property. Student's use of the LSMSA computing system should be lawful, ethical, academically honest, and respectful of individuals' and corporations' rights. It should be understood that abuse of computing privileges by an individual affects the computer capabilities of the collective school community. Misuse of computing equipment or vandalism of hardware, software, or labs will be dealt with according to policies for the use of equipment, services, and facilities at Louisiana School.

COMPUTER USAGE GUIDELINES

Louisiana School considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on School systems and to protect its network from systems and events that threaten or degrade operations.

Computing resources are for academic or authorized purposes only. Students are responsible for all activities for the session for which they are logged on. Access only publicly available or authorized information. All software used or downloaded must be freeware, shareware, or legal versions of copyrighted software in compliance with vendor license agreements. Students are representatives of LSMSA and will conduct themselves accordingly to reflect the high standards and expectations of the LSMSA community.

In using the resources provided by Louisiana School, a student must:

1. NOT use any other person's account or identification,
2. NOT bypass or alter system or network security,
3. NOT engage in destructive behavior, including the dissemination of viruses and disruption of service attacks,
4. NOT engage in unauthorized activity to modify or destroy electronic or intellectual property of any organization or entity,
5. NOT make or distribute illegal copies of copyrighted software,
6. NOT use any messaging service to harass, intimidate, or otherwise attempt to cause harm to any other individual or entity, including chain letters or unsolicited mass mailings,
7. NOT use, or allow to be used by any person outside of the LSMSA community, the LSMSA computers or network for personal gain or in a manner not authorized by Louisiana School,
8. NOT engage in any activity inconsistent with the published rules of Louisiana School as documented in the student and faculty handbooks.

Violators are subject to disciplinary action as prescribed in the policies of the Academic and Residential Life Handbook. Offenders also may be prosecuted under laws including (but not limited to) the Communications Act of 1934 (amended), the Family Educational Rights and Privacy Act of 1974, the Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property,

the Electronic Communications Privacy Act, as well as any applicable local and state laws.

PERSONAL COMPUTERS, SMARTPHONES, AND OTHER ELECTRONIC MEDIA

SAFETY GUIDELINES

Do not give out your home address, phone number, credit card numbers, or any other personal information over the Internet. It is easy for someone to pretend to be someone else electronically. Be absolutely certain that you know with whom you are communicating. If you must give out an address or phone number, use the school's address and phone number. Electronic communication is not secure. The only way to ensure your privacy is to encrypt all communications.

Safeguard your account. The wily hacker never uses his own account for his illegal activities. Do not give out your password to your friends or family. Choose a password that would be difficult for someone to guess. Always log yourself out when you are finished. While computer activity can be traced back to a particular account, it is much more difficult to determine who is using a particular account. **The user is always assumed the owner of the account; therefore, you are responsible for any activity that originates from your account.**

NETIQUETTE - THE PROPER ETIQUETTE FOR COMPUTER USE AND THE INTERNET

LSMSA is a large community with very limited computing resources. Please observe the following guidelines so we can make the best use of our resources.

The most important use of our computing resources is schoolwork. Schoolwork includes, but is not limited to writing programs, writing papers, research, and electronic communication between students and faculty. Students engaged in these or similar activities have priority. Please respect their needs and relinquish the computer to those who need it to get their work done. School facilities are available for approved recreational use when no students are waiting to use a machine for schoolwork. However, students are never allowed to use the school's office computers.

It is virtually impossible to guarantee privacy in the world of electronic communication. You must respect other people's privacy just as you expect them to respect yours. Do not examine other people's files without their permission. Just because a file is left accessible does not necessarily imply permission to view or read it. Directories named pub, public, public_html, etc. are usually intended for the world to read. Other files may not be intended for the world to read. You should always take care to set file permissions the way you want them, but you should not assume that everyone else is as careful. We want to live in a society where people feel that their files are always safe. Respect other people’s privacy and they will be more likely to respect yours.

Always leave the computer system the way you found it. It is very disconcerting to sit down at a computer and find that the system's setup and defaults have been changed. If you feel you must customize a terminal for your use, then Netiquette demands that you put it back the way you found it before you leave the computer room. If you are not sure about your ability to restore the original settings, then do **not change anything**. Do not install any applications without first checking with the system administrator or faculty member responsible for the

computer.

Since the primary purpose for our computing facilities is educational, you must do your part to preserve an atmosphere conducive to productive study. Do not engage in any activity that your fellow students might consider disruptive, distracting, or offensive. These negative activities include, but are not limited to, eating and drinking in computer labs, playing loud music or loud noise of any kind, annoying another student with the email or the phone, or any other activity that might impair one's ability to use and enjoy our facilities. If you observe people engaged in any activity that would be considered disruptive or offensive you should ask them to stop and to apologize to any other students in the room. If they refuse, and you or others present find their activity disturbing, report them to the system administrator. Try to police yourselves. You will find it to be more pleasant than having more rules imposed on you. Remember that when you are using the Internet your address, lsmsa.edu, tells the whole world where you are from. You are a representative of LSMSA, and you are required to behave in a manner that reflects well upon the school.

The worst violation of Netiquette is to deprive someone else of the use or enjoyment of the network. Any activity that impairs the functionality of the network will not be tolerated. This includes spreading of computer viruses, unplugging cabling, deliberately damaging, or altering operating systems. Irresponsible squandering of resources like paper and ink cartridges or toner is not acceptable. Please recycle used computer paper. If it is worth printing it should also be worth keeping.

In any academic institution, neither copyright infringement nor plagiarism is tolerated. **Illegal software is not to be used on any computer on the LSMSA campus**. Improper distribution of copyrighted material through the school's computers, personal computers, or other means is not allowed. The school will not knowingly be involved in any illegal activities. As a representative of LSMSA, you are obligated to obey all applicable federal, state, and local laws. Help us maintain LSMSA's positive image in the electronic community.

Although the constitution guarantees the individual freedom of speech, during the last 200 years many laws have been enacted to regulate that freedom. There have been several successful computer libel suits. All types of harassment, including harassment transmitted electronically, is illegal. Possession of sexually explicit material by minors is regulated by law and by the policies and standards set forth by LSMSA in the Academic and Residential Life Handbook. Unlawful or unauthorized use of the school's computing facilities is strictly prohibited and may result in referral to appropriate law enforcement authorities and dismissal from LSMSA.

These are merely guidelines for acceptable use of school computing facilities. Unacceptable use will be governed by the following legal guidelines.

ENFORCEMENT PROCEDURES

The community of computer users of Louisianan School is reminded that the Internet is a worldwide network that provides access to hundreds of databases, libraries, and computer services around the world. A computer account provides contact with over 50 countries and millions of other users and sites. It is possible for users to reach sites, deliberately or inadvertently, with objectionable material. Louisiana School does not encourage access to such

material; however, it is not possible to control completely accessibility. As a state agency with responsibility for supervision of minors in a residential setting, Louisiana School reserves the right to monitor computer access, personal accounts, e-mail, URLs, and personal computers for any abuse or misuse under law, regulation, board policy, or administrative policy, including the following guidelines:

1. That employees and students shall be informed that the system will be monitored by control software and/or designated personnel, either continuously or randomly;
2. That when control software or designated personnel flag an account for potential misuse or abuse, the employee or student shall be notified of such a flagging and presented with a printout of the information;
3. That when such information leads to disciplinary action under handbooks or policies, the appropriate processes and procedures shall be followed;
4. That it is not the intent of this policy to unreasonably diminish privacy or constrain academic freedom. In a pedagogical environment that supposes truth and objectivity in the tutelage of adolescents and minors, there cannot be abuse or misuse of computing resources or other electronic media.
5. A violation of the computer policy can be considered a Major Infraction, subject to disciplinary and or law enforcement action. (see “Code of Conduct”)