

Insert Office Name

Acceptable Use Policies (AUP)

What is an AUP?

- An Acceptable Use Policy (AUP) is an agreement that defines the appropriate use of computer networks, devices, and Internet resources. Additionally, it outlines the consequences of non-compliance with the policy.
- State law requires all Local Educational Agencies (LEAs) to have an AUP that explains expectations for employee and student use of computer networks, devices, and Internet resources.

Relevant Legislation:

- Louisiana Administrative Code 28 CXV 1709. Internet Use
 - LEAs must adopt policies regarding access to online sites that contain or reference harmful materials.
- Louisiana Administrative Code 28 CXV 2305. Ancillary Areas of Instruction
 - LEAs must provide age-and grade-appropriate classroom instruction regarding internet and cell phone safety.

Best Practices:

- Share the school system's policy with staff during the beginning of the year in-services and with new hires throughout the year.
- Share and explain the policy using accessible language with parents during back-to-school night, open house, or meet-the-teacher night, so they are aware of student expectations.
- Explain the AUP to students before they sign it to develop an understanding of the policy.
- Retain a signed copy of the AUP in each student's cumulative folder to reference if there is an issue during the year.
- Provide a link to a copy of the AUP on the school's website for easy access.
- Only students or staff who have signed the AUP should use school devices or access the school-provided Internet.

Possible Violations	Possible Consequences
Students log in to a school device or system (e.g., e-mail) using someone else's credentials.	Temporary loss of Internet/device privileges and reteach <u>digital citizenship</u> expectations of privacy.
A student sends an e-mail to a classmate with inappropriate language and/or images.	Loss of Internet/device privileges, suspension from school, suspension of email services, and review of <u>digital citizenship</u> expectations for safety.

Possible Violations	Possible Consequences
A staff member is using a school device for personal online Christmas shopping.	Documentation and discussion of the appropriate usage of school Internet/devices.
A staff member shares their login credentials with a substitute teacher so they can access lesson plans and take attendance.	Documentation, discussion of student privacy laws (teacher credentials give access to grade books and online systems with student data), and cybersecurity training.

Samples from around the state:

- [Calcasieu Parish](#)
 - Explains that important information will come from noreply@cpsb.org, and it is the responsibility of all employees to read these emails and act accordingly. Excuses such as not reading or deleting these emails are unacceptable.
 - Includes an Internet and District Resources Network Contract for both students and parents to sign on the same page for easy record-keeping.
- [LaSalle Parish](#)
 - Explains that email is not guaranteed to be private, so students will not be assigned an email account.
 - Stresses the importance of **reporting security problems** and **not demonstrating them** to other users (e.g., Users may not forward a suspected spam/phishing email to tell coworkers to ignore that email if they receive it.)
- [St. Mary Parish](#)
 - Explains that teachers and personnel are responsible for the security of devices in their care in terms of hardware and software. This includes ensuring that student computers cannot access the school's network applications or the Internet without supervision.
 - Informs users that routine maintenance and monitoring will occur, and any evidence of policy violations will result in disciplinary action.
- St. Martin Parish has separate policies for mobile devices, employees, and students.
 - [Mobile Device AUP](#)
 - Clearly states that mobile devices provided by the school system are for educational purposes only and prohibits the use of all other mobile devices.
 - [Employee AUP](#)
 - Explicitly states acceptable uses and categorizes unacceptable uses.
 - Includes expectations about respecting resource limits.
 - [Student AUP](#)