

R esponsible

- Sign your computer usage policy for St. Landry Parish.
- Always use good judgement when you are online. If you visit a site that looks questionable, chances are its unsafe. You can easily leave the site by clicking the back arrow or exiting your browser.
- Be sure your passwords are secure and strong. Leaving passwords out in visible locations may cause security issues; sharing your password is prohibited at all times.
- Proper storage and care of your devices are essential to keeping the running correctly. Always power down your devices at the end of the day, keep magnets away from all computers, and treat them properly with respect.

E ducational

- Remember our network is provided for educational purposes only; sites visited should be educational.
- Shopping or engaging in other business ventures on your work computer is prohibited.
- Use St. Landry Parish email, not personal email to conduct all school/district business.

A ppropriate

- Think before you click. Carefully think about what you want to say before posting online.
- Don't post personal information online
- Regardless of privacy settings, assume everything is public; you represent yourself, your school and your district.

L egal

- CIPA and COPPA laws require that schools keep students safe online at all times and all logins are monitored and filtered to comply with CIPA and COPPA laws.
- Use your teacher credentials only on teacher machines and don't forget to logout when you are done.
- Hacking or bypassing your schools filtering or fire wall system and using other's accounts violates federal law.
- Documents that contain student information should never be set to "Public" or shared publicly.