

COMPUTER/ON-LINE SERVICES (Students)

Acceptable Use and Internet Safety

The Union Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety policy of the School District and the Data Acquisition site that provides Internet access to the District . Upon reviewing, signing and returning this policy as the students have been directed, each student will be given the opportunity to have Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he/she must have his/her parent/guardian read and sign the policy. The District cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signature of the student and his/her parent/guardian.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

1. Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property.

2. Term of the Permitted Use

A student who submits to the school, as directed, a properly signed policy and follows the policy to which he/she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy

each year during which they are students in the District before they are given an access account.

1 of 6

3. Acceptable Uses

A. Educational Purposes Only:

The District is providing access to its computer networks and the Internet for only educational purposes. 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 if a use is appropriate.

B. Unacceptable Uses of Network:

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- 1) uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- 2) uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); 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; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks or information systems.
- 3) uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
- 4) uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- 5) e-mailing for personal or recreational reasons to anyone.

C. Netiquette:

All users must abide by rules of network etiquette, which include the following:

- 1) Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.

2 of 6

- 2) Avoid language and uses which may be offensive to other users. Don't use access to make, distribute or redistribute jokes, stories or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.
- 3) Don't 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.
- 4) Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

4. Internet Safety

A. General Warning: Individual Responsibility of Parents and Users:

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the school.

B. Personal Safety:

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities:

It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. 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.

3 of 6

- D. 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/guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by State law, for internal administrative purposes or approved educational projects and activities.
- E. Active Restriction Measures:
The school, either by itself or in combination with the data acquisition site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are
- 1) obscene,
 - 2) child pornography or
 - 3) harmful to minors

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; or
- taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

5. Privacy

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 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.

4 of 6

6. Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his/her access to the computer network and Internet terminated, which the District may refuse to reinstate for the remainder of the student's enrollment in the district. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The district may also take other disciplinary action in such circumstances.

7. Warranties/Indemnification

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s)/guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s)/guardian(s) are agreeing to indemnify and hold the school, the District, the data acquisition site that provides the computer and Internet access opportunity to the District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the District's network.

8. Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

[Adoption date: January 11, 2001]

[Re-adoption date: July 26, 2001]

LEGAL REFS.: U.S. Const. Art. I, Section 8
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
Children's Internet Protection Act; (P.L. 106-554, HR 4577, 2000,
114 Stat 2763)
ORC 1329.54 through 1329.67
3313.20
3319.321

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACAA, Sexual Harassment
IB, Academic Freedom
IIA, Instructional Materials
JFC, Student Conduct (Zero Tolerance)
Staff Handbooks
Student Handbooks

COMPUTER/ON-LINE SERVICES

STUDENT'S AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety policy. Should I commit any violation or in any way misuse my access to the District's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Student name (print clearly)

Home phone

Student signature

Date

Address

User (place an "X" in the correct blank): I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

COMPUTER/ON-LINE SERVICES
PARENT'S OR GUARDIAN'S AGREEMENT

Student name

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of the above student, I have read, understood and agree that my child or ward shall comply with the terms of the District's Acceptable Use and Internet Safety policy for the student's access to the District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am therefore signing this policy and agree to indemnify and hold harmless the school, the District and the data acquisition site that provides the opportunity to the District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his/her access to such networks or his/her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his/her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the District's computer network and the Internet.

Parent/Guardian name (print clearly)

Home phone

Parent/Guardian signature

Date

Address

COMPUTER/ON-LINE SERVICES
(Staff)

Network Privacy and Acceptable Use

It is the intention of the _____ Board of Education to protect the privacy of staff members who use the school computers, computer network and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.

Acceptable and Unacceptable Uses

The computers, computer network and messaging systems of the District are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods and do not interfere with the primary intended uses of the system.

The following are uses which are unacceptable under any circumstances:

1. the transmission of any language or images which are of a graphic sexual nature;
2. the transmission of jokes, pictures or other materials which are obscene, lewd, vulgar or disparaging of persons based on their race, color, gender, age, religion, national origin or sexual orientation;
3. the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening
4. uses that constitute defamation (libel or slander);
5. uses that violate copyright laws;
6. uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment);
7. any commercial or profit-making activities or

8. any fundraising activities, unless specifically authorized by an administrator.
9. e-mailing for personal or recreational reasons to anyone.

Security and Integrity

Staff members shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

1 of 2

Staff members shall not take any actions which may adversely affect the integrity, functionality or reliability of any computer (for example, the installation of hardware or software not authorized by the system administrator).

Staff members shall report to the system administrator or a District administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

Right of Access

Although the Board of Education respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District's computer network and messaging systems require that full access be available at all time. The District therefore reserves the right to access and inspect any computer, device or electronic media within its systems and any data, information or messages which may be contained therein. All such data, information and messages are the property of the District and staff members should have no expectation that any messages sent or received on the District's systems will always remain private.

[Adoption date: August 16, 2001]

[Re-adoption date: July 20, 2006]

COMPUTER/ON-LINE SERVICES

STAFF AGREEMENT

I have read the "Network Privacy and Acceptable Use Policy for Staff Members" relating to staff use of the computers, computer networks and electronic messaging systems of the District.

I would like to be given access to the District's computer network and any electronic messaging systems is a privilege which may be withdrawn in the event of non-compliance with the above policy.

I agree to comply with the "Network Privacy and Acceptable Use Policy for Staff Members" and understand that access to the network and messaging systems is a privilege which may be withdrawn in the event of noncompliance with the above policy.

Staff Member Signature

PLEASE PRINT:

Date above signed:

Office Use Only

Login Name: _____

Password: _____