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## **EDGEWOOD CITY SCHOOL DISTRICT ACCEPTABLE USE OF COMPUTERS, LOCAL AREA NETWORK AND ON-LINE SERVICES**

### **Section 1: Acceptable Use of Computers, Local Area Network and On-Line Services (EDE)**

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#### **Section 1: Acceptable Use of Computers, Local Area Network and On-Line Services (EDE)**

Technology can greatly enhance the instructional program as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and regulations results in the revocation of the user's access privilege. Unacceptable uses of the computer/network include, but are not limited to:

1. violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy;
2. using profanity, obscenity or other language which may be offensive to another user;
3. reposting (forwarding) personal communication without the author's prior consent;
4. copying commercial software in violation of copyright law;
5. using the network for financial gain, for commercial activity or for any illegal activity;
6. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
7. accessing inappropriate material, and
8. downloading freeware or shareware programs or any executable program without prior authorization and/or proper licensing.

The Superintendent/designee develops a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she examines and compares the costs and benefits of various resources and identifies the blend of technologies and level of service necessary to support the instruction program.

Because access to on-line services provides connections to other computer systems located all over the world, users (staff, students [regardless of age], parents of students and community members) of the District's on-line services must understand that neither the school nor the District can control the content available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students, parents of students and community members must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgement of the risks and regulations for computer/on-line service use. Users who violate the rules and regulations established for computer/on-line services are subject to appropriate disciplinary action. The District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered to be harmful to minors on

school computers. The District maintains the capability to track Internet activity, identifying which sites a particular user has visited.

“Harmful to minors” is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. 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 lewd exhibition of genitals or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

Students who wish to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are required to sign an agreement after reviewing the policies and regulations of the District.

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[Re-adoption date: March 27, 2006]

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 Gender  
 ACAA, Sexual Harassment  
 IB, Academic Freedom  
 IIA, Instructional Materials  
 JFC, Student Conduct (Zero Tolerance)  
 Staff Handbooks  
 Student Handbooks

## **Section 2: Acceptable Use and Internet Safety Policy for the Computer Network of the Edgewood City School District (EDE-1-R)**

The District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide 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 school’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 (“Policy”) of the 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 enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, his/her parents or guardians must 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 signatures of the student and his/her parents or guardians.

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.

### Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing 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 is not included in the policy, but has the effect of harming another or his/her property.

### 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 required to sign a policy before they are given an access account.

Student computer use records will be maintained in each building until the student withdrawals or moves on to the next building in the District.

### Acceptable Uses

1. Educational Purposes Only. The District is providing access to its computer networks and the Internet for educational purposes only. 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.
2. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. 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.
  - B. 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.
  - C. 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.
  - D. 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.
3. Netiquette. All users must abide by rules of network etiquette, which include the following:

- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
- B. 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.
- C. Don't assume that a sender of e-mail is giving his/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 be done only with permission or when you know that the individual would have no objection.
- D. 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.

### Internet Safety

1. General Warning. Individual Responsibility of Parents and Users. All users and their parents/guardian 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 avoid 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.
2. 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 communicated with only on the Internet in a secluded place or in a private setting.
3. 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.

### **Section 3: Acceptable Use of Computers, Local Area Network and On-Line Services: (EDE-2-R)**

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.

6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others based on their race, color, national origin, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

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