

7540.03 NETWORK PRIVACY AND ACCEPTABLE USE POLICY FOR STUDENTS

The Chippewa Local School District is pleased to make available to students and staff 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 solely for the pursuit of their academic growth.

Access to the School's resources is considered an important privilege, not a right, for every student. In order for the Chippewa School District to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that any misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access. Failure to use the network responsibly will result in disciplinary action, which may include the termination of the student's account and technology privileges, possible suspension or expulsion, or financial sanctions to compensate the School for any damage caused by a student's misuse of the district's technology resources.

Access to the Internet is available on the School's network. The Internet is an electronic highway connecting millions of individual subscribers throughout the world. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. Users must be aware there are many services available on the Internet that could potentially be offensive to certain groups of users. We cannot eliminate access to all such services nor can we begin to identify them all. However, the School believes that the valuable information and interaction available on this worldwide network far outweighs the chance that users may encounter websites that are inconsistent with the educational goals of this district. 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 and parent cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the Chippewa Local School District and the Information Technology Center that provides Internet access to the School District. The policy is in addition to the Student Code of Conduct. Upon reviewing, signing, and returning this Policy as the users have been directed, each user will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy.

If a user is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The Chippewa School 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 your school principal.

If any user violates this Policy, the user's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. 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 Technology Department. 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 or her property.

II. TERM OF THE PERMITTED USE

A user who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Users will be asked to sign a new Policy each year during which they are students in or employed by the Chippewa Local School District before they are given an access account.

III. ACCEPTABLE USES

A. **Educational Purposes Only.** The Chippewa Local School 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 Technology Department.

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.
 - a) Don't transmit offensive or harassing messages.
 - b) Don't offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy
 - c) Don't view, transmit or download pornographic materials or materials that encourage others to violate the law
 - d) Don't intrude into the networks or computers of others
 - e) Don't 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.
 - a) Don't engage in defamation (harming another's reputation by lies)
 - b) Don't 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
 - c) Don't upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism
 - d) Don't participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 - e) Do not download or install a program or software without permission from an authorized school official intentionally bypassing network filters and/or proxy servers.
3. Uses that jeopardize the security of user's access and of the computer network or other networks on the Internet.
 - a) Don't disclose or share your password with others
 - b) Don't impersonate another user.
4. Uses that are commercial transactions.
 - a) Do not sell or buy anything over the Internet.
 - b) Do not use the computer and/or network for financial gain or illegal activity
 - c) Do not give others private information about you or others, including credit card numbers and social security numbers.
5. Uses of network folder to inappropriately store files that are not school-related.

C. **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 or any form of bullying.
- 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 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.
- 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.
- e. Note that electronic mail is not guaranteed to be private. People who operate the system do not have access to all messages relating to or in support of illegal activities, and such activities will be reported to the proper authorities.

IV. 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 or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a user finds that other users are visiting offensive or harmful sites, he or she should report such use to the building principal.

- 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.
- D. Confidentiality of User Information.** Personally identifiable information concerning users may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the user is 18 or over, the permission of the user 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 Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. Active Restriction Measures.** The Chippewa Local School District, either by itself or in combination with the Informational Technology Center providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) Pornographic, or (3) harmful to minors. The School will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material, which is inappropriate for minors.

The term “harmful to minors” as used above means 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;
- ❖ taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The Chippewa Local School 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 Chippewa Local School District and no user shall have any expectation of privacy regarding such materials.

VI. 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 or her access to the computer network and Internet disabled, which the School District may refuse to reinstate for the remainder of the user’s enrollment/employment in the School District. A user violates this Policy by his or 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 or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

The Chippewa Local School 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 or her parent(s) or 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 or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School 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) or 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 or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, will be asked to sign a new Policy every year if the user wishes to continue to use school computers. This Acceptable Use Policy will reside on the district webpage at the following address:

<http://www.chippewa.k12.oh.us/docs/StudentAUP.pdf>

Only the permission slip will be sent home each spring with the students. Parents and Students will need to go to the website and read the terms of use together. Parents may need to explain the details to their children. Once this is done, the parents and students will each sign the permission form and return it to the principal or teacher. If this is not done by the end of the school year, students will not be permitted access to the computers when school begins again in the fall until this form has been received by the office.

If you do not have access to the Internet and are unable to read this form, please let your child's teacher or principal know so that a copy of it may be sent home for you to read.

ADOPTED: 02/19/02

REVISED: 04/18/08

LEGAL REFERENCES: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

ACCEPTABLE USE POLICY FOR STUDENTS

NO ACCESS WILL BE GRANTED TO STUDENTS UNTIL THIS FORM HAS BEEN SIGNED AND RETURNED TO THE BUILDING PRINCIPAL

By signing this form you are agreeing that you (or your child if they are under 18) will not misuse the school's technology in any way as described in the Acceptable Use Policy which can be found at:

<http://www.chippewa.k12.oh.us/docs/StudentAUP.pdf>

If you are unable to access this form and wish to have a copy of it sent home with your child please contact your child's school and make that request.

(Only the permission slip will be sent home each spring with the students. Parents and students will need to go to the website and read the terms of use together. Parents may need to explain the details to their children. Once this is done, the parents and students will each sign the permission form (if the child is under 18) and return it to the principal or office. If this is not done by the end of the school year, students will not be permitted access to the computers when school begins again in the fall until this form has been received by the office.)

_____ I permit pictures of my child to be displayed on the District's network. I understand that no identification of my child by name will be displayed with the picture. I also hereby release the Board of Education and its administrators and employees from any and all claims of any nature arising from my child's pictures being displayed on the District's network.

_____ I do not wish pictures of my child to be displayed on the District's network.

I understand and agree to abide by the District Network and Internet Access Guidelines. I understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken. I hereby release the Board of Education and its administrators and employees from any and all claims of any nature arising from my use or inability to use the District network and Internet/e-mail resources.

Student's Name (PRINT CLEARLY)

Home Phone

Student's Signature

Date

Parent's Signature

Date

Street Address

City

State / _____
/ Zip Code

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.