

## HOPEWELL-LOUDON LOCAL SCHOOLS

### TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY POLICY AGREEMENT

(Parents please read and retain for your files)

The Hopewell-Loudon Local School District is pleased to make available to ALL STUDENTS AND DISTRICT EMPLOYEES access to technology. This policy applies to all technology including, but not limited to: computers, phones, audio/video equipment, copy machines, fax machines, scanners, digital cameras, and information storage devices. This includes access to an interconnected computer system within the Hopewell-Loudon District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. The use of technology by students and staff requires that school technology be used for educational purposes, unselfishly, with good manners and ethics, and for the good of the students as a whole.

In order for the Hopewell-Loudon Local School District to be able to continue to make its technology, computer system and Internet access available, all STUDENTS AND DISTRICT EMPLOYEES must take responsibility for appropriate and lawful use of this access. ALL STUDENTS AND DISTRICT EMPLOYEES must understand that one INDIVIDUAL's misuse of any technology, computer system, and/or Internet access may jeopardize the ability of all to enjoy such access. WHILE TEACHERS AND STAFF MEMBERS ARE RESPONSIBLE FOR MONITORING OF NETWORK AND INTERNET ACCESS, ALL STUDENTS AND DISTRICT EMPLOYEES MUST COOPERATE IN EXERCISING AND PROMOTING RESPONSIBLE USE OF THIS ACCESS.

Upon reviewing this Policy and Agreement and signing the user agreement, ALL STUDENTS AND DISTRICT EMPLOYEES will be given ACCESS TO THE NETWORK AND Internet access at school and will agree to follow the Policy. If parents or guardians wish to deny their son or daughter the access to technology, the computer network or the Internet, they must read and sign the Deny Use of Access Form. Furthermore, the Hopewell-Loudon School District will not provide access to any student who, if 18 or older, OR ANY OTHER USER INCLUDING DISTRICT EMPLOYEES WHO signs and submits the Deny Use of Access Form.

#### I. PERSONAL RESPONSIBILITY

By reading this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are also agreeing to report any misuse of the network to the district technology coordinator. Misuse means any violation 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.

Listed below are the provisions of the agreement regarding the computer network, Internet use and other technologies. If you have any questions about these provisions, you should contact the district technology coordinator to respond to your questions. If any user violates this Policy and Agreement, the individual's access will be denied or, if not already provided withdrawn and he/she may be subject to additional disciplinary action.

#### II. TERM OF THE PERMITTED USE

AS PART OF THE EDUCATIONAL PROCESS, THE HOPEWELL-LOUDON LOCAL SCHOOL DISTRICT UNDERSTANDS THAT INDIVIDUALS SHOULD HAVE ACCESS TO EDUCATIONAL MATERIAL. THE STUDENTS AND DISTRICT EMPLOYEES WILL BE GRANTED THAT ACCESS. Individuals will be asked to review the Policy and Agreement each new school year during which they are students or employees of the Hopewell-Loudon School District before they are given access. The signed agreement will remain in effect while they are students and/or employees of the district. If a determination is made that you no longer agree to follow the signed agreement, it will be necessary to obtain a Deny Use of Access Form that must be read and signed.

#### III. PURPOSE AND USES

**A. Educational Purposes Only.** The Hopewell-Loudon Local School District is providing access to its computer network and the Internet and other technology for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the DISTRICT TECHNOLOGY COORDINATOR or the person(s) SUPERVISING THE ACTIVITY to help you decide if a use is appropriate.

**B. Netiquette.** All users must abide by rules of network etiquette, which include:

1. Be polite. Use appropriate language. This includes use of the phone system, copy machines, computer system or any technology to send or display messages or material anywhere or to anyone. Appropriate language includes no swearing, vulgarities, suggestive, obscene, belligerent, harassing or threatening language.
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 or 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 that the recipient can open.
5. Be safe. In using computer network and Internet, do not reveal personal information such as your home address and telephone number.

**C. Unacceptable Uses of Network.** The actions listed below are violations of the

Technology Acceptable Use Policy. The actions listed below are also violations of the Student Code of Conduct. Any discipline resulting from violations will adhere to the Student Code of Conduct. Among the uses that are considered unacceptable are the following:

1. Uses that violate the law or encourage others to violate the law: Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School 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: Damaging, vandalizing, "hacking", altering, reconfiguring, modifying or destroying technology or equipment, including computer hardware or software. For example, do not 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. Unauthorized copying, installation, use or theft of software, media, data or other intellectual property: **ONLY DISTRICT APPROVED AND LICENSED SOFTWARE MAY BE USED ON DISTRICT COMPUTERS.** No outside computers will be used. Only district approved and board owned computers may be used within the building. It is unethical to copy, install, take or use software, media, data or other intellectual property unless permission has been obtained from its creator or publisher, either in writing or as a license agreement. Individuals will abide by all state and federal copyright laws.
4. Use of any technology for (a) activities unrelated to specific school or staff directed purposes or (b) commercial purposes: School technology and resources may not be used for private gain or any other commercial or private purpose. All use of technology by students will be directly related to their education as directed by teachers and staff. Students will not use school technology for accessing information or technology not within the school's control without expressed and specific permission from a teacher, staff member or the district technology coordinator, including the access of Internet resources or accessing private accounts, technology or information not belonging to the school such as remotely accessing a "home" account or computer. **TECHNOLOGY WILL NOT BE USED BY STUDENTS FOR ENTERTAINMENT, GAME PLAYING OR FOR ACTIVITIES UNRELATED TO THEIR CURRENT EDUCATION AND LEARNING AS DIRECTED BY TEACHERS OR STAFF.**
5. Harassment using technology: Use of phone system, copy machines, computer systems or any technology to send or display inappropriate obscene or harassing messages or material anywhere or to anyone is prohibited.

6. Invasion of the privacy or property of individuals or the school by using technology; reporting violations: All students shall respect the privacy of others. Technology, data, media and software belonging to someone other than the student will not be accessed without expressed and specific permission by the owner or person in charge of that technology, data, media, or software. School files are strictly off limits. Any attempts by students to access another person's or the school's private files, voice mail, email messages, technology, data, media or software will be considered theft. It is unethical behavior to even try to gain unauthorized resources or private information, either on the computer, telephone systems, or through other technology. Students will immediately report any knowledge or indications of a violation of this acceptable use policy. Teachers and staff reserve the right to inspect any student's technology, data, media and property brought onto school property, into school facilities, or used to access school technology to investigate or determine if a violation of the Acceptable Use Policy has occurred. Students not willing to allow inspection will not bring technology, data, media or property, not owned or controlled by the school, onto school property, into school facilities, or use it to access school technology.

7. Accessing, creating, displaying or publishing inappropriate or demeaning materials or information: Electronic information, including the Internet, is the embodiment of the principles outlined in the First Amendment. This means that some materials or information available as electronic information or on the Internet is considered objectionable by some or many people. Students will not access, create, display, or publish any inappropriate or demeaning materials or information. Students will only use technology for school learning related purposes as directed by teachers and staff.

#### 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 student finds that other users are visiting offensive or harmful sites, he or she should report such use to a teacher, principal or the district technology coordinator.

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 to access 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 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 or 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 Ohio law, for internal administrative purposes or approved educational projects and activities.

E. **Active Restriction Measures.** Hopewell-Loudon Local School, either by itself or in combination with the Northern Ohio Educational Computer Association (NOECA 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. Hopewell-Loudon will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for 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 (unusual or unwholesome) 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 minor.

## **V. PRIVACY**

Network and Internet access is provided as a tool for your education. The Hopewell-Loudon 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 Hopewell-Loudon 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 terminated, which the Hopewell-Loudon Local School District may refuse to reinstate for the remainder of the student's enrollment in the Hopewell-Loudon Local School District. A user violates this Policy by his or her own action or by failing to report 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 Hopewell-Loudon Local School District may also take other disciplinary action in such circumstances.

## **VII. WARRANTIES/INDEMNIFICATION**

The Hopewell-Loudon 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 Hopewell-Loudon Local 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, 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 a 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 district technology coordinator.

Acceptable Use and Internet Safety Policy

**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 Acceptable Use and Internet Safety Policy of the Hopewell-Loudon Local School District. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

\_\_\_\_\_  
Student name (PRINT CLEARLY) Home phone \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
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 Agreement when I am under 18, I understand that when I turn 18 this Agreement will continue to be in full force and effect, and I will continue to abide by the Acceptable Use and Internet Safety Policy.

Acceptable Use and Internet Safety Policy

**PARENT'S OR GUARDIAN'S AGREEMENT**

\_\_\_\_\_  
Student's name

**To be read and signed by parents or guardians of students who are under 18 and then returned to school**

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the Hopewell-Loudon Local School District's Acceptable Use and Internet Safety Policy for the student's access to the School 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 Agreement and agree to indemnify and hold harmless the Hopewell-Loudon School District, its employees and the Northern Ohio Educational Computer Association and its employees that provide the opportunity to the Hopewell-Loudon Local School 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 or her access to such networks or his or her violation of the Acceptable Use and Internet Safety Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or 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 School District's computer network and the Internet.

\_\_\_\_\_  
Parent or Guardian name(s) (PRINT CLEARLY) Home Phone \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian signature(s) Date \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_

**Note: If you wish to deny use of technology, computer technology and/or the Internet please call the elementary or high school principal for an application form.**

**Legal References:** Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-544)  
Communications Act of 1934, as amended (47 U.S.C. 254[h],[i])  
Elementary and Secondary Education Act of 1965, as amended  
(20 U.S.C. 6801 et seq., Part F)  
Acceptable Use and Internet