

## Staff/Student Acceptable Use Policy and Agreement and Board Policy number 3.13

### **MONROEVILLE LOCAL SCHOOLS COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT**

The Monroeville Local Schools is pleased to make available to all district employees, volunteers, and 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 Monroeville Local Schools to be able to continue to make its computer network and Internet access available, all district employees and students must take responsibility for appropriate and lawful use of this access. All district employees and students must understand that one individual's misuse of the network and Internet access may jeopardize the ability of all

to enjoy such access. While teachers and staff members are responsible for supervision of network and Internet access, all district employees and students must cooperate in exercising and promoting responsible use of this access. Upon reviewing, signing, and returning this Policy and Agreement, students and district employees will be given access to the network and Internet access at School and will agree to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The Monroeville Local Schools cannot provide access to any student who, if 18 or older, or any user who fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy and Agreement 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 District Technology Coordinator to respond to your questions. If any user violates this Policy and Agreement, the individual's access will be denied, if not already provided, or withdrawn and s/he may be subject to additional disciplinary action.

### **COMPUTER NETWORK AND INTERNET TRAINING**

Monroeville Local Schools, or designated representative(s), will provide age-appropriate training for students who use District Internet facilities. The training provided will be designed to promote Monroeville Local School's commitment to:

- The standards and acceptable use of Internet services as set forth in the Monroeville Local School's Internet Safety Policy;
- Student safety with regard to:
  - o Safety on the Internet
  - o Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - o Cyber bullying awareness and response.

Following receipt of this training, the following steps must be taken:

- Student will acknowledge that s/he received the training, understood it, and will follow the provisions of the District's Acceptable Use Policies.
- Monroeville Local Schools will document the following details involving implementation of educating minors who access the Internet:
  - o Date(s) of training
  - o What students attended
  - o What students did not attend
  - o Make-up training date(s) for students who were absent the day of training
  - o Determine a regular training schedule and continuously retain records of these scheduled trainings.

### **I. Personal Responsibility**

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, 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 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.**

As part of the educational process we understand that students and district employees should have access to educational material and by signing and returning this form, the students and districts employees and volunteers will be granted that access. District employees, volunteers, and students will be asked to sign a new Policy and Agreement each year during which they are district employees, volunteers, and students in the Monroeville Local Schools before they are given access.

1. District may provide devices for staff use. Staff will be responsible for the care of this device and any neglect of district owned device, other than normal wear and tear, will be the staff member's responsibility. Staff may be responsible for repairs or replacement cost.

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2. District may provide devices for student use. Student will be responsible for the care of this device and any neglect of district owned equipment, other than normal wear and tear, will be the student's/parent's responsibility. Student may be responsible for repairs or replacement cost. Failure to pay repair cost will result in retention of grade card.

### III. Purpose and Use.

The 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 District Technology Coordinator or the person(s) supervising the activity to help you decide if a use is appropriate. No web browsing software, which bypasses the filtering system, can be installed on computers used or located within the Monroeville Local Schools.

### IV. Netiquette.

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

1. Use of appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language. Don't use language that is offensive to others, or make ethnic, sexual preference or gender-related slurs or jokes.
2. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number.
3. 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 *School District's Pupil Conduct Code*; 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.
4. 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 worms, viruses, Trojan horses, time bombs, chain letters, or other harmful programming or vandalism. Don't disclose or share your password with others; don't impersonate another.
5. Uses that access controversial or offensive materials. It is understood that access is designed for educational purposes and precautions have been taken to eliminate controversial material. However, it is also recognized it is impossible to restrict access to all controversial materials and every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites.
6. Uses that are commercial transactions, product advertisement, or political lobbying.

### V. Privacy

Electronic transfer and storage of information is provided as a tool for your education. The Monroeville Local Schools 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 Monroeville Local Schools and no user shall have any expectation of privacy regarding such materials.

### VI. Failure to Follow Policy and Breach of Agreement

The use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the Monroeville Local Schools may refuse to reinstate for the remainder of the user's tenure in the Monroeville Local Schools. A user breaches his or her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement 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 Monroeville Local Schools may take other disciplinary action.

### VII. Warranties/Indemnification

The Monroeville Local Schools 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 and Agreement. 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 and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, Monroeville Local Schools, Northern Ohio Educational Computer Association that provides the computer and Internet access opportunity to the Monroeville Local Schools and all of their administrators, teachers and staff harmless from any and all loss, costs, claims for 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

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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's 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 information or to sign a new Policy and Agreement, for example, to reflect developments in the law or technology.

### IX. USER Agreement:

Every student, regardless of age, and district employee must read and sign below for access to Internet and the district network: I have read, understand and agree to abide by the terms of the foregoing Acceptable Use Policy and Agreement. Should I commit any violation or in any way misuse my access to the Monroeville Local Schools' 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.

**Parent or Guardian Network Usage Agreement** (to be read and signed by parents or guardians of students who are under 18): As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the Monroeville Local Schools' Acceptable Use Policy and Agreement for the students' access to the

Monroeville Local School District's computer network and 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 and Agreement. I am therefore signing this Policy and Agreement and agree to indemnify and hold harmless the School, the Monroeville Local Schools and Northern Ohio Educational Computer Association that provides the opportunity to the Monroeville Local Schools for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, which 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 foregoing Policy and Agreement. 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.

### Please sign applicable section and return to office.

I understand and will abide by the Acceptable Use Policy and Board policy on Internet, Network and Email use. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

Staff: (Please print) \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student: (Please print) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_