

Ottawa Hills Local Schools

Acceptable Use Policy

Students are encouraged to use the technology available in the Ottawa Hills Local School District. The district's technology is an important educational resource, which provides opportunities for collaboration and exchange of information; facilitates personal growth in the use of technology; and enhances information access, retrieval, evaluation, usage, and communication skills.

Session I of the *Acceptable Use Policy* was prepared to help students and parents/guardians understand relevant terminology. Section II contains the terms of the agreement and the agreement signature page. The agreement signature page must be completed and returned to the district's curriculum office.

Section I: Terminology

- ***Acceptable Use Policy***

Our *Acceptable Use Policy* outlines the general guidelines and the acceptable uses of the technology available in the school district. This policy enables parents to give informed consent to use of district resources. In order for each student to have Internet access, there must be a signed *Acceptable Use Policy Agreement* on file (see section II of this document).

- **The Internet**

The Internet is a network of networks used by educators, businesses, government, the military, organizations, students, and other individuals. In schools and libraries, the Internet can be used as a learning resource.

- **Data Acquisition Site/NWOCA**

The Northwest Ohio Computer Association (NWOCA) serves as the district's link to the Internet. Our direct connection (called a T-1 line) goes through NWOCA and out to the Internet. This enables a fast connection (ranging between 56KB per second to 1.5MB per second) to the Internet.

- **Account**

Each student and staff member will be provided a basic account on the Ottawa Hills network (internal). Each account will be given a level of access, maximum amount of disk space to be used, printing quotas, etc. Students with a signed *Acceptable Use Policy Agreement* on file will have additional access based upon the consent of the parent/guardian.

- **User**

A user is a student, staff member, or other person with a network account.

- **Password**

A password enables users to access the network services. Each registered user will be issued an account. Students with a signed *Acceptable Use Policy Agreement* on file will be granted Internet access through this account. Like a house key, passwords should not be given to anyone. **Anything that happens on the network, under a specific individual's account and password, is that individual's responsibility.**

- **Shareware and Freeware**

A shareware program is a copyrighted computer program that is made available free of charge on a trial basis. If the user likes the program and decides to use it, the user is expected to pay a fee to the author. A freeware program is a copyrighted program that has been made available without charge for public use.

- **Software Piracy**

Software piracy is the unauthorized duplication of software and is a federal offense. Students are not to copy the district's software nor are they to load personal software on to the district's computers.

- **Technological Vandalism**

Technological vandalism is the intentional damaging of technology (hardware and software) or posting of obscene, profane, insulting, discriminatory, or harassing remarks on computers, over the Internet, or on other technological devices. Examples of vandalism include altering the system and/or network configurations, attempting to bypass network security, intentionally spreading viruses, damaging equipment, or conducting illegal activities, to name a few. Students found vandalizing technology (hardware or software) will be dealt with according to the school's vandalism policy as it is established in the student handbooks. Students will lose network and Internet privileges and be responsible for all damages.

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Section II: The Agreement

Parents and students, please read this section carefully. When you sign this agreement, you are agreeing to the items in Section II of this document.

These guidelines describe an agreement between the student, parent/guardian, and the school district (hereinafter referred to as district). The purpose of this agreement is twofold:

1. to provide information regarding network use (electronic mail, electronic bulletin board, and information sharing) and Internet access (all hereinafter referred to as network).
2. to provide information regarding access to electronic research materials (hereinafter referred to as research).

The intent of this document is to ensure that parents are knowledgeable about and that students will comply with the *Acceptable Use Policy* approved by the district.

In exchange for the use of the network and research resources, we (parents/students) understand and agree to the following items (as signified by signing the attached agreement). The district reserves the right to remove files, limit or deny access, and/or refer a student for other school disciplinary action and/or, if necessary, criminal prosecution as a result of any infractions. All school rules, regulations, and consequences specified in the student handbooks regarding violations such as use of profanity, harassment, theft, vandalism, etc. will apply. Students will be liable for any damages caused by misuse of access privileges.

- A. The use of the network is a privilege not a right. It may be revoked by the district at any time for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the following: altering system software; placing or accessing unauthorized information, unauthorized software, computer viruses, or harmful programs on or through the computer system in either public or private files or messages; accessing unauthorized computers or files; or losing or damaging CD-ROMs.
- B. The district reserves all rights to any materials stored in files which are generally accessible to others and will remove any material which the district, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their district-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features contained on district and/or network resources are intended for the private use of its registered users. Any use of these resources for commercial-for-profit uses, intrusion on other users' privacy, or other unauthorized purposes (i.e., advertisements, political lobbying), in any form, is expressly forbidden.
- D. The district and/or network resources are intended for the exclusive use by their registered users. The student is responsible for the use of his/her account/password and/or access privilege. Any problems that arise from the use of a student's account are the responsibility of the account holder. Students are responsible for logging out of their individual account at the end of each use. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges and for other school disciplinary actions.
- E. Any misuse of an account or illegal activity will result in suspension of the access privileges and/or other disciplinary action determined by the district. Misuse shall include, but not be limited to:
 1. intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users; logging on to other users' accounts (for any reason)
 2. impersonating other users on the network either via e-mail, on bulletin boards, or during chats. Committing forgery, fraud, or plagiarism.
 3. disrupting the operation of the network through abuse or alteration of the hardware or software
 4. malicious use of the network through hate mail, harassment, profanity, vulgar or threatening statements, or discriminatory remarks
 5. interfering with others' use of the network; disrespecting other users' rights to privacy
 6. extensive use for noncurriculum-related communication

7. illegal installation of copyrighted software (software piracy)
 8. unauthorized down-loading, copying, or use of licensed, copyrighted software, and/or audio files
 9. allowing anyone other than the account holder to use an account
 10. sharing your password with anyone or logging other users onto your account
 11. engaging in or promoting any other activity deemed illegal by local, state or federal law
 12. using other peoples' intellectual property without permission and/or without citing the author
 13. accessing or attempting to access information in areas students do not have access to
 14. vandalizing hardware, software, or network resources
- F. The use of district and/or network resources are for the following purposes (in order of priority):
1. support of the academic program
 2. telecommunications for academic purposes
 3. general information and research
- G. The district and/or network administrators do not warrant that the functions of the system will meet any specific requirements the user may have or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in the connection with the use, operation, or inability to use the system. Students are to report any problems to the teacher, who shall notify the network administrator.
- H. The student will diligently delete documents on a daily basis from his/her account to avoid excessive use of disk space. The network administrator has the authority to periodically purge the system.
- I. The district and/or network administrator will periodically make determinations on whether specific uses of the network are consistent with the acceptable-use practice.
- J. The student may transfer files from information services only with the permission of the staff member in charge. For each file received through a file transfer, the student agrees to download it to a flash drive and to check the file with a virus-detection program before opening the file for use. Should the student transfer a file, shareware, or software which infects the network with a virus or other harmful program and causes damage, the student will be liable for any and all repair costs to make the network and/or equipment once again fully operational and may be subject to other disciplinary measures as determined by the district.
- K. The student who receives permission from the staff member in charge to transfer files, shareware, or software where a cost is involved will be liable to pay the cost or fee of any file, shareware, or software transferred. The student who transfers such a file, whether intentional or accidental, without the permission of the staff member in charge will also be liable for such fees.
- L. The district reserves the right to impose time limits, access limits, and disk and printer quotas. Academic pursuits take priority over all other activities.
- M. The district reserves the right to log computer use and to monitor fileserver space utilization by users. The district reserves the right to remove a user account from the network to prevent further unauthorized activity.
- N. The district has defined these guidelines to help students and to insure an understanding of appropriate use and expectations. Staff members will exercise reasonable care in supervising student use; however, the district and its personnel are not responsible for student exposure to objectionable or inaccurate content or for the unauthorized activities of a user.

In consideration for the privileges of using the district, network, and/or research resources, and in consideration for having access to the information contained on or by the network, we hereby release the district, network, the data acquisition site, and their operators and administrators from any and all claims of any nature arising from the use or inability to use the district, network, and/or research resources.

We (student and parent/guardian) have agreed, by signing the attached *Acceptable Use Policy*, to abide by such rules and regulations of system usage as well as by any changes deemed necessary by the network administrator. These rules and changes will be available in hard copy form in the curriculum director's office and from the network administrator.

Student's Name (please print) _____
Last First

OTTAWA HILLS LOCAL SCHOOLS

ACCEPTABLE USE POLICY

AGREEMENT

This agreement is entered into this _____ day of _____, 20____ between _____ (student), _____ (parent/guardian), and the Ottawa Hills Local Schools. The purpose of this agreement is (1) to provide parents and students with information about the network (electronic mail and electronic bulletin board), Internet, and electronic research access available to students at school; (2) to obtain parental consent to use these services; and (3) to provide information about the acceptable use of these technological resources.

We (parent/guardian and student) have read the *Ottawa Hills Local Schools Acceptable Use Policy* and are willing to abide by said rules and regulations of system usage as well as any changes deemed necessary by the network administrator. These rules and changes will be available in the curriculum director's office, from the network administrator, or from the building principals.

By signing below, I approve access to district computers, software, and electronic resources, including individual student access to the Internet.

Signature of Student (for grades 3 – 12 only)

Grade Level

Signature of Parent/Guardian (for grades K-12)

Date

- I do NOT approve access to district computers, software, and electronic resources.
- I do NOT approve individual student access to the Internet.

Parent/guardian signatures (for all grades) and student signatures (for grades 3 - 12 only) are required for use of these services and indicate that the parent/guardian and student have read and agree to the *Ottawa Hills Local Schools Acceptable Use Policy*.

This agreement may be signed upon entry to the school district and/or to a new building. It will apply to all subsequent years unless the agreement is withdrawn in writing by the parent/guardian.

Note: Please return this signed agreement to the district curriculum office or to either of the school library/media centers prior to using these resources.