

MONTPELIER EXEMPTED VILLAGE SCHOOLS

ELECTRONIC MEDIA, COMPUTER NETWORK, AND INTERNET

USER ACCEPTABLE USE POLICY

The Montpelier Exempted Village School District recognizes that as telecommunications and other technologies shift the ways that information may be accessed, communicated, and transferred by members of the society, methods of instruction and student learning will also change. The district generally supports access by its staff and students to rich information resources to analyze and evaluate such information. In a free and democratic society, access to information is a fundamental right of citizenship.

In order for the school district to be able to continue to make its information resources available, all users must take responsibility for appropriate and lawful use of network access and other technology. Users must understand that one person's misuse of technology, may jeopardize the ability of all users to access the network and the internet. While school staff will make reasonable efforts to supervise the use of technology including the network and internet, it is impossible to supervise at all times. The Montpelier Exempted Village School District has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and users may discover controversial information. The district firmly believes that the valuable information and interaction available using technology far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Students and staff are responsible for good behavior on school computer networks just as they are in a classroom or other school facilities. Various technology, the network and telecommunication equipment is provided for students and staff to conduct research and communicate with others. General school rules for behavior and communications apply to the use of technology. Access to various technology and network services will be provided to students and staff who agree to act in a considerate and responsible manner. Therefore, this Acceptable Use Policy is an extension of the school district's Student Code of Conduct and Board Policy Manual.

Listed below are provisions regarding appropriate and responsible use of technology, the computer network and the internet. If you have any questions about these provisions, you should contact a building administrator, immediate supervisor, or other personnel designated by the district. If any user violates this policy, the user's access may be denied or withdrawn, and he/she may be subject to additional disciplinary action.

I. Terms and Privilege of Use

Teachers, students, and staff using technology provided for by the Montpelier Exempted Village School District will comply with policies approved by the Montpelier Board of Education. The district believes that the benefits to students and staff access to technology, to the Internet, and to network resources, in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Montpelier Exempted Village School District supports and respects each family's right to decide whether or not to allow their son or daughter access to networked information. Access to the various networks is granted to all students. Should a parent or guardian wish to have their son or daughter denied access they should contact the building principal, the district media director, or the district technology coordinator.

II. Personal Responsibility

By agreeing to follow the rules in this policy, students and staff are accepting responsibility for their use of technology or networked resources and are agreeing to report any misuse of technology to personnel designated by the district. 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.

III. Privacy

Technology, including network access and internet access is provided as a tool for student education. In order to maintain system integrity, the 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 shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

IV. Use of Computer Software and Operating Systems

Computer software has been purchased for school use only and is protect by Federal Copyright Laws. Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subparagraph {c}{1}{ii} of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs {c}{1} and {2} of the Commercial Computer Software - Restricted Rights at 48 CFR 52.227-19, as applicable.

The following guidelines apply to the use of software purchased by The Montpelier Exempted Village Schools.

1. Treat computer software like any other copyrighted material, except that one copy may be made solely for backup purposes.
2. You may not install software protected by copyright on any school computer without written permission from the technology coordinator, media coordinator, or district superintendent.*
3. You may not install computer software purchased by The Montpelier Exempted Village Schools on any computer outside of the school district.**
4. You may not attempt to modify, reprogram, translate, disassemble, decompile, or otherwise reverse engineer any software protected by copyright laws.
5. Software companies will not be held liable for any indirect, special, incidental, economic or consequential damages arising from the use or inability to use the software.

Unauthorized reproduction or distribution of software or information protected by copyright laws, or any portion of them may result in severe civil and criminal penalties, and may be prosecuted to the maximum extent possible under the law. Furthermore, violations of the above guidelines will result in applicable disciplinary actions and financial charges to remove such software from the computer's hard drive at a charge comparable to current industry standards for service work.

* Software purchased by school staff for home use may not be installed on school computers unless the license agreement allows for such use.

** Some exceptions do exist; please contact the technology coordinator for more information regarding software titles in question

V. Unacceptable Use of Technology and/or Network

The smooth operation of any network relies upon the proper conduct of the end-users, who must adhere to strict guidelines. 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 the person(s) designated by the school to help you decide if a use is appropriate. In general, user responsibilities require efficient, ethical and legal utilization of the network resources. The use of network resources must be in support of the educational goals of the Montpelier Exempted Village School District. Uses deemed inappropriate include but are not limited to the following:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Violating copyright laws
- Damaging electronic devices, or computer networks
- Disrupting the intended use of electronic resources
- Using others' accounts or unauthorized access to network resources
- Intentionally wasting limited resources
 1. users shall not tie up the network with idle non-educational activities
 2. users shall not play non-educational games on school owned computers
 3. users shall not store information, pictures, sounds, or movies on school owned computers that do not support the educational goals of the Montpelier Exempted Village Schools
- Using electronic resources for commercial purposes
- Vandalizing information – includes, but is not limited to:
 1. the uploading, downloading, or creation of computer viruses
 2. attempting to harm or destroy district equipment or materials
 3. changing settings on electronic equipment without authorization
- Revealing personal information about anyone without written permission
- Violating the law or encouraging others to violate the law through the use of technology

VI. Internet Safety

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. Under CIPA, no school or library may receive discounts unless it certifies that it is enforcing a policy of Internet safety that includes the use of filtering or blocking technology (see below). This Internet Safety Policy must protect against access, through computers with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors. The school or library must also certify that it is enforcing the operation of such filtering or blocking technology during any use of such computers by minors.

- 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 guide to which materials should be avoided by their children. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to personnel designated by the school district.
- 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 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, with 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.** The school, either by itself or in combination with 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. The School 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 which 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 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.

VII. Failure to Follow Policy

Use of the any school owned electronic media is a privilege, not a right. 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. Any user who violates this policy may have one or more of the following sanctions imposed:

- Loss of access to network resources until a *signed* User Agreement and in the case of a student a *signed* Parent/Guardian Agreement is returned to the Montpelier Exempted Village School District.
- Vandalism may result in the district seeking financial restitution
- When applicable, law enforcement agencies may be involved

The School District may take other disciplinary action if deemed necessary.

VIII. Liabilities

The School District makes no warranties of any kind, either express or implied, in connection with its provisions 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 by a student's parent(s) or guardian(s) arising out of the user's use of its computer networks or the internet under this policy. By agreeing to this policy, users are taking full responsibility for their use. The parent(s) or guardian(s) of students are agreeing to hold harmless the school, the school district, and all of their administrators, teachers and staff 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 and 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 the computer network and the Internet, whether that use is on a school computer or on another's outside the school district's network.

IX. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to review a new or revised policy, for example, to reflect developments in the law or technology

X. Parent Denial

The district firmly believes that the valuable information and interaction available using technology far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Montpelier Exempted Village school district supports and respects each family's right to decide whether or not to allow their son or daughter access to the internet. Parents may restrict the use of and access to the internet resources by completing a statement of denial for their child.