

## Computer/Technology Usage Agreement

Computer use is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software, as well as the right to inspect, copy, and delete all files and records created or stored on school-owned computers. The use of the school's computers is a privilege. Students choosing to use the school's computers must sign a contract agreeing to follow the Computer Usage Guidelines posted in the computer lab. Failure to sign this contract will result in denial of all computer privileges. Failure to follow these guidelines can result in temporary to permanent expulsion from the computer lab.

### I. COMPUTER/ON-LINE SERVICES

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in the administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

- 1) Violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy.
- 2) Using profanity, obscenity or other language that may be offensive to another user.
- 3) Reposting (forwarding) personal communication without the author's prior consent.
- 4) Copying commercial software in violation of copyright law.
- 5) Using the network for financial gain, for commercial activity or for any illegal activity.
- 6) Accessing and/or viewing inappropriate material downloading of freeware or shareware programs.

The Superintendent/designee develops a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she examines and compares the costs and benefits of various resources and identifies the blend of technologies and levels of service necessary to support the instructional program

Because access to on-line services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/on-line services use.

[Adoption date: August 17, 1999]

LEGAL REFS.: U.S. Const. Art. I, § 8

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

ORC 1329.54-1329.67, 3313.20, 3319.321 20 USC 1232g; 34 CFR, § 99.1 et seq.

CROSS REFS.: IB, Academic Freedom IIBG, Computer-Assisted Instruction JFC, Student Conduct

### II. COMPUTER USAGE GUIDELINES

Staff, students or community members who are specifically authorized to use the District's computers or on-line services, shall comply with the following guidelines and procedures.

- 1) Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users. Illegal activities are strictly forbidden.
- 2) Do not reveal your personal home address or phone number or those of other students
- 3) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
- 4) Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
- 5) The network should not be used in a way that it disrupts the network use of others.
- 6) All communications and information accessible via the network should be assumed to be private property.
- 7) Rules and regulations of on-line etiquette are subject to change by the administration.
- 8) The student in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their own account numbers.
- 9) The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
- 10) Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- 11) Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
- 12) Copyrighted material may not be placed on the system without author's permission.
- 13) Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm/destroy equipment/materials or data of any other user.
- 14) Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
- 15) Users are expected to keep messages brief and use appropriate language.
- 16) Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

### User/Student

I understand and will abide by the aforementioned Terms and Conditions for the use of the Northwestern Local School District network. I further understand that violation of the guidelines and regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

User/Student Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian (required if user is under the age of 18)

As parent or guardian of the above user, I have read the Terms and Conditions for the use of the Northwestern Local School District network. I understand this access is designed for educational purposes and will hold harmless the District and other network organizations for materials acquired by the above user from the network. Further, I accept full responsibility for supervision of the user if and when usage is not within a school setting.

Parent/Guardian Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_