

ACCEPTABLE USE POLICY

GENERAL INTENTIONS

In making decisions regarding every type of user access to digital resources, services and technology networks the Bexley City School District believes that access and appropriate use of digital resources are now fundamental to preparing productive global citizens and leaders. Access to digital resources enables staff and students to facilitate communications and collaboration with people around the world in support of research and learning; to explore thousands of libraries, databases, online services, and other resources; and to apply information research skills to those resources.

Training and support will be provided to district staff in the ethical and instructional uses of digital resources. The District expects that faculty will supervise student use of digital resources, will blend thoughtful use of digital resources throughout the curriculum, and will provide guidance and instruction to students in its use. Support from teachers and staff will help students develop the intellectual skills needed to use digital resources effectively and to discriminate among information sources. As much as possible student access should be structured in ways guiding students to digital resources that are particularly suited to specific learning objectives, and have been evaluated prior to use.

The District will use an internal security system, will use content filtering procedures, and will prudently monitor system use as would be appropriate for an educational setting. Procedures will be developed to provide exemptions to filtered materials that may be needed for educational purposes. However, students may still find digital resources that have not been reviewed by staff, and that may contain inappropriate materials. Teachers, parents and students should be aware of this possibility.

Every type of user is responsible for the same ethical behavior when using digital resources as they are with any other aspect of the learning environment. The same expectations of communication and behavior apply. Users should not expect that data stored or transmitted at or to school will ever be private. Administrators and faculty may review data as needed to maintain system integrity and insure that all users are acting responsibly and ethically. Access to all digital resources is a privilege that entails responsible and ethical use. Access to any or all of these resources may be denied to users who use these resources in ways that are not in support of and/or are inconsistent with educational objectives.

Outside of school families have responsibility for the same guidance of digital resource use as they exercise with information sources such as television, telephones, radio, movies, and other media which may, periodically, offer offensive materials.

DEFINITIONS.

Users: Any student, parent, faculty, and staff who are accessing district managed digital resources.

Community Users: community members and groups who visit and/or use the facilities of the Bexley City School District.

External Applications: Services or applications not hosted by the Bexley City School District.

Complex Passcode: passwords that include letters, numbers and special characters with a minimum length. This term replaces “password” which referred to either a word (s) and/or number(s) combination.

Digital Resources: Any technological resource or service provided or subscribed to by the district including, but not limited to, the following: Ethernet/optical fiber/ wireless/ telecommunications infrastructure; hubs/routers/switches/network devices and applications; desktop/laptops/thin clients/portable devices; printers/scanners/ copiers; educational/ administrative software; CD/DVD/network/wireless/web based software/services applications; remote access services and applications; and projection systems such as interactive whiteboards, and touch screen systems.

RESPONSIBILITIES

Any violation of District policies or procedures may result in withdrawal of, or limited access to, digital resources. Student disciplinary action may be determined in keeping with administrative procedures, policies and practices detailed in the Student Code of Conduct. Where applicable, law enforcement agencies may be involved. Any employee who violates this policy will be disciplined. Such discipline may include reprimands, suspensions and/or removal.

1. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices as posted on the technology department website and/or network login system.
 - b. Use a complex passcode to access internal and external services and applications where technically available.
 - c. Report security risks and violations to a responsible adult, supervisor, administrator or the technology department.

2. Respect and protect the privacy of others
 - a. Use only assigned accounts.
 - b. Do not view, use or copy passcodes, data, or access unauthorized networks.
 - c. Do not post, disclose or otherwise disseminate personal contact information, or student record information, without the prior permission of a school administrator, and the prior written consent of the student’s parent/ guardian unless such disclosure or dissemination is permitted by Board policy. Private

information can include, but is not limited to, address, telephone numbers, MAC address, IP address, credit card numbers, or social security numbers.

- d. Student users should never agree to meet with someone they have met on-line without a parent/ guardian's approval.
- e. Photographing, videotaping or otherwise recording individuals without their permission is strictly prohibited.

3. Respect and practice the principles of community

- a. Communicate only in ways that are kind and respectful.
- b. Report threatening or discomfoting materials or digital resources to a responsible adult, supervisor, administrator or the technology department.
- c. Comply with the conditions that govern the use of internal and external applications.
- d. Follow procedures for an ecologically efficient technological experience and/or operation.
- e. Do not intentionally access, transmit, copy, or create material that violates state laws or the school's Code of Conduct, such as messages or pictures that are pornographic, offensive, threatening, rude, discriminatory, or meant to harass
- f. Do not send spam, chain letters, phishing, or other mass unsolicited mailings.

4. Respect and protect the intellectual property of others

- a. Do not violate copyright regulations or otherwise use the intellectual property of another individual or organization without permission.
- b. Do not represent information developed by others as your own.
- c. Do not make illegal copies of music, papers, exams, games, or movies.
- d. Develop an awareness of copyright licensing standards, such as Creative Commons, as it applies to using digital resources.

5. Unacceptable Use

- a. Violation of any local, state or federal statute.
- b. Unauthorized installation of software or hardware.
- c. To vandalize, damage, or disable the property of another individual or organization.
- d. To attempt to interfere with, circumvent, or compromise the normal security or functioning of district digital resources.

6. Personal Devices

- a. All users and community users are responsible to maintain and comply with administrative procedures governing the use of personal technological devices.
- b. All users and community users agree to be responsible for and to reimburse Bexley City Schools for any damage that a student or community user may cause arising out of, or relating to the use of, District digital resources with personally-owned devices.

RIGHT TO MONITOR

School and/or technology administrators and/or their authorized staff do monitor the use of digital resources to help ensure that resources are being used by every user in an acceptable manner and that user files and applications are properly secure. Administration reserves the right to routinely and systematically examine, copy, use, and disclose any data stored or transmitted through the school's network in order to further the safety or security of users, to protect property, or to investigate potential abuses.

NETWORK LOGIN ASSURANCE

The following will appear at the initial login screen for every user each time access is requested:

You are accessing the Bexley City School District network that includes a variety of digital resources and services. All users including community users have no explicit or implicit expectation of privacy.

In accordance with applicable law and district policies, and procedures any use of this system or network and all data stored or transmitted maybe intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site personnel, Bexley City School District, and law enforcement personnel, as well as authorized officials of other agencies. (Policies relating to technology and acceptable use are available for viewing at <http://technology.bexleyschools.org> and in you building library.)

Unauthorized or improper use of this system may result in disciplinary action and civil and/or criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. **DO NOT LOGIN or USE THIS SYSTEM or NETWORK** if you do not agree to the conditions.

WARRANTIES

The Bexley City School District makes no warranties of any kind, neither expressed nor implied, for the access to digital resources it is providing. The District will not be responsible for any damages users suffer, including but not limited to, loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature or quality of information stored on District media, hard drives, network, or servers, nor of information gathered through District-provided network access. The District will not be responsible for personal property used to access the District services, networks, or District-provided digital resources. The District will not be responsible for unauthorized financial obligations resulting from District provided access to network resources and/ or digital services.

INFORMATION FOR PARENTS

Parents of students in the Bexley City School District shall be provided with the following information:

The Bexley City School District is pleased to offer its students access to digital resources. The use of digital resources will help propel our schools through the information age by allowing students and staff to access and use resources from distant servers, communicate and collaborate with other individuals and groups around the world, develop and exchange ideas locally and globally, and provide a large multi-layered resource base. The use and exploration of digital resources by all students is an important skill that Bexley students will need to become productive global citizens and leaders.

The District will use an internal security system, will use content filtering procedures, and will prudently monitor system use as would be appropriate for an educational setting. However, students may still find digital resources that have not been reviewed by staff, that may contain inappropriate content, or may be designed to sell goods or services. This content may be illegal, defamatory, inaccurate or offensive. In addition it is possible to purchase certain goods and services that could result in unwanted financial obligations for which a student's parents or guardian would be liable. Parents and students should be aware of these possibilities.

The above notwithstanding, the District believes that the benefits to students of access to digital resources exceed any potential disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying standards that their children should follow when using digital resources.

[Adoption date: June, 29, 2009]

LEGAL REFS: 2008 Broadband Data Improvement Act (s.1492)
2001 The Children's Internet Protection Act (CIPA)
U.S.C. 9134 (f) (7) 1703 (b) (1) of the Children's Protection Act.

CROSS REFS.: Policy JGD, and JGD-R: Student Suspension
Policy JGE: Student Expulsion
Policy JFG: Interrogations and Searches
Policy AC/ACA/ACAA/ACB: Anti-discrimination, Anti-harassment and Anti-Bullying
Policy JFC: Student Conduct