

**Acceptable Use and Internet Safety Policy**

**Page 1**

**ACCEPTABLE USE AND INTERNET SAFETY POLICY  
FOR THE COMPUTER NETWORK OF THE  
MINFORD LOCAL SCHOOL DISTRICT  
2015-16**

The Minford Local School District is pleased to make available to 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 Minford School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the Minford School District and the SCOCA Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing 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 School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy 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 person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

**I. PERSONAL RESPONSIBILITY**

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

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

### III. ACCEPTABLE USES

A. **Educational Purposes Only.** The Minford 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.

B. **Unacceptable Uses of Network.**

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. 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 Student Discipline Policy; 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.
2. 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 a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

## Acceptable Use and Internet Safety Policy

### Page 3

3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

#### IV. INTERNET SAFETY

- 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 materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
- 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, 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.

## Acceptable Use and Internet Safety Policy

### Page 4

- 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.

## V. P R I V A C Y

Network and Internet access is provided as a tool for your education. The Minford 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 files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

## VI. FAILURE TO FOLLOW POLICY

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the Minford School District may refuse to reinstate for the remainder of the student’s enrollment in the School District. 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. The Minford School District may also take other disciplinary action in such circumstances.

## VII. WARRANTIES/INDEMNIFICATION

The Minford School District 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. It shall not be responsible for any claims, losses, damages or costs (including

## Acceptable Use and Internet Safety Policy

### Page 5

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. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless 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 or, if 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 computer 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 and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

Students' pictures may be posted on the school's local website. If this is a problem, you must contact the school to inform them that you do not want your child's picture posted.

Students are not permitted to upload any video clips or photos to hosting websites from school computers.

A Zero Tolerance Policy is in place for e-mail and internet abuse. If a student is using the district's e-mail system or internet access for anything other than educational purposes, their access will be removed.

\*\*\*\*\*

*Legal References:*

Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)  
Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])  
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C.  
6801 et seq., Part F)

## **Minford Local School District**

### **AUP Addendum**

On August 21, 2011, the Federal Communication Commission released an amendment to the Children Internet Protection Act which includes an E-Rate provision of the Protecting Children in the 21st Century Act of 2008. The FCC order (FCC 11-125) implements the “educating” requirements of the Protecting Children Act effective FY 2012, meaning any school or school district applying for E-Rate discounts **MUST** provide Internet Safety Policies that include “monitoring the online activities of minors and must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and cyber bullying awareness and response.”

We will continue to monitor and filter our internet content with our local filtering appliance, and pass our local filtering through our regional ITC (SCOCA).

The Minford Local School District or designated representatives will provide age-appropriate training for students who use the Minford Local School District’s Internet facilities. The training provided will be designed to promote the Minford Local School District’s commitment to:

- The standards and acceptable use of Internet services as set forth in the Minford Local School District’s Internet Safety Policy;
- Student safety with regard to:
  - safety on the Internet;
  - appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

### **BYOD Policy:**

#### **Purpose**

Providing students and staff with a 21st century digital learning environment is part of the Minford LSD core values. Beginning with the 2012-2013 school year, MLSD allowed middle school and high school students to bring their own technology devices (laptops, smart phones, eReaders, iPads, tablets, etc.) to use at specified times during the school day. Use of devices to enhance learning in the classroom will be pursued when deemed appropriate at individual teacher discretion. In addition to bringing their own devices, students have access to their own Google Apps account, including Gmail, within the Minford LSD domain (minfordfalcons.net). With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize the productivity tools available to them through their student Google Apps accounts.

## **Responsible Use Policy**

Minford LSD provides students with access to the District's electronic communications system for educational purposes. The electronic communications system is defined as the District's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students. With this educational opportunity comes responsibility. All users and personal devices must follow all the policies in the District Acceptable Use Policy. A signed AUP must be on file, in addition to this BYOD Policy addendum.

While the District uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the Minford LSD network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

### **All students in Minford LSD must adhere to the following standards of responsible use:**

- The District may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students must log in and use the Minford LSD filtered wireless network during the school day on personal electronic devices.
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).
- Students must not alter computers, networks, printers or other equipment except as directed by a staff member.
- Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of Minford LSD.
- Students must not release personal information on the Internet or electronic communications.
- Personal MLSD network access information should not be conveyed to other students or attempts be made to use anyone else's accounts.
- If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.

- Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
- Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.
- The Minford LSD will not be held liable for any damage that may occur to the personal device as a result of connecting to the network or AC power source.
- The Minford LSD will not be held liable for any physical damage, loss or theft of the device.
- The District reserves the right to inspect any personal computing device to determine that the AUP is being followed.
- Personal devices MUST be connected to the Student Wi-Fi network when being used on school premises, NO EXCEPTIONS.
- Anti-virus software must be up-to-date and active. (Microsoft Security Essentials is a free anti-virus program that could be used, if you do not have another package)
- Minford LSD will not be held liable for either texting or internet usage charges that occur from the use of a student's personal device. It is the parents' responsibility to make sure their child understands the usage options that are available to them, such as the number of texts available, or whether or not a student's service plan includes Internet. Students must use the school wireless network for internet access.
- Minford LSD will not be held liable for the content already existing on student owned devices; this would include music/lyrics, movies, pictures, games, etc.
- Students may not, at any time during the day, text other students, record (video or audio) teachers or students, take pictures, or play games on their personal electronic devices, unless recording (video or audio) and taking pictures is part of a teacher approved assignment.
- Students may not obtain internet access through an outside network (such as that provided by your cellular phone provider) at any time during the school day.

### **Wireless Information**

When a student brings his/her own technology device to a middle school or high school campus, it is mandatory that the device utilize the MLSD wireless network. By logging into the MLSD wireless network, they are accepting the terms of the Minford Student Responsible Use Policy. Once on the MLSD wireless network, all users will have filtered Internet access just as they would on a district owned device.

### **Google Apps for Students**

**Google Calendar** – Everyone can organize their schedules and Share events, meetings and entire calendars with others.

- Teachers can share assignments and events with students.



**Gmail** – Each student will have an email account with 2 gigabytes of storage per account and search tools to help them find information fast.

**Google Docs** – Students and teachers can create documents, spreadsheets and presentations and then collaborate with each other in real-time inside a web browser window. Use a student device or a MLSD device—it makes no difference to us!

- Spreadsheets
- Word Processing
- Document stats, comments, footnotes
- Presentations
- Forms—Students can administer their own survey or easily collect data from others

**Google Sites** – Create a site and edit it the same way you'd edit a document -- no technical expertise required. Your site can bring together all the information you want to share, including docs, calendars, photos, videos and attachments.

### **Frequently Asked Questions**

**I brought my device to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?**

The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Access is available but not guaranteed for each classroom situation.

**I have my laptop/mobile device with me in class. How do I get on the Internet now?**

Most laptops or other personal technology devices (smart phones), will detect a wireless connection when you are near one. Your device should prompt you to join an available network. When prompted, choose the Minford LSD wireless ID. After choosing that connection, and once attempting to access the network, you will be prompted for a username and password. You will use the same username and password that you login to the Minford LSD computers with.

**My laptop is not prompting me to choose a wireless network. Is there another way to connect?**

In the settings menu of your device, there is usually a network access icon. Go to this icon and choose your campus student wireless ID from the list or prompt your computer to look for wireless networks in range. Always consult your device's owner's manual for exact directions for accessing a wireless network.

**I need to save my work onto my MLSD student H: drive. Why can't I access this resource from my device?**

Within MLSD, you are on a wireless network that is designed to give you Internet access only. It is not the same as the network you would normally access from a district owned computer. You will not see your H: drive, so you will need to save your work in your Google Apps account. You can access that account from anywhere you have connectivity—at home, school, Subway, McDonalds, China, etc.

**I just can't get my laptop to connect to the network. Can I get some help from someone?**

It is not the responsibility of your teachers or other MLSD staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity. However, if time allows and you're willing to leave your device overnight with the tech department, it may be possible at times to get help.

**What if my laptop or phone is stolen or damaged? What recourse can I take?**

Students bring electronic communication devices to school at their own risk, just like any other personal item. The district will not be held responsible if an electronic device or other item is lost, stolen, or misplaced, including those that have been confiscated.

**I don't have my own electronic communications device to bring to school. Will I be penalized or miss out on instruction?**

No! It is not mandatory for students to bring a device, even if they do own one. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate district owned digital device. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!

**Is it required that I use the Minford LSD wireless? Can I use my own 3G or 4G service?**

It is absolutely required that you use the district filtered wireless system. Using your own wireless provider during school is a breach of student agreements and the violation could result in confiscation of your device.

**Are there any guidelines that must be followed when I'm using my device on the proper wireless and during the designated times at school?**

Use of electronic communications devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an academic environment and the integrity of the classroom.

GUIDELINES: Using functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action, up to and including suspension, expulsion and will be reported to the local authorities.

Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited. Also, using any device that permits recording the voice or image of another to take, disseminate, transfer or share audio, images, video or photographs that reveal private parts of the body that are ordinarily covered by clothing is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

## Acceptable Use and Internet Safety Policy

### STUDENT'S AGREEMENT

*Every student, regardless of age, must read and sign below:*

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the Minford School District's 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.

\_\_\_\_\_  
Student name (PRINT CLEARLY)

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
Student Login (Not Password – Please Print)

\_\_\_\_\_  
Student Grade Level

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

User (place an "X" in the correct blank): I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

### PARENT'S OR GUARDIAN'S AGREEMENT

*To be read and signed by parents or guardians of students who are under 18:*

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the Minford School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the 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. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that 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. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if an when such access is not in the School setting. 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.

\_\_\_\_\_  
Parent or Guardian name(s) (PRINT CLEARLY)

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
Parent or Guardian signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address  
BE-36002