

# FRANKLIN MONROE LOCAL SCHOOLS

## ACCEPTABLE USE & INTERNET SAFETY POLICY

### **Purpose**

Franklin Monroe Local Schools provide access to technology resources, including Internet access, for the purpose of education and academic research. This policy will outline the district's guidelines for responsible, ethical and appropriate use of the district's technology resources. Access to these resources is a privilege, not a right. Failure to adhere to this policy and the guidelines listed therein will result in the revocation of the user's access privilege.

### **Authority and Responsibility**

Franklin Monroe Local Schools reserve the right to monitor and log network use, Internet use and fileserver space utilization by district users. User accounts are the property of the district. Therefore, users should have no expectation of privacy or confidentiality regarding Internet access or files stored on district servers or computers. District staff may, at any time, review the subject, content and appropriateness of users' Internet access or other computer files and remove them if warranted. The district reserves the right to revoke a user account to prevent further unauthorized or illegal activity.

### **Acceptable Use Guidelines**

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 online services support learning and enhance instruction, as well as assist in 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 State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;

7. “hacking” or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop 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 shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online 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 online 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/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of Internet activity, recording which sites a particular user has visited.

“Harmful to minors” is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. 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 lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.

### **Content Filtering and Internet Safety**

Franklin Monroe Local Schools strives to:

1. Prevent access to or transmission of materials that are deemed inappropriate or harmful to minors
2. Prevent unauthorized disclosure, use and dissemination of personal information regarding minors
3. Provide education to minors about Internet safety
4. Comply with the Children’s Internet Protection Act (C.I.P.A.)

In accordance with the requirements set forth in C.I.P.A., Franklin Monroe Local Schools utilizes a technology protection measure to filter access to material that is potentially harmful to minors. The filtering

technology blocks Internet content and visual depictions including, but not limited to: pornography, child pornography, sexual acts and conduct and other obscene materials.

District administrators or other authorized staff may disable the filtering technology for legitimate educational purposes and/or academic research.

Franklin Monroe Local Schools monitors student use of the Internet via monitoring software, direct supervision and/or by monitoring Internet usage history. This helps the district ensure that its technology resources are being utilized in a manner consistent to its educational mission and goals and allows the district to enforce its Acceptable Use and Internet Safety Policy. In addition, Franklin Monroe Local Schools has measures in place to prevent unauthorized access to electronic student records and information, including, but not limited to: firewalls, confidential passwords, user permissions, electronic monitoring and physical data security.

Franklin Monroe Local Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response and other online privacy and security issues.

## **Security**

Users of Franklin Monroe Local Schools' network and technology resources have a responsibility to protect the integrity of district data. The integrity of the network is protected, in part, by the use of usernames and passwords. Failure to adequately protect passwords could compromise the security of the network. To protect the integrity of the network, the following guidelines shall be followed:

1. Users shall be expected to keep passwords and other digital security credentials confidential
2. Users shall not use or utilize the username and password assigned to any other user on the network or use a computer that has been logged on under another user's account

Usernames and passwords are provided only for the use of the assigned individual. Users shall not share their password with anyone and shall not use anyone else's password, regardless of how it was obtained. Those who suspect that someone has discovered their password shall either change it immediately or request district personnel to change it for them.

## **Consequences for Inappropriate Use**

Network users shall be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibited uses listed above in this policy may result in the loss of access to the district's technology resources. Other appropriate disciplinary action may also follow.

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution.

Users should understand that if they commit any violation of this policy, their access will be suspended or revoked, disciplinary action will be taken and/or appropriate legal action may be instituted.

## **Disclaimer**

Franklin Monroe Local Schools is not responsible for any damages incurred, including loss of data, missed deliveries or financial obligations incurred through the use of the Internet. Use of any information obtained through the district's technology resources is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet.

Franklin Monroe Local Schools' network is for educational use only. The district makes no assurances of any kind, whether expressed or implied, regarding any Internet, network or electronic communication services. Even with the security provisions in place, Franklin Monroe Local Schools cannot guarantee that a user will not gain access to objectionable or inappropriate Internet materials.

[Adoption date: September 15, 1997]

[Re-adoption date: July 21, 2014]

LEGAL REFS.: U.S. Const. Art. I, Section 8

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

Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554,

HR 4577, 2000, 114 Stat 2763)

ORC [3313.20](#)

[3319.321](#)

# FRANKLIN MONROE LOCAL SCHOOLS

## COMPUTER NETWORK AGREEMENT FORM

**I hereby apply for a student/employee account on the District computer network:**

Circle one:      student                  employee

Name: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

Graduation Year: \_\_\_\_\_

I have read and I understand this computer policy and its guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein. I further state that all information provided for the creation of this account is truthful and accurate.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parental Release Form** (for students under 18 years of age)

I/We, \_\_\_\_\_, the parent(s) of (student name) \_\_\_\_\_, have read and understand the computer policy and its guidelines and regulations and we agree to its terms and conditions.

We confirm our child's intentions to abide by the terms and conditions therein. We also agree to supervise our child's use of the computer network from home or outside of the classroom.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_