

COMPUTER/ON-LINE SERVICES
(Acceptable Use and Internet Safety)
(Students)

This policy is intended to promote the responsible and ethical use of computer resources by students in the Wynford Local School District. It covers all computers and computer resources owned, leased, operated or contracted by the District. This includes, but is not limited to, electronic mail and Internet usage, software programs, WynNet, phone systems and microcomputers, minicomputers and mainframes.

The District's network is referred to as "WynNet." Students are permitted to use WynNet for educational and research purposes consistent with the mission of the District. Access to all computer resources is a privilege granted to students. All computer resources and communications transmitted by, received from or stored in computer systems belong to the District and should not be considered confidential and/or property of the student.

Students using the District's computer resources, including electronic mail and the Internet, are responsible for using resources in an authorized, legal and legitimate manner. Technology resources should only be used for school related purposes and not for personal use. All students must have an Acceptable Use Policy and Agreement form on file with the school before a student accesses the network, a computer on the network and/or the Internet.

The Wynford School District disclaims responsibility and will not be responsible for loss or disclosure of user information or interference with user information resulting from its efforts to maintain the privacy, security and integrity of the computing and networking facilities and information.

Prohibited Conduct

Students, including student groups, must adhere to the following rules when using the District's technology resources, including the Internet:

1. Technology resources, including electronic mail and the Internet, must not be used by students for product advertising or for commercial or political purposes. Technology resources may only be used for legitimate school purposes related to the student's curriculum or authorized school activities.
2. All policies, including the sexual harassment policy, apply to the use of computer resources. Students are prohibited from engaging in any conduct and/or behavior that constitutes and form of harassment, including sexual harassment, through the use of computer resources and/or communication systems. This includes sending harassing or libelous electronic mail or computer messages to others over the WynNet. It also includes sending, access and/or displaying harassing jokes, cartoons, inappropriate web site addresses or material of a similar nature.

If a student receives offensive or harassing material from others over the WynNet, the student should immediately notify his/her teacher or the school principal.

Students are specifically prohibited from using the Internet and other school technology resources to download access or send pornographic, lewd, offensive, indecent, obscene or vulgar materials.

3. Using technology resources to access and/or alter confidential school records (including grades), whether paper or electronic records, is specifically prohibited.
4. The willful wasting of computing and networking facilities resources is inappropriate use. Wastefulness includes, but is not limited to, passing chain letters, generation of large volumes of unnecessary or non-work related printed output or disk space, or creation of heavy network traffic such as **streaming radio or video for non-educational purposes**.
5. Students are prohibited from negligently and/or intentionally damaging, destroying or altering school technology resources in any unauthorized or illegal manner (i.e., computer hacking, uploading/creating viruses, etc.) Any malicious attempt by a student to harm or destroy data that is connected to the WynNet is specifically prohibited.
6. Students are prohibited from using computer resources, including the Internet, in a manner that would substantially and materially interfere with the function and operation of the District.
7. Web sites using the name “Wynford” or referring to the District in any way may only be developed and maintained by authorized personnel using the guidelines as provided by the systems administrator and/or the Superintendent.
8. Students may not alter the settings that are placed on the computer including, but not limited to, the following: any web browser preference or Internet option settings, any settings found in the network properties, e-mail setting other than username or any personalization of computer equipment including, but not limited to: wallpaper, screen savers, pointers or sounds etc.
9. The 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 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 his/her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this agreement. By signing this agreement, users are taking full responsibility for his/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 District, the data acquisition site that provides the computer and 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 District in the event of the District’s initiating an investigation of a user’s use of his/her access to its computer network and the Internet, whether that use is on a school computer or another’s outside of the District’s network.
10. Users or, if the user is a minor, the user’s parent(s) or guardian(s) agree to reimburse the District for any loss or damage arising out of improper use.
11. Students may not use technology resources to conduct illegal activity that would violate State, Federal, or local law, or any other school policy.

The District reserves the right to monitor, access, inspect, intercept and take appropriate action with respect to all technology resources and communications. Common examples of when the District may need to access computers, software or stored communication include: investigation of suspected misuse of the computer or Internet; conducting system repairs or any other legitimate purpose in accordance with school policy or Federal, State or local law. Students cannot access or retrieve stored communications unless authorized to do so by the systems administrator or Superintendent.

The District also reserves the right to search and seize computer resources used by students, such as computer, disks, electronic mail messages, Internet materials, etc. The search will be conducted at the discretion of the District, and will be reasonable and justified at its inception. The school principal will be involved in all searches and seizures.

Internet and Electronic Mail

The Internet and electronic mail system are to be used by students for legitimate, school-related purposes only and not for personal use. Sending electronic “chain-letters” does not constitute legitimate use of the computer resources.

Electronic mail is not confidential and privileged. Because the District owns the computers, electronic mail communications, whether sent or received by the district, are considered the property of the District. Students using electronic mail do so at their own risk. Electronic mail accounts are only available to students who are in the seventh grade and above.

Unsolicited e-mail is to be treated with caution and not responded to. Electronic files received from unknown senders are to be deleted without being opened.

The District will use software filters and other techniques whenever possible to restrict access to inappropriate information on the Internet. Although this is a safety measure that helps to block access to improper material on the Internet, it does not ensure that all inappropriate material will be unavailable to students. Proper monitoring of student Internet use is necessary to verify that students are not accessing unsuitable information. If students do inadvertently gain access to inappropriate material the student should immediately notify his/her teacher or the school principal.

Files Stored on the District’s Server and/or on the District’s Computers

Student files stored on the District’s server must be for educational purposes only. No executable files, files belonging to other students, files belonging to staff members or non-school related files (including pictures) are to be in a student’s folder. If such files are found on the server or on a District computer, they will be deleted immediately and the infraction will be reported to the school principal.

Files in a student’s folder are property of the District and maybe reviewed without notification. When a student leaves the District, all student files will be deleted and the student’s username and password will be revoked.

Students are expected to periodically clean files off of the server, including e-mail server, and are to remove those files that are no longer necessary to their schoolwork.

Security

Computer security is a high priority for the District. If a student identifies a security problem on the Internet or other technology resources, the student must notify his/her teacher or the school principal.

Students must keep their account and password information confidential, private and may not share it with others. Students are prohibited from using another individual's account and/or password. Approved login procedures must be strictly observed and users leaving a computer unattended must first log off. Students are also prohibited from using a personal code not registered with the system administrator when using technology resources.

The District will not be liable for lost or damaged data stored on the technology resources of the school by students, nor for security violations committed by students.

Discipline

Students violating the terms and conditions of this policy will be subject to discipline up to and including suspension or expulsion. Violation of this policy may also result in the revocation and/or suspension of the student's access/using rights. Discipline will be issued at the sole discretion of the District.

Students may be disciplined for conduct and/or behavior associated with the prohibited use of technology resources which occurs on work time, or for conduct which occurs on school property or which occurs outside of the District but directly relates to and/or affects the District and the health, safety and welfare of students and staff. Students will also be disciplined for using computer resources in a manner which harms or intends to harm school property, school employees or students.

[Adoption date: June 17, 2002]

COMPUTER NETWORK AGREEMENT FORM

Grade _____

I hereby apply for a student account on the District computer network: (please print clearly)

Name _____

School _____

Home Address _____

City/State/Zip _____

Home Phone _____

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. Should I commit any violation or in any way misuse my access to the District's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me. I further state that all information provided for the creation of this account is truthful and accurate.

Signature _____ Date _____

PARENTAL RELEASE FORM
(for students under 18 years of age)

I/We, _____, the parent(s) or guardian(s) of _____ (student name), have read and understand and agree that my child or ward shall comply with the terms of the Wynford Local School District's Acceptable Use policy for the student's access to the District's computer network and the Internet. I understand that access is being provided for educational purposes only. However, I also understand that it is impossible for the District to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the agreement. I am, therefore, signing the agreement and agree to indemnify and hold harmless the school, the District and the data acquisition site that provides the computer and Internet access to the District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from my child's or ward's use of his/her access to such networks or his/her violation of the foregoing agreement. Further, I accept full responsibility for supervision of my child's or ward's use of his/her access account if and 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 District's computer network and the Internet.

Signature _____ Date _____

Wynford Local School District, Bucyrus, Ohio