

## Wynford Local Schools Acceptable Use Policy

It is the policy of the Wynford Local Schools that all technology used to access the Wynford Local School's network and to access the Internet will be used in a responsible, legal and ethical manner.

The Wynford Local Schools computer network is established for a limited educational purpose, and has not been established as a public access service for a public forum. Accordingly, the Wynford Local Schools has the right to place restrictions on the use of the system, and to require users to abide by system rules. While there are many valuable resources on the Internet, there also are many sites that can be considered inappropriate for students and serve no educational value. All individuals using the Internet must use the computer network responsibly to ensure it is only used for educational purposes, and must be consistent with the academic activities of the Wynford Local Schools and will be under the supervision of the Wynford Local School staff. By using the Wynford Local Schools networked information resources, both student and adult users are agreeing to accept this policy. All users must have an Acceptable Use Policy on file with the school before accessing the Wynford Local Schools network, including the Internet.

The Wynford Local Schools uses a filtering system designed to prevent access to educationally inappropriate sites. However, it is important to understand that no solution is perfect and the Wynford Local Schools cannot guarantee that students might not access an inappropriate site. It is the students' responsibility to report any inappropriate site to a teacher.

Use of the Wynford Local Schools computer network, including Internet access and email, is a privilege and not a right. ***It is important for all Wynford Local Schools employees, students and the parents/guardians of students to understand that any violation of the Wynford Local Schools Acceptable Use Policy may result in the loss of Internet, computer network and/or email privilege, and/or disciplinary action, and/or prosecution under state and federal law.***

The Wynford Local Schools is not responsible for the accuracy or quality of the information obtained through or stored on the network, and use of any such information is at your own risk. The Wynford Local Schools will not be responsible for financial obligations arising through the use of the network.

Responsible network users will **not** use the Wynford Local Schools computer network, including without limitation Internet and email, for:

- a. Commercial, financial and/or personal gain, including solicitation purposes of any kind
- b. Political lobbying, except as expressly allowed during a school activity
- c. Promoting, supporting or celebrating religion or religious institutions
- d. Illegal activities
- e. Posting, disclosing or otherwise disseminating personal contact information about themselves or other people, including name, address, telephone, school or work address, without the prior permission of a school administrator, and the prior written permission of the individual whose personal contact information is to be posted
- f. Posting, disclosing otherwise disseminating student record information without the prior permission of a school administrator, and the prior written permission of the student's parent/guardian unless such disclosure or dissemination is permitted by Ohio student record regulations
- g. Posting or otherwise disseminating a message that was sent to them privately without permission of the person who sent the message. This provision does not prohibit a user from promptly disclosing to a teacher or school administrator any message they receive that is inappropriate or makes them feel unsafe
- h. Harassing or sending offensive information to another person
- i. Posting chain letters, engaging in spamming or engaging in any other inappropriate form of communication over the computer network

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Responsible users will:

- a. Never reveal personal information about any user, such as address, telephone number, social security number, unless express written permission is granted; and student users will never agree to meet with someone they meet online without parent/guardian approval
- b. Notify a system administrator on any security problems he/she identifies on the computer network
- c. Be responsible for the use of their account at all times
- d. Recognize that there is no privacy expectation in the contents of email, data or personal files on the network, and that the system is subject to routine maintenance, access, and monitoring of messages and files may be conducted in appropriate circumstances
- e. Not attempt to disable, bypass or attempt to bypass or disable any system monitoring, filtering, or other security measures
- f. Promptly disclose to a teacher or school administrator any website that is located that is inappropriate or makes them feel unsafe
- g. Not store or transfer unnecessarily large files
- h. Not attempt to install any software on the computers connected to the Wynford Local Schools network
- i. Not download software from the Internet
- j. Not use profanity, vulgarities, obscenity or other language which is offensive and/or degrades others
- k. Not share personal passwords or leave computer sessions unattended when logged on to Wynford Local Schools network
- l. Not attempt to gain unauthorized access to the Wynford Local Schools computer network or any other computer network or go beyond the user's authorized access, make deliberate attempts to disrupt the computer network or destroy data by spreading computer viruses or by any other means, or otherwise vandalize, tamper with, destroy, or interfere with the computer network, with programs, data, files or any other electronic information or devices connected to the network
- m. Honor the legal rights of software producers, network providers, copyright and license agreements
- n. Not waste or abuse school resources through unauthorized system use (i.e. online gaming, Internet radio, downloading music, watching videos, participating in chat rooms, etc.)

Personal wireless devices will be provided filtered access to the Internet. The Wynford Local Schools will not be responsible for the loss or theft of a personal wireless device (i.e. laptop, netbook, iPad, iPod touch, etc.), nor for damage, nor unauthorized access to the device or the data that resides therein. In addition:

- a. The owner must take full responsibility for setting up and maintaining their personal property. The Wynford Local Schools will **not** provide technical support for these devices.
- b. When laptops are not in the owner's possession, they must be secured. Devices may not be left at school over vacations and should go home with the owner daily.
- c. The playing of games, music or other entertainment is prohibited at school. Electronic communication is also prohibited at school unless approved and monitored by a teacher.
- d. Sound must be turned off except when being used as part of a class.
- e. Appropriate and tasteful screensavers and wallpaper is expected.
- f. The Wynford Local Schools may examine the device and search its contents, if there is a reason to believe that school policies, regulations or guidelines have been violated.
- g. All students with personal wireless devices must use the Wynford Local Schools provided wireless network (wynwn1), which is filtered according to the Children's Internet Protection Act (CIPA) requirements. A password key will be entered into the device for wireless access after an Acceptable Use Policy has been signed by students and their parent/guardian. In addition, an updated antivirus program must be verified and/or installed on the device (if applicable).
- h. Students are not to use non-district wireless service providers while on school property.
- i. Personal wireless devices are not to be connected to the wired network – only the wireless network.

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Computer/Network Agreement Form

\_\_\_\_\_  
**Student/Staff Name (please print)**

**Grade**\_\_\_\_\_

**Parent:**

I have read the attached Acceptable Use Policy. In consideration for the privilege of my child using the Wynford Local Schools Electronic Communication System, I hereby release the Wynford Local Schools, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use the system.

\_\_\_\_\_ **I give permission** for my child to access the District's computer network, the Internet, district provided computers, and/or personal wireless devices.  
*(If permission is given, the student must complete the User section below)*

\_\_\_\_\_ **I do not give permission** for my child to access the District's computer network, the Internet, district provided computers, and/or personal wireless devices.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**User:**

I understand that my computer use is not private and that the District will monitor my activity on the computer network, including personal wireless devices, while at school.

I have read the attached Acceptable Use Policy and agree to abide by its provisions. I understand that violation of these provisions may result in suspension or revocation of system access, including the privilege of bringing a personal wireless device to school and/or other disciplinary action deemed appropriate.

\_\_\_\_\_  
**Student/Staff Signature**

\_\_\_\_\_  
**Date**