

Tallmadge City Schools

STAFF NETWORK AND INTERNET USE AND SAFETY POLICY

(Please retain this page for future reference)

1. Acceptable Uses; Limitations

Computer networks shall be used solely for academic purposes or other purposes, which support the educational mission of the Tallmadge City School District. Computer networks may NOT be used for illegal activities, transmitting or receiving sexually-oriented materials, commercial activity, political activity, personal use, entertainment, accessing unauthorized computers, promoting any illegal activity, or promoting the use of drugs, alcohol, or tobacco.

The Board of Education reserves the right to determine which constitutes acceptable use and to limit computer access to such uses. While the Board has implemented technology protection measures which block/filter access to inappropriate content, we may not be able to technologically limit access to only educational services. Unlike in the past when educators and community members had the opportunity to review and screen materials, access to the Internet serves as a gateway to any publicly available file server in the world. Students and staff members are responsible for good behavior on computers, the network and the Internet, just as they are in all school environments.

2. Security and Safety

Despite efforts to filter content, the Internet and other computer networks may make available information and images, which are obscene, offensive, false, fraudulent, or illegal. Other persons using a computer network may also be attempting to exploit children and other users.

For these reasons, users:

- should not reveal real names, addresses, phone numbers, or other personally identifiable information of themselves or others without the express permission of a supervising teacher.
- should not participate in any real-time communications (such as "chat rooms," browser-based instant messaging) without the express permission and direct participation of a supervising teacher.
- (students) should not agree to meet any person contacted through a computer network without parental permission.
- shall not login to the network using another person's account and password, or misrepresent his/her identity in any way.
- shall inform the building administrator of any sexually oriented messages or unsolicited requests for personal information about a student
- should exit immediately from any site containing sexually explicit material or other material deemed inappropriate under this policy

Users shall protect their passwords and account numbers and may not allow other persons to use their passwords and/or account logins.

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3. **Responsibilities of Users**

It shall be the responsibility of the user:

- ❑ to use the network only for appropriate purposes
- ❑ to notify the building Technology Specialist of computer or network malfunctions
- ❑ to reimburse the Board for any damage or loss incurred as a result of inappropriate use
- ❑ to be a courteous computer user by avoiding the use of language which is obscene, vulgar, abusive, or disrespectful
- ❑ to avoid any use or practice which interferes with the use of the network by others
- ❑ to respect the privacy of other computer users to the maximum extent possible

4. **General Prohibitions**

- ❑ may not violate any copyright laws or engage in the unauthorized copying of files, music, movies, programs, or other software
- ❑ may not engage in any form of plagiarism
- ❑ may not "mass e-mail" school system users for non-educational purposes
- ❑ may not write, delete or modify files in any directory other than their own without permission of the supervising teacher including system files
- ❑ may not store executable files (such as games, music, movies or other programs) or any copyrighted files on the network in any form or place
- ❑ may not engage in any interference/sabotage/vandalism of others' computers or software (such as "hacking," "spamming," or virus copying)
- ❑ may not use non-school provided chat programs (i.e., aim, yahoo, msn, etc)
- ❑ may not connect any "rogue" network device or computer (wired or wireless) to the network

5. **Loss of Privileges**

Computer network access is a privilege and not a right. Any person who engages in an inappropriate use or violates any other provision of this policy may have his/her access privileges suspended or revoked without notice.

6. **Right of Access**

The Board will make every effort to respect the privacy of students using computer networks for e-mail communications and other purposes. However, the Board reserves the right to examine any such communications or other computer-based information when reasonably necessary to investigate a suspected violation of school rules or this policy, or where necessary to ensure the security and integrity of the computer network. The Board also reserves the right to limit the time of access and to establish priorities among competing acceptable uses.

7. **Disclaimer of Liability**

The Board shall not be responsible for any material encountered on a computer network which may be deemed objectionable to a student or his/her parents, for any inaccurate information disseminated over the network, for any hostile or injurious actions of third parties encountered through a computer network, for any charges incurred by the user of a computer network without prior permission, or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications, it is also impossible for the Tallmadge City School District to guarantee the confidentiality of e-mail sent and received over any computer network.

Tallmadge City Schools STAFF NETWORK AND INTERNET USE AND SAFETY AGREEMENT

To access the computer network, e-mail and/or the Internet at school, staff members must sign and return this form.

Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Staff members accessing the Internet through the school's computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Please complete the following information:

Staff Member's Full Name (please print): _____

School: _____

I have read and agree to abide by the STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY. I understand that any violation of the terms and conditions set forth in the Policy is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Staff Member's Signature: _____ Date: _____

The Superintendent may deny, revoke or suspend access to the computer network and Internet to individuals who violate the Board's STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY, and take such other disciplinary action as is appropriate pursuant to the applicable collective bargaining agreement and/or Board Policy.