

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
Student Acceptable Use and Internet Safety Policy

This policy will be reviewed and revised annually or as necessary to keep it current with technological and other developments.

Please **read** this document carefully before signing.

Internet and district-wide computer network access, computers and technology¹ are available to students at the Grandview Heights City School District (“District”). The use of non-district provided technology is strictly prohibited. We are very pleased to have access to the district-wide technology network and Internet. We believe these capabilities offer valuable, diverse, and unique resources to students. Our goal in providing these capabilities is to promote education excellence in the District by facilitating resource sharing, innovation, and communication.

The purpose of this policy is to ensure that the use of district-wide Internet, network, and technology is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students who must adhere to strict guidelines. These guidelines are provided here so that the users are aware of the responsibilities that they possess. If a user violates any of these provisions, his or her access or privileges may be terminated, future access could be denied, and further discipline action could be taken in accordance with the terms and conditions contained herein.

Students are responsible for appropriate, ethical, and lawful behavior on and with the district-wide networks, Internet, and technology, just as they are in a classroom, or on any school premises. General district rules and policies for etiquette, behavior and communications apply. Use of non school-sponsored blogs, email, Web sites, and other social networking sites now known or later developed are not permitted during the school day. Improper or inappropriate use of said sites outside of the school day may result in disciplinary action and/or appropriate legal action. Such situations may include but are not limited to:

- A published threat toward a student or school employee.
- A posting that calls for the violation of laws or school rules and/or policies.
- Publishing information or rumors about a student or school employee that may damage or defame one’s character.
- The disruption of class or school business.

The district-wide network, Internet, and technology are provided for students for educational purposes of the District. Access to network services, Internet, and technology are given to persons who agree to act in a considerate, ethical, legal, and responsible manner. Access is a privilege – not a right. Access entails responsibility. Inappropriate use may result in a cancellation or suspension of access or privileges, other school disciplinary action, and/or

¹ Technology refers to district provided and supported software and hardware and technology now known or later developed that falls under these categories or otherwise meets with the standard definition or common usage of the term “technology.”

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
Student Acceptable Use and Internet Safety Policy

appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.

The system administrators in consultation with appropriate District administration shall determine the appropriate and inappropriate use of Grandview Heights City School District network, Internet, and technology systems. If the System Administrators and/or District Administration determine the computer network system is being inappropriately used, they may terminate access or privileges at any time. Additionally, the administration, faculty, and/or staff may request a system administrator to deny, revoke or suspend specific user access and may recommend further disciplinary action if inappropriate use is discovered.

Users are expected to abide by generally accepted rules of network etiquette, and conduct themselves in a responsible, ethical, legal, and polite manner while online. Users are responsible for their conduct.

Users are not permitted to use the computer resources for commercial purposes, product advertising, political lobbying, monetary gain, or political campaigning.

Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, offensive or illegal material on the computer network system.

Physical or electronic tampering with district-wide network, computers, and technology is not permitted. Intentionally damaging computers, computer systems, technology, or computer networks may result in disciplinary action for students and other users and shall be consistent with the District's standard policies and practices. Violations may constitute cause for revocation of access privileges, suspension of access to the District network, Internet, and technology systems; other school disciplinary action; and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.

Users must respect and obey all copyright laws to protect software owners, artists and writers. Users are not allowed to install any software on District equipment without the consent of the Technology Director or Curriculum Director. No unauthorized, unlicensed or pirated software may be used on the systems, including any personal media. Plagiarism in any form will not be tolerated and may result in the cancellation of privileges, other school disciplinary action, and/or appropriate legal action. In addition, users may not copy any district-owned or licensed software onto any medium that is not owned by the District.

Security on any computer system is a high priority, especially when the system involves many users. Therefore, only district owned or provided technology is permitted for use in and on district property and its facilities. If a user can or does identify a security problem in or abuse on the District's computers, technology, or networks, the user shall notify a system administrator, teacher, and/or building- or district-level administrator. The problem must not be demonstrated to anyone else.

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
Student Acceptable Use and Internet Safety Policy

Grandview Heights City School District's networks, technology, and Internet access will be limited to the exclusive use of their owners. Network users are responsible for the use of their passwords and accounts. Network users may not misrepresent themselves, or allow any other persons to misrepresent themselves by using the network under the guise, password, or name of another user. Network users shall not reveal their passwords to anyone, violate anyone's right to privacy, or reveal other persons' names, personal addresses, phone numbers, or places of business. Any problems that may arise from the misuse of an owner's account will be the responsibility of the account owner. Use of an account by someone other than the registered account holder may result in a loss of account privileges. Network users are required to secure their technology at all times and are responsible for safeguarding their own passwords. Network users will be held accountable for the consequences of intentional and negligent disclosure of such information. In addition, any abuse or violation of the conditions of these administrative regulations which is contrary to the District's standard policies and practices may lead to further disciplinary action.

A District Acceptable Use and Internet Safety Policy shall be signed and returned to indicate the user's acknowledgement of the risks and regulations for computer, Internet, and technology use.

I. Electronic Information

District computers, technology, the Internet, and the use of electronic communication are not inherently secure or private. Students are urged to be caretakers of their own privacy and should not store sensitive or personal information on District computers. Therefore, all network activity and information accessible via the computer resources shall NOT be regarded as private communication. Network users should have no expectation that any information contained on the network is confidential or private. Network users have no right of privacy in data submitted via the network. *United States v. Simons*, 206 F.3d 392 (4th Cir. Feb. 28, 2000).

System administrators or designated administrative personnel may monitor and review files and messages in order to analyze the use of systems or compliance of policies, conduct audits, review performance or conduct, obtain information, or for other reasons. According to the Electronic Communications Privacy Act, 18 U.S.C. §§2701-2711, use of public networks constitutes consent to monitoring. The District reserves the right to disclose any electronic message to law enforcement officials, the public, or other third parties, for example, in response to a document production request made in a lawsuit involving the District, or by a third party against the user or pursuant to a public records disclosure request.

Review of such information may be done by the Board with or without the student's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password.

II. Internet

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
Student Acceptable Use and Internet Safety Policy

In accessing district-provided Internet, users may not link personal Web sites to district Web sites and vice-versa. In addition, as a matter of policy, the District will not host any other Web sites other than its own on its systems.

The Internet connects millions of computers and millions of individual users all over the world. Access to the Internet will enable students to explore hundreds of thousands of libraries, databases, and sites. Internet access, in conjunction with the District's local and wide area network, increases school and District communication, enhances productivity, and assists students in upgrading their skills. It will also assist us in sharing information with the local community, including families, social service agencies, government agencies, educational institutions, and businesses.

With access to technology and people from around the community and the world, also comes the availability of material that may not normally be considered to be of educational value in the school setting context. There is no perfect filtering or monitoring technology. The District cannot guarantee inadvertent access by users to inappropriate material on and over the Internet. Users should be warned that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive.²

To gain access to the Internet, all students must obtain parental/guardian permission and must have their Acceptable Use and Internet Safety Policy signed by a parent or guardian. Said policy must be signed in order to be valid. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

² Grandview Heights City School District, in combination with the Metropolitan Education Council ("MEC"), utilizes filtering software to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Grandview Heights will also monitor and supervise online activities of students through direct observation and/or technological means, to insure that students are not accessing such depictions or any other material which is not appropriate for minors.

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
Student Media Release

The Grandview Heights City School District (“District”) utilizes technology to support students’ learning needs, and as such, technology plays an important role in the Grandview Heights City School District. Students are exposed to a number of instructional programs and experiences that will help them improve in academics and grow as individuals. We would like to celebrate students’ achievements and successes by publishing their work in Web repositories and on the District’s Intranet, a password-protected directory of the Grandview Heights City School District’s Internet.

I agree, without further obligation to me, to allow the use of my child’s first name, voice, likeness or photograph by the Grandview Heights City School District for educational and extra curricular purposes. I understand that there may be multiple instances of use, images, voice recordings, likenesses, photographs, or video/audio recordings collected, and that my consent, as stated herein, applies to each use, image, voice recording, likeness, photograph, or video/audio recordings collected.

I agree to allow images or voice recordings created through photography, videography, or other electronic means in which my child appears to be edited, reproduced and distributed for unlimited use, in whole or in part, by the Grandview Heights City School District at its sole discretion.

I agree to grant the Grandview Heights City School District the royalty-free, non-exclusive right and license to use, reproduce, modify, publish, distribute, perform and display all material, information, communications, text, graphics, links, electronic art, animation, audio, video, photos and other data made pursuant to this release in technology now known or later developed for the full term of any intellectual property rights that may exist in such content.

I and my heirs, executors, administrators, assigns, and personal representatives agree to release and discharge the Grandview Heights City School District, its directors, officers, employees, and agents from any and all liability for any use, misappropriation or disclosure of any information, including, but not limited to, all claims for damages for libel, slander, invasion of privacy or any other claim based upon the use by the Grandview Heights City School District of the above-described materials.

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
•••PLEASE COMPLETE, SIGN, AND RETURN THIS PAGE•••

I have read and understand the **District Acceptable Use and Internet Safety Policy**. I agree to follow the terms and conditions contained in this Policy. I understand that if I violate the rules, my use of the District computing resources can be terminated, and I may face other disciplinary measures.

User Name (**please print**) _____ Date _____

Grade _____ School (circle all that apply): HS EIMS RLS

User's Signature _____

PARENT/GUARDIAN SECTION

As the parent or legal guardian of the student signing above, I have read and understand the District Acceptable Use and Internet Safety Policy and grant permission for my child to access the Internet. I understand that the District's technology resources are designed for educational purposes. I also understand that it is impossible for Grandview Heights City School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent /Guardian Name (**please print**) _____ Date _____

Home Address _____

Phone _____ email _____

Parent/Guardian Signature _____

DO NOT WRITE BELOW THIS LINE
This space is reserved for System Administrator

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
Acceptable Use and Internet Safety Policy

Assigned User Name _____ Assigned Password _____

GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT
•••PLEASE COMPLETE, SIGN, AND RETURN THIS PAGE•••

PARENT/GUARDIAN SECTION of the District Media Release

Student/Minor name (please print) _____

I am the parent/guardian of the above student/minor and I fully intend this Release to be binding on myself, my spouse, my family, including, but not limited to, the minor who is the subject of this Release, and/or my heirs, executors, administrators, assigns and personal representatives, with the exception that the Grandview Heights City School District will use ONLY the first name of the minor who is the subject of this Release.

In signing this release, I acknowledge that I have read and understand the **District Media Release Policy**, that I understand the significance of this Release, and I am signing this Release voluntarily, as my own free act and deed. I further acknowledge and represent that no oral representations, statements, or inducements, apart from the foregoing written Release have been made.

_____ I give consent for the use of first name, images, voice recordings, likenesses, photographs, or video/audio recordings collected that may include my child.

_____ **I DO NOT** give consent for the use of first name, images, voice recordings, likenesses, photographs, or video/audio recordings collected that may include my child.

Parent/Guardian name (please print) _____ Date _____

Home address _____

Phone _____ email _____

Parent/Guardian signature _____