



Book	Policy Manual
Section	SECTION E: SUPPORT SERVICES
Title	Technology Acceptable Use and Internet Safety Policy
Code	EDE
Status	Active
Adopted	September 19, 2005
Last Revised	June 18, 2012

### Overview

Computers and the use of the District network or on-line 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.

Technology can greatly enhance the instructional programs, 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. 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 instructional programs.

The use of technology is a privilege. All technological devices and equipment are to be used in a responsible, efficient, ethical and legal manner. Violation of this Policy, Student Code of Conduct, federal, state, and/or local laws are subject to loss of technology privileges and any discipline resulting from these violations will adhere to the procedures in the Student Code of Conduct and the law as it applies.

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 Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. An Acceptable Use and Internet Safety Policy (AUP) is signed to indicate the user's acknowledgement of the risks and regulations for computer/online services use. Fairfield Local School District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers and devices. The District has also purchased monitoring devices which 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 or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

Annually, a student or staff member 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.

### Technology Devices and Electronic Communication Tools

Staff and Student (“users”) of technology devices and electronic communication tools include but are not limited to resources such as:

- Computers and related peripherals (printers, scanners, portable hard drives/USB/flash drives, mp3 players, etc.)
- Digital devices running mobile operating systems
- Local and wide area networks, including wireless networks
- Internet and Email
- File and application servers
- Videoconferencing equipment, Video networks, video cameras, security cameras, web cameras and other cameras
- Telephones, cell/smart phones, PDAs, fax, and copy machines
- Televisions, VCRs, DVDs, Blu-rays, etc.
- Whiteboards, responders, document cameras, projectors
- Wireless devices (eBook readers, portable devices like iPads, netbooks, laptops, etc.)

### **Educational Purpose**

Fairfield Local School District’s technology systems have limited educational and administrative purposes. Activities that are acceptable include classroom activities, career development, high-quality personal research and professional development. You may not use the Internet or District technologies for entertainment purposes (except for those periods of time that the School has designated as “open access” and only for the programs or uses that have been previously approved for use.) Fairfield Local School District’s network is not a public access service or a public forum. Fairfield Local School District has the right to place reasonable restrictions on the material you access or post through the system. Users are expected to follow the rules set forth in Fairfield Local School District’s disciplinary code and the law in the use of the Internet and other technologies at Fairfield Local. Use of District technologies for any illegal activity is strictly prohibited. Users may not use District technologies for financial gain or commercial purposes. For example, users may not offer, advertise, provide, or purchase personal products or services through the Internet or other technologies at Fairfield Local Schools. Supporting any kind of business or other personal profit-making activity is prohibited. Fantasy sports, gaming and gambling sites are also prohibited. Users may use the system to communicate with elected representatives and to express opinions on political issues, but not for political lobbying or any other activity that would support or oppose the nomination or election of a candidate for public office or for the passage of a levy or bond issues, soliciting political contributions or conducting any type of official campaign business. The District technologies are not available for personal use. The administration reserves the right to monitor any computer activity and on-line communications for improper use.

### **Public Use of District Technologies**

Fairfield Local School District’s technology facilities and equipment are not available for public use except by administrative approval.

### **Email**

Email is an electronic mail system, which allows individuals to communicate one-to-one with people throughout the world. Student email accounts through the District will only be created with administrative approval. Students and staff are prohibited from using outside accounts, chat rooms, or other direct electronic messaging unless given prior administrative approval. Email privileges may be revoked if misused, in addition to other possible disciplinary measures as appropriate.

District staff members will have accounts provided by Fairfield Local School District. Email shall not be used for entertainment, commercial purposes, political lobbying or any illegal activity. All users of email must abide by the Fairfield Local School District’s disciplinary code and all federal, state, and/or local laws that apply. Violations will be reported to the appropriate authorities.

### **District Web Pages**

Students and staff members may create web pages on Fairfield Local School District’s Web Page. All material placed on the District web site must be preapproved by the Director of Technology, Building Administrator and/or the Staff Webmaster(s) and relate to the educational programs and extra-curricular activities of the District. Personal contact information shall not be posted about a student (including last name, address, telephone number, student identification number, etc.)

### **Privacy**

Network and Internet access is provided as a tool for educational uses and work related communications. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of District technology, Internet access and any or all information transmitted or received using District technology. All such

information files shall be and remain the property of the Fairfield Local School District and no user shall have any expectation of privacy regarding such material.

## **Unacceptable Uses**

### **1. Personal Safety and Personal Privacy:**

Students: You will not post personal contact information about yourself. Personal contact information includes your address, telephone, school address, work address, etc. You will not agree to meet with someone you have met online without your parent's/guardian's approval. You will promptly disclose to your teacher or other School employee any message you receive that is inappropriate or makes you feel uncomfortable.

Staff: You will not reveal your personal home address or phone number or those of other students or colleagues.

### **2. Illegal Activities:**

You (staff and students) will not attempt to gain unauthorized access to Fairfield Local School District's network or to any other computer system through Fairfield Local School District's network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use Fairfield Local School District's network and technologies to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc. Illegal activities are strictly forbidden.

### **3. System Security:**

You (staff and students) are responsible for your individual accounts and must take all reasonable precautions to prevent others from being able to use your account. You are responsible for the proper use of your accounts at all times. Under no conditions should you provide your personal account number or password to another person. Students should immediately notify a teacher and staff members should immediately notify his/her immediate supervisor or administrator if they have identified a possible security problem or misuse of District technologies. You shall use District technologies only under the account numbers, usernames and passwords issued by the District. You may not login through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or any other harmful component or activity. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. You may not disable any security or virus protection software unless you are a staff member given specific privileges to do so by the Director of Technology. You may never attempt to "hack" or gain unauthorized access to other computers or computer systems, or attempt to gain such unauthorized access. Users may not modify the configuration of any workstation or device without consent from the Director of Technology.

### **4. Inappropriate Language:**

Restrictions against inappropriate language apply to public messages, private messages, assignments, electronic presentations, videoconferences, and material posted on Web pages. You (staff and students) will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, offensive or disrespectful language or other language which may be offensive to another user or intended to harass, intimidate or bully other users. You will not post information that could cause damage or a danger or disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass or bully another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.

### **5. Cyberbullying and Internet Safety:**

Students in the Fairfield Local School District will be provided education about appropriate online behavior, including interacting with other individuals on social networking sites, email, cell phones, chat rooms and other direct electronic communications. Students will sign an "Internet Safety Rules" sheet to indicate that they will follow appropriate measures to remain safe and use the Internet appropriately. Students will also receive training on cyberbullying awareness and response through board approved curriculum. "Cyberbullying" is the use of information and communication technologies such as email, cell phones, pages, text messages, instant messages (IM), personal web sites, and online personal pooling web sites, whether on or off school grounds, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student's ability to receive an education. The Board recognizes that cyberbullying can be particularly devastating to individual students and will not tolerate it in any form when initiated on school equipment and/or during school hours. Cyberbullying includes, but is not limited to, the following: posting slurs or rumors or other disparaging remarks about a student; sending electronic messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone/device to take and/or send embarrassing photographs; posting misleading or fake photographs on websites.

6. Social Networking:

Accessing social networking sites is prohibited during school hours unless prior administrative approval has been given.

7. Respect for Privacy:

You (staff and students) will not repost/forward a message that was sent to you privately without the permission of the person who sent the message. You will not post private information, including personal contact information, about another person. It is unacceptable to violate the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information. You shall not read other users' mail or files without their permission. You shall also not attempt to read, delete, copy, modify or forge other users' mail, transmissions or documents.

8. Respecting Resource Limits:

You (staff and students) will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. You will not download any freeware or shareware programs. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. You (staff) will check your email frequently, delete unwanted messages promptly, and stay within your email quota. You (staff) will subscribe only to high quality discussion group mail lists that are relevant to your education or career development. The District may ask you to delete unnecessary files at times. The District has the right to delete excessively large files or large quantities of files, especially if the user has been asked to reduce the number of files or file sizes in advance or if the types of files are not permitted under the policy or student handbook.

9. Plagiarism:

You (staff and students) will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of another person or persons and presenting them as if they were yours.

10. Copyright:

You (staff and students) will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. It is illegal to copy commercial software and/or other material in violation of copyright law.

11. Inappropriate Access to Material:

You (staff and students) will not use Fairfield Local School District's network to access/view, download or transmit material that is designated for adults only or is threatening, profane, sexually explicit, obscene (pornographic), that advocates illegal or dangerous acts, or that advocates or could be construed as violence, harassment, bullying, disparaging of others or discrimination towards others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion, political beliefs or any other personal or physical characteristics. A special exception for students may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent/guardian have approved. If you mistakenly access inappropriate information, you should immediately tell your teacher (student) or Director of Technology (staff). This will protect you against a claim that you have intentionally violated this Policy. Your (students) parent/guardian should instruct you if there is additional material that they think would be inappropriate for you to access. The District fully expects that you (student) will follow your parent's/guardian's instructions in this matter but is not responsible for monitoring your access of this material. You (students and staff) should not access material that is deemed distracting to the educational process.

12. Online Etiquette:

Users are expected to keep messages brief and to use language that is appropriate, polite and non-offensive to others. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board Policy. Rules and regulations of on-line etiquette are subject to change by the administration.

## **Wireless Devices**

Staff members may use personal wireless devices to access the district wireless network for educational and professional development purposes. Students may access the wireless network with personal devices for educational purposes with administrative approval and discretion. All other rules and regulations of this policy and the student handbook apply to wireless devices. Devices that cannot be password encrypted, are not compatible with the wireless network or pose other potential problems or security threats to the District will not be allowed access to the wireless network. The District will not provide any technical support for personal devices.

## **Physical Harm**

As with any School property, students and staff shall not take any action that may cause physical harm to any District technology. This includes but is not limited to using excessive force, negligence, use of magnets around storage devices, having food or drinks near equipment, stacking items on top of or around equipment in such a way that interferes with ventilation or could fall and cause damage, inserting foreign objects into devices, or other types of abuse. Anyone found to be damaging technology in such a way may be held financially responsible for its replacement and/or have his/her user privileges cancelled.

## **Software Installation**

No software should be installed without the permission of the Director of Technology. Absolutely no illegal software is to be installed on any system.

## **Data Storage and Retrieval**

Fairfield Local School District will provide limited storage space for individual files/data. Students and staff are responsible for deleting unnecessary files in order to utilize the disk space to its maximum capacity. Students must have the teacher's permission before using personal diskettes, compact disks (CDs), flash drives or other external storage device or 'burning' a DVD or CD on available systems. You (students and staff) may not make illegal copies of any material using any type of recording device (disk drive, zip drive, recordable CD-ROM, flash drive, etc.). At no time should you view someone else's work, folders, or files without their permission. If you are working cooperatively on a project, you should request that a folder be created for which all members of the group can share the work in. The District has the right to inspect any media that is inserted into a workstation or other District device.

## **Interactive Video Distance Learning**

Interactive Video Distance Learning (IVDL) is a form of technology that allows students and staff the opportunity to learn beyond the School walls without leaving the building. The technology utilizes the network to be able to connect with other schools, universities, zoos, museums, government agencies, businesses, organizations, and other content providers in order to offer classes or short learning events where individuals at our District can interact with those at the other sites (without traveling that physical distance). During an interactive session, other sites can not join in at will, protecting the privacy of the individuals involved in the session. Sessions with multiple participants must be 'bridged' giving the organizers control over who may participate. Sessions can be made point-to-point (one-to-one). It is possible for Fairfield Local School District to contact another site and vice versa. Fairfield Local School District will make reasonable effort to control how its system is utilized when students are in the classroom. Students and staff must adhere to the following rules:

1. Students are expected to follow all teacher/District rules at the host and remote sites.
2. Students (and staff when appropriate) must remain within camera view at all times.
3. Students and staff are not to handle the equipment unless directed to do so.
4. It is understood that participants (students and staff) may be videotaped at any time. The tapes may be used for other educational purposes or promoting educational programs.
5. No food or drink in the Distance Learning Room.

Failure to abide by these rules may result in immediate ejection from the room and/or other disciplinary action.

Images of students and staff may also be transmitted via a "web cam" or other video device through webinars or other video calls. Students may not initiate one of these calls without teacher or administrative approval and must be for educational purposes.

## **Disciplinary Actions**

The Fairfield Local School District is a limited forum and therefore the District may restrict your (student) speech for valid educational reasons. You should expect only limited privacy in the contents of your personal files or records of Web research activities on Fairfield Local School District's network. Routine maintenance and monitoring of Fairfield Local School District's network may lead to the discovery that you have violated this Policy, the Fairfield Local School District's disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated the Policy, the Fairfield Local School District's disciplinary code, or the law. District administrators have the right to eliminate any expectation of privacy by providing notice to the individual. Parents/guardians of minor students have the right to request to see the content of their child's files.

## **Technology Protection Measure**

It is impossible to block all offensive and inappropriate material as the Internet is so vast and new materials are being added constantly. It should also be noted that different individuals have different opinions on what is "offensive" or inappropriate. Fairfield Local School District will continue to take reasonable measures to block and/or filter Internet access to sites that are obscene, pornographic, or harmful to minors. In addition, sites considered to be offensive or inappropriate for students will attempt to be blocked/filtered. The District currently utilizes Internet filtering software through the South Central Ohio Computer Association. The District also uses a firewall to curtail inappropriate sites from being available to students. The District may at times implement additional measures to filter and monitor content and traffic. Teachers agree to monitor/ supervise the student use of technology to the best of their ability. On a very limited basis, staff members may obtain (at the discretion of the Superintendent or Treasurer) a username and password to override the block/filter if needed for bona fide research or other lawful purposes.

### **Limitation of Liability**

Fairfield Local School District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. Fairfield Local School District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Fairfield Local School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. Fairfield Local School District will not be responsible for financial obligations (including attorney fees) arising through unauthorized use of the system. You (staff and students) or your parent/guardian (students) can be held financially responsible for any harm to the system as a result of intentional misuse.

#### 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 1329.54-1329.67; 3313.20; 3319.321

#### CROSS REFS.:

Staff Handbooks

Student Handbooks

#### Cross References

[AC - Nondiscrimination](#)

[ACA - Nondiscrimination on the Basis of Sex](#)

[ACAA - Sexual Harassment](#)

[GBCB - Staff Conduct](#)

[GBH - Staff-Student Relations](#)

[IB - Academic Freedom](#)

[IIA - Instructional Materials](#)

[IIBH - District Web Site Publishing](#)

[JFC - Student Conduct \(Zero Tolerance\)](#)

[JFCF - Hazing and Bullying \(Harassment, Intimidation and Dating Violence\)](#)

[EDE-E-1 - Form - Technology Acceptable Use and Internet Safety - Student](#)

[EDE-E-2 - Form - Technology Acceptable Use and Internet Safety - Staff](#)