

### Introduction

Technology can greatly enhance an instructional program, as well as provide efficiency for users. Liberty Center Local School District provides students with access to computer equipment, software, and network services to be used as tools to support learning, collaboration, and educational research related to the District curriculum. The use of this technology is a privilege.

Use of the District network includes Internet access. The Internet is not designed exclusively for the use of children. While Internet access is filtered throughout the District and is subject to supervision, it is possible that students might occasionally access inappropriate material either deliberately or by accident. District guidelines for Internet use prohibit access to material that is inappropriate in the school environment.

The District computer network is to be used in a responsible, efficient, ethical, and legal manner. In order for students to use the District computer network and the Internet, students and their parents or guardians must first read, understand, and sign the following Acceptable Use Policy. This is a one-year contract that must be renewed every school year. The School District reserves the right to refuse access to the computers and the Internet.

### Technology Resource Use

The computers, network, and technology systems of the School District are intended for educational uses. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, users should know that a third party might view materials. All communications and information should be assumed to be property of the District.

#### Acceptable uses of technology resources

- Students will respect the proper care and functions of the equipment and immediately report any hardware or software problem, security problem, or network abuse to the teacher or school personnel in charge, or it will be assumed that the student is responsible.
- Students will respect the privacy of fellow students, which includes not touching the mouse, keyboard, or work of another student without permission, either on individual machines or documents on the server. Consequences will occur if a student inappropriately alters the work of another student.

#### Unacceptable uses of technology resources, which are prohibited under any circumstances

- Use District technology equipment, software, and network services without teacher supervision.
- Share a network account or password with another person or leave an open file unattended or unsupervised.
- Use someone else's account or attempt to access another user's files.
- Engage in actions detrimental to the operation of hardware, software, or network.

## **Acceptable Use Policy for Students**

- Create or change configurations on computers or network.
- Access or “hack” unauthorized hardware, software, or network.
- Access inappropriate material or share information about inappropriate material with other students.
- Use vulgar, derogatory, or obscene language, or language that may be hurtful to another person or that may constitute personal attacks or harassment of another person.
- Post private information about another person.
- Plagiarize or break copyright laws.
- Use District technology or network services for personal, entertainment, political, or commercial purposes.
- Waste resources, i.e., paper, ink, server space, network bandwidth, etc.
- Alter any program, hardware, or software.
- Abuse printers, printing, or other peripheral devices.
- Download, copy, or store any files, software, shareware, or freeware.
- Engage in actions that cause damage, impair effective use, or defeat the protective security software.
- Access personal email accounts (hotmail, yahoo, AOL, etc.), chat rooms or other means of direct electronic communication over the District network.

### **Consequences of Irresponsible Use**

Consequences for individuals violating the Acceptable Use Policy vary depending on the nature and seriousness of the violation (See Student Handbook). Consequences might include disciplinary action, loss of technology access, and/or involvement of law enforcement agencies.

### **Warranties/Indemnification**

The Liberty Center Local School District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its technology, computer networks, and the Internet provided under this Policy. The Liberty Center Local School District will not be responsible for any claims, losses, damages or costs (including attorneys fees) of any kind suffered, directly or indirectly, by any user resulting from the use of technology and the electronic network. The user takes full responsibility for his/her use. The user agrees to indemnify and hold the Liberty Center Local School District, its employees, and the Northwest Ohio Computer Association harmless from any and all loss, costs or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user agrees to cooperate with the District in the event of the District initiating an investigation of a user’s misuse of his/her access to the computer network and the Internet, whether that use is on a District computer or on another computer outside the School District’s network.

Keep this copy of the policy.

# Liberty Center Local School District

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## Acceptable Use Policy for Students

**Complete and Sign the attached form, remove it, and return the signed copy to your teacher**

To expedite the creation of your account please make certain all requested information has been **legibly** completed.

Teacher Name \_\_\_\_\_

Student Identification Number \_\_\_\_\_ Current Grade \_\_\_\_\_

### Acceptable Use Policy for Students

*(Every student, regardless of age, must read and sign below)*

I have read, understand, and agree to abide by the terms of the Acceptable Use Policy and Agreement. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Name \_\_\_\_\_  
(Please **legibly** print clearly)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Parent or Guardian Network Usage Agreement

*(To be read and signed by parents or guardians of all students)*

As the parent or legal guardian of this student, I have read, understand, and agree that my child or ward shall comply with the terms of the School District's Acceptable Use Policy and Agreement for the students' access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy and Agreement. I am therefore signing this Policy and Agreement and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy and Agreement. Further, I accept full responsibility for supervision of my child's or ward's use of his or 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 School District's computer network and the Internet.

Parent/Guardian Name \_\_\_\_\_  
(Please **legibly** print clearly)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)