CIRCLEVILLE CITY SCHOOLS

ACCEPTABLE USE POLICY

The Circleville City Schools District is now offering Internet access for student use. This document is the Acceptable Use Policy for your use of computer systems. This Internet system has been established for limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities. It has not been established as a public access or public forum and the Circleville City Schools System and this school have the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Ohio. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the principal or his or her designee and your parents.

The following uses of this computer system are unacceptable:

1.   Personal Safety
      a.   You will not post contact information (e.g. address, phone number) about yourself or any other person.
      b.   You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.
2.   Illegal Activities
      a.   You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account or accessing another person's files.
      b.   You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
      c.   You will not use the computer system 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.
3.   System Security
      a.   You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
      b.   You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
      c.   You will avoid the inadvertent spread of computer viruses by following the district virus protection procedures when downloading software.
4.   Inappropriate Language
      a.   On any and all uses of the Internet, whether in applications to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

5. Respect For Privacy
   a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
   b. You will not post private information about yourself or another person.
6. Respecting Resource Limits
   a. You will not download large files without permission.
   b. You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
   c. E-mail is allowed as part of classroom assignments.
7. Plagiarism and Copyright Infringement
   a. You will not plagiarize words that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
   b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you would follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.
8. Inappropriate Access To Material
   a. You will not use the computer system to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.
   b. Filtering software is used at all of the buildings. Filtering software is designed to prevent access to pornographic and other inappropriate sites. This software is not 100% effective. If you mistakenly access inappropriate information, you should immediately tell your teacher or other district employee or other person designated by the school. This will protect you against a claim of intentional violation of this policy.
   c. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The district fully expects that you will follow your parents' instruction in this matter.
9. Your Rights
   a. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your right to free speech for valid educational reasons.
   b. Search and Seizure. You should expect no privacy of the contents of your personal files on the district system. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law.
   An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to see the contents of your files.

     c.   Due Process. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the computer system. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of the computer system, you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on your use of the Internet account.

10. Student Email

     a.   Student e-mail system is not an open forum, but rather is owned and managed by the Circleville School District for the purpose of promoting teaching and learning. E-mail includes, but is not limited to, all electronic mail and messaging systems, bulletin boards, mail boxes, web sites, and Internet access.

     b.   Circleville School District reserves its right to access, inspect, and disclose all communications transmitted or received by e-mail at any time. Use of the e-mail system by a student constitutes consent to acquisition of any e-mail transmitted or received by the student.

     c.   Any e-mail communications are the property of the school. Students have no personal privacy rights in any materials, created, received, or sent using e-mail.

     d.   Students using e-mail must follow the standards applicable to other professional education communications. As with other professional education communications, e-mail containing offensive and off-color language, vulgarities, obscenities, derogatory remarks or any language that could be construed as harassment or discrimination on the basis of age, race, religion, disability, national origin, or gender will not be tolerated. Transmission of any material in violation of any federal or state statute or regulation is strictly prohibited. E-mail may be monitored by the school at any time and without notice to prevent its abuse or misuses.

     e.   Any violation of the policy may constitute grounds for disciplinary action which can include elimination of e-mail privileges, and in some circumstances, student expulsion.

The district makes no guarantee that the functions or the services provided by or through the district system will be error free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system

When you are using the system, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules.

Violating any part of the Acceptable Use Policy for computers may result in any or all of the following consequences:
- temporary or permanent loss of access privileges
- payment for damages and repairs
- discipline under other appropriate school district policies, codes of conduct, or civil or criminal liability under other applicable laws

Use of New Web Tools

Online communication is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blog, student protected e-mail, podcast projects or other Web interactive use must follow all established Internet safety guidelines.

Blogging/Podcasting Terms and Conditions:

- The use of blogs, podcasts or other web 2.0 tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.

- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.

- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.

- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and follow these guidelines. Comments made on blogs should be monitored and - if they are inappropriate – deleted.

- Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.

- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.

- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

The Circleville City School District will provide age appropriate
training for students who use the Circleville City Schools Internet facilities. The training
provided will be designed to promote the Circleville City Schools commitment to:
    a. The standards and acceptable use of Internet services as set forth in the
    Circleville City Schools Internet Safety Policy;
    b. Student safety with regard to:
        i. safety on the Internet;
        ii. appropriate behavior while on online, on social networking Web sites, and

in chat rooms; and
iii. cyberbullying awareness and response.
c. Compliance with the E-rate requirements of the Children's Internet Protection Act
("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Computer Network Student Agreement Form

I hereby apply for a student account on the District computer network:

Student Name: _____ Grade: _____

I would like my password to be: _____

I have read and I understand this computer policy and its guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated there-in.

Student Signature: _____ Date: _____

**PLEASE RETURN THIS AGREEMENT FORM
TO YOUR FIRST PERIOD TEACHER**

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