

# ASHLAND CITY SCHOOLS

## DISTRICT NETWORK AND INTERNET ACCESS GUIDELINES

The purpose of this document is to provide administrative guidelines for district network and Internet access for educational purposes. This access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

All staff members will have access to the district network. This will connect all computers available for staff use to a server located in the district. This district network serves a limited educational purpose (e.g., word processing, data base, educational software and library access).

### **Definitions:**

As defined by this policy, the term technology includes, but is not limited to: all computers, printers, scanners, peripheral equipment; networks; Internet resources including electronic mail and file transfer protocol; multimedia, video, laser, cable, TV, telephone, and fax equipment; all software and files, including all user files generated from the use of resources listed herein; as well as the supplies used to maintain technology.

The term "staff" includes teachers, paraprofessionals, administrators, permanent substitutes and any adult responsible for supervising students. The term "user" includes staff members and anyone who makes use of the District's technology. Substitutes hired on a per diem basis are not eligible for Internet use privileges.

The intent of these guidelines is to ensure compliance with all district network and Internet acceptable use policies approved by the District:

### **District Network:**

- A. The use of the district network is a privilege which may be revoked. Appropriate reasons for revoking privileges include, but are not limited to, the altering of the system software and the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files and limit or deny access if necessary.
- B. The District reserves all rights to any materials stored in files which are generally accessible to others and will remove any material which the district, at its sole discretion, believes may be unlawful, obscene, pornographic, sexist, abusive, or otherwise objectionable. Staff members are not to use district technology to obtain, view, download, or otherwise gain access to such materials.

### **Internet/e-mail:**

- A. All access provided through the Internet is intended for educational use by the district's registered users. Any use of these resources for commercial-for-profit or other unauthorized purposes (e.g., advertisements), in any form, is expressly forbidden.
- B. Each user is responsible for the appropriate use of his/her access privilege, i.e. account, password. Any problems or misuse which may arise are the responsibility of the user and may be grounds for loss of access privileges, and other discipline.
- C. Staff members should check their e-mail frequently, delete unwarranted or unwanted messages promptly and report inappropriate messages to the technology coordinator.

**Inappropriate Use:**

Any misuse of the district network and/or Internet/e-mail access may result in suspension of access privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:

1. Any illegal activity that violates federal, state or local law is strictly forbidden;
2. Any activity that violates Ashland City School District policy or the State of Ohio Code of Conduct is strictly forbidden;
3. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
4. Intentionally obtaining or creating material that is profane, obscene, indecent, sexually explicit, or otherwise unsuitable or objectionable in the judgment of the district;
5. Intentionally developing and/or transmitting inappropriate graphics;
6. Transmitting sexual or ethnic slurs and/or jokes (unless reporting to network administrator);
7. Misrepresenting other users on the network and/or Internet;
8. Intentionally disrupting the operation of the network through abuse of the hardware or software;
9. Using e-mail and/or Internet to promote or encourage hate mail, profanity, vulgarity, or discriminatory, offensive, or harassing remarks;
10. Extensive use for non school-related communication;
11. Illegal installation of copyrighted software, or any other illegal activities;
12. Unauthorized downloading, copying, or use of licensed or copyrighted software;
13. Allowing anyone access other than the account holder;
14. Providing personal information about others (e.g., telephone numbers, passwords, pictures, home addresses, social security numbers);
15. Plagiarizing works found on the network and/or Internet;
16. Using the Internet/e-mail for commercial activities, product advertising, personal financial gain or lobbying (other than for public educational issues).
17. Intentionally transferring a file which infects the network with a virus and causes damage. The user may be liable for any and all repair costs to make the network once again fully operational and may be subject to other disciplinary measures as determined by the District.

With prior knowledge by administration, a special exception may be made for certain material or literature prohibited by this section or guidelines, if the purpose of access is to conduct research.

**Disclaimer:**

The District does not guarantee that network and Internet/e-mail access will meet any specific requirements of the user, or that it will be error free or uninterrupted; it shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

The District reserves the right to log Internet use and to monitor e-mail. The district may periodically make determinations whether specific uses of the network and Internet/e-mail are consistent with the acceptable-use policy.

The District will archive all staff e-mail for a period of time determined by the Public Records committee.

**Waived Expectation of Privacy:**

1. By authorizing use of the district network, the District does not relinquish control over material on the system or contained in files on the network. Staff should not expect privacy in the contents of personal files on the district network.
2. Routine maintenance and monitoring of the district network may lead to a discovery that a staff member has violated this policy, another District policy or the law.
3. An individual investigation or search may be conducted at any time by school authorities with contracted service providers.
4. Staff should be aware that data other materials in files maintained on the district network may be subject to review, disclosure or discovery.

The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with District policies conducted through the district network.

**Violations/Sanctions:**

**Anyone who violates these guidelines or other Board of Education policies or rules in connection with the use of district network or Internet/e-mail access, is subject to disciplinary action as described in the negotiated agreement which may include, but is not limited to, denial of the privilege of district network or Internet access, suspension, or termination of contract and referral to law enforcement authorities when deemed necessary.**

**Legal References:**

Children's Internet Protection Act of 2000 (H.R. 4577, PL 106-554)

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C.6801 et seq., Part F

ORC 1329.54-1329.67

3313.20

3319.321

**Ashland City School District Board of Education policy references:**

7530, 7540, 7540.01, 7540.02, 7504.04



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## Staff Acceptable Use Policy Form

I understand and agree to abide by the **District Network and Internet Access Guidelines**. I understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken. I hereby release the Board of Education and its administrators from any and all claims of any nature arising from my use or inability to use the district network and Internet/e-mail resources.

**(Please sign and return your building principal or supervisor)**

Printed Staff Member Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

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## Request for New User Account

(to be completed by building administrator or secretary)

Building(s):    Edison    Reagan    Taft    Middle School    High School    Central Office

Position: \_\_\_\_\_

Start date: \_\_\_\_\_      End date (if known): \_\_\_\_\_

Subbing for (if applicable): \_\_\_\_\_

ProgressBook access:    Yes    No

Key fob:    Yes    No

Requested by: \_\_\_\_\_ (administrator or secretary signature)

**\*\* Give completed form to any member of the Technology Department \*\***

Technology Department use:   Processed by \_\_\_\_\_      Date \_\_\_\_\_