

COMPUTER NETWORK AND INTERNET  
ACCEPTABLE USE POLICY AND AGREEMENT  
FOR STAFF MEMBERS OF THE LANCASTER CITY SCHOOL DISTRICT

The District is pleased to provide our students with access to interconnected computer systems within the District and to the Internet via a worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the District to continue making its computer network and Internet access available, all staff members must take responsibility for appropriate and lawful use of this access. Staff members must understand that one person's misuse of the network and/or Internet access may jeopardize the ability of all users to enjoy such access. Teachers and other staff members will make reasonable efforts to supervise student use of network and Internet access and develop policies that promote student cooperation in exercising and promoting responsible use of this access. Upon employment, each staff member will be assigned an e-mail account that should be checked at least once daily.

The District recognizes the need to prevent students from accidentally or intentionally accessing inappropriate material via the Internet. To that end, the District has instituted the use of an Internet filter that prevents access to many sites that are known to violate the Lancaster City School's Acceptable Use Policy (AUP) and Internet Safety Policy. Filters are, however, imperfect devices and are not a reliable substitute for monitoring students' activities by their teachers and/or by other staff. Students should be guided to appropriate sites and be monitored by staff members since the filter may not prevent some students from reaching inappropriate material. Staff and students may be permitted to use their own personal communications equipment. Staff members should be especially vigilant in monitoring student use of personal electronic communication equipment if permitted. The use of personal communications equipment must be for educational purposes only or as directed by the student handbook.

Attached is the Acceptable Use and Internet Safety Policy ("Policy") District and the Data Acquisition Site that provides Internet access to us. Upon reviewing, signing, and returning this Policy and Agreement as having been directed, each staff member will be given access to network resources and will agree to follow the Policy.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the Technology Coordinator or the Director of Educational Information and Technology Services. If any user violates this Policy and Agreement, he/she may be subject to disciplinary action.

**I. Personal Responsibility**

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are also agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy but has the effect of harming another or his/her property.

## **II. Term of the Permitted Use**

A staff member who submits to the school district, as directed, a properly signed Policy and Agreement and follows the Policy to which he or she has agreed will have computer network and Internet access.

## **III. Acceptable Uses**

**A. Educational Purposes Only.** The school district is providing access to its computer networks and to the Internet for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the Director of Educational Information and Technology Services or the Technology Coordinator.

**B. Network Policies.** All users must abide by rules of network etiquette which include:

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. 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.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others based on their race, color, national origin, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.

12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

**C. Hacking and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computer systems or to attempt to such unauthorized access. Any use that violates local, state, or federal law is strictly prohibited and will be reported to appropriate authorities.

**D. Confidentiality of Student Information.** Personally identifiable information about students may not be disclosed or used in any way over the Internet without the permission of a parent or guardian, or if a student is over the age of 18, the permission of the student himself/herself. A supervisor or administrator may authorize the release of information, as defined by Ohio law, for internal administrative purposes or educational projects and activities.

#### **IV. Privacy**

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and shall remain the property of the District, and no user shall have any expectation of privacy regarding such materials.

#### **V. Warranties/Indemnifications**

The District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, a user is taking full responsibility for his/her use and is agreeing to indemnify and hold the school, the District, the Data Acquisition Site that provides the computer and Internet access opportunity to the District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

## **VI. Updates**

Users may be asked from time-to-time to provide new or additional registration and account information or to sign a new Policy and Agreement; for example, to reflect developments in the law or technology.

[Adoption date: March 11, 1999]

[Re-adoption date: April 5, 2001]

[Re-adoption date: December 15, 2005]

[Re-adoption date: May 24, 2011]

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; (P.L. 106-554, HR 4577, 2000,  
                      114 Stat 2763)  
                      ORC 1329.54-1329.67  
                      3313.20  
                      3319.321

CROSS REFS.:       AC, Nondiscrimination  
                      ACA, Nondiscrimination on the Basis of Sex  
                      ACAA, Sexual Harassment  
                      IB, Academic Freedom  
                      IIA, Instructional Materials  
                      IIBG, Computer-Assisted Instruction  
                      JFC, Student Conduct  
                      JFCK, Use of Electronic Communications Equipment by Students

## Staff Member's Agreement:

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
User's Signature

\_\_\_\_\_  
Date

School or Department \_\_\_\_\_

Job/Position \_\_\_\_\_

Please retain Page 1-4 for your information and return the completed Page 5 to the Lancaster Human Resources Offices.

Original — Personnel File

Revised: 8/6/09, 5/24/11

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