

PAULDING EXEMPTED VILLAGE SCHOOLS ACCEPTABLE USE POLICY INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS

Overview of Policy

We in the Paulding Exempted Village School District are pleased to be able to offer our students, staff and visitors access to computer technology, including access to the Internet, certain online services, and the Paulding information technology network. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. However, if parents feel they do not want their child to have Internet access, then they will be responsible for informing their child's teachers, in writing, before the end of the second week of school.

The school's information technology resources, including email and Internet access, are provided for educational purposes. If students have any doubt about whether an activity or website is acceptable, consult with your immediate teacher, supervisor, or director to help decide if the use is appropriate. A user is defined as any student, parent or visitor that uses this school technology network on campus or through remote access. The district is defined as any staff member, teacher or administrator. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:

1. Using only their assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all district Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

Users must respect and protect the intellectual property of others by.

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.

6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or videoconferencing (students require a teacher's permission).
3. Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).
4. Use the resources for any educational purpose.

Consequences for Violation.

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation. In addition to the Board's Code of Conduct, according to federal and state law violators will be prosecuted to the fullest extent of the law.

Anything that is not covered by this policy will be dealt with on a case to case basis by school administration.

Supervision and Monitoring.

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network. The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system

PAULDING EXEMPTED VILLAGE SCHOOLS ACCEPTABLE USE POLICY
INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS, may also be found at the following location:

On the school website at www.pauldingschools.org by clicking the High School tab, then click on Forms/Links.

**PAULDING EXEMPTED VILLAGE SCHOOLS ACCEPTABLE USE POLICY
INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS**

COMPLETE AND RETURN THIS PAGE:

STUDENT: LAST NAME _____ FIRST NAME _____

I have received and read the **PAULDING EXEMPTED VILLAGE SCHOOLS ACCEPTABLE USE POLICY INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS**, which can be found at the following location:

On the school website at www.pauldingschools.org by clicking the High School tab, then click on Forms/Links.

Paper copies of the agreement will be signed and kept on record by each school.

BY SIGNING I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student Signature

Print Name

Date

Parent Signature

Print Name

Date

Credit

Portions of this AUP are modeled after an example provided by the US Department of Justice Computer Crime & Intellectual Property Section.

