

West Muskingum Local Schools Responsible Use Policy for Students

West Muskingum Local Schools is granting you access to its network and technology resources. The network and technology resources are one way of enhancing the mission to teach the skills, knowledge, and behaviors you will need for college and career readiness. These technologies may include but are not limited to, district-provided equipment as well as personal devices (computers, tablets, smart phones, laptops, e-readers, etc.).

As a West Muskingum Local Schools student, you are expected to use technology in a meaningful, safe, and responsible way. Technology is to be used as a tool to expand learning. Furthermore, as a user of the district's network and technology resources, you are expected to use the system with courtesy, respect, and integrity. You are to practice and maintain safe, secure measures regarding data and privacy.

In accepting this agreement, students acknowledge the following rules and conditions:

- Students will use technology in a meaningful, safe, and responsible way.
- Students will use technology resources productively, appropriately, and primarily for school-related purposes.
- Students understand that all district equipment, the district network, and their district account are the property of West Muskingum Local Schools. Their use can be monitored at any time without their knowledge or consent.
- Students will avoid using any technology resource in such a way that would disrupt the activities of other users.
- Students will use email and other means of communications (e.g. blogs, wikis, podcasting, social media, chat, instant messaging, discussion boards, virtual learning environments, etc.) responsibly. Students will not use any type of electronic or internet capable device to post any negative comments regarding staff and students. This includes, but is not limited to, posting or sending both threatening and non-threatening messages, pictures, videos, etc. via electronic message or through the access of any type of social media.
- Students will protect their personal data as well as the data of their peers. Students will abide by all confidentiality requirements in federal and state law, including but not limited to the Family Educational Rights and Privacy Act.
- Students will respect the political views of others by not using district resources for political advertising, lobbying, or campaigning.
- Students understand that the district resources should not be used for the promotion of commercial goods or services for personal gain.
- Students will conserve district resources through the proper use of printers, server space, video or audio streaming, and network bandwidth. Using the school network to provide any hosted service without prior approval is prohibited. This applies to services

such as but not limited to hosting web sites, file servers, gaming servers, SSH, FTP, IRC, email systems, private VPN, etc.

- Students will use technology in accordance with the laws of the United States and the State of Ohio, including but not limited to laws governing the following:
 - Criminal acts – that include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
 - Libel which includes publicly defaming people through published material on the Internet or in email, etc.
 - Copyright protections that prohibit copying, selling or distributing copyrighted material without the express written permission of the author or publisher or engaging in plagiarism (i.e., using others' words or ideas as your own). Students should assume that all materials available on the Internet are protected by copyright.
- Students will use the account assigned to them. Students will not share their password with other students or use another student's account for any reason.
- Students will obtain permission from each individual staff or student before posting any picture, video, or audio of that individual online. Students are prohibited from recording staff members and other students in any manner, unless permission is given and it relates to the educational process.
- Students understand that they are responsible for the use and content of all personal electronic devices while at school or school sponsored events. Students will have anti-virus and anti-malware software installed on their personal devices, and keep it up to date and enabled.
- Students will not use technology resources to access inappropriate content. This includes, but is not limited to, content related to pornography, weapons, hate speech, and academic dishonesty.
- Students understand that district administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

Students understand and will abide by the above Responsible Use Policy. Misuse of District devices and networks may result in restricted access. Failure to uphold the rules and conditions listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

**West Muskingum Local Schools
Responsible Use Policy Form for Students**

Instructions:

After having read the West Muskingum Local Schools Responsible Use Policy for Students please sign below and return to your school.

I have read, understand, and agree to abide by the provisions of the West Muskingum Responsible Use Policy for Students.

Date: _____ School: Elementary School Middle School High School

Student Name: _____

Parent/Legal
Guardian Name: _____

Parent/Legal
Guardian Signature: _____

Please return this form to the school where it will be kept on file for the current school year. It is required for all students that will be using a District network, applications, account, and/or Internet access.