

Lake Geauga Computer Association Computer Network/Internet User Policy and Agreement

Internet accounts are provided to students and educators solely for the purpose of aiding education and research; through the enhancement of information gathering and exchange, and the promotion of growth in communications technology.

The use of the LGCA Computer Network is a privilege which may be revoked by the LGCA and District network administrators at any time for abusive conduct or violation of the conditions of this agreement. In exchange for the use of the LGCA Computer Network,

I understand and agree to the following:

1. LGCA will provide network and Internet access for students and educators at those school districts who meet hardware, software, and network system standards and requirements set by the LGCA. These standards are available from each District's Technology Coordinator. LGCA retains the right to withhold support and/or services from any district which does not meet the established hardware, software, and network system standards and requirements set forth by the consortium. LGCA also retains the right to recover costs of network services provided to member districts as deemed reasonable and appropriate by the LGCA board of directors. As per state computer security regulations, each LGCA computer account must have an account form filled out and signed by the appropriate district personal.
2. The LGCA does not warrant that functions of the system and network will meet any specific requirements you may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system or network. LGCA shall not be liable for any damage incurred due to harmful programs (including computer viruses), which on rare occasions, may propagate through computer networks such as the LGCA Network and Internet. LGCA reserves the right to recover any costs incurred from damages to LGCA system's or network from virus or other Internet related issues.
3. Network and Internet electronic mail (E Mail), and other forms of electronic communication are not guaranteed to be private. Network administrators may access mail and other forms of communication at any time, and Email software may misdirect messages. These considerations should be kept in mind when corresponding with others.
4. LGCA Internet Accounts are for the exclusive use of their owners only. Network users (account owners) are responsible for the use of their passwords and accounts. Network users may not misrepresent themselves, or allow any other person to misrepresent themselves by using the network under the guise, password, or name of another account owner. Network users shall not reveal their passwords to anyone, violate anyone else's right to privacy, or reveal other person's names, personal addresses, phone numbers, or places of business. Any problems which arise from the misuse of an owners account are the responsibility of the account owner. Any misuse may result in the suspension of account privileges. Use of an account by someone other than the registered account holder may result in loss of account privileges.
5. Network users shall not violate any federal, state, or local criminal or civil laws. Network users shall not load, install, or disseminate copyrighted material or illegal copyrighted software onto or through the network. (Public domain and "Shareware" software and materials may be uploaded).
6. All information services and features contained on LGCA and District's systems and/or networks are intended for the private use of network account owners. Network users shall not engage in any commercial "for profit" activity, advertising, political "lobbying", extensive personal business, or other unauthorized use of the network or materials contained therein which are hereby expressly forbidden.

7. Network users shall conduct themselves according to accepted network etiquette, and refrain from any discriminatory or antisocial behavior. The use of obscene, vulgar, threatening, abusive, defamatory, or otherwise objectionable language in either public or, upon registration of complaint, private messages is expressly forbidden. Each district will form their own policy of what of what constitutes obscene, vulgar, threatening, abusive, defamatory, or otherwise objectionable language and what the appropriate actions will be taken for the for mentioned behavior.
8. Network users shall not infiltrate any sub-networks connected to the Internet, violate anyone's right to privacy, disrupt the use of the Internet or any sub-networks, or abuse, modify, or destroy any hardware or software used in accessing the Internet or any sub-network.
9. LGCA Computer Network student users and parents need to be aware that Internet, like television, telephone service, and other forms of mass media, provides access to information and people, representing many different countries, cultures, political/philosophical/moral/religious views and lifestyles. Students using Internet in the classroom shall be closely supervised by the teacher. The responsibility for supervision of students using their LGCA Computer Network account from home or anywhere else outside of the classroom shall be that of their parent/s or guardian/s. Just as parents need to monitor television and video viewing, radio listening, and reading materials, parents of students using the LGCA Computer Network need to supervise their use of the LGCA Network.
10. Network users shall not access, view, or introduce any textually or visually objectionable, obscene, or pornographic materials on/into the network. Each district will form their own policy of what of what constitutes objectionable, obscene, or pornographic materials and what the appropriate actions will be take for the for mentioned behavior. Although care has been taken to restrict student access to Internet domains that might contain objectionable materials, it is impossible to guarantee that no student will ever be able to obtain access to those domains. Therefore, each school district is ultimately responsible for the materials received through the use of student Internet accounts and supervision of its students while they are in school. Parents or guardians are responsible for supervising student's network use at all other times.
11. The LGCA Systems and Network are shared resources with finite capacities. Network users shall be considerate when transferring or storing large files on the LGCA Computer Network resources. Network users shall not engage in any use of the network which disrupts other users or seriously degrades performance of the systems and network. Any use determined to be disruptive by the network administrators will result in appropriate action being taken against the user.
12. In addition, as an account user/owner, I agree to abide by such rules and regulations of system and network usage as may be promulgated from time to time by the administrators of the LGCA Computer Network.
13. In consideration for the privilege of using the LGCA Computer Network and in consideration for having access to the information contained on it, I hereby release LGCA, its operators and administrators, and any institutions with which they are affiliated from any and all claims of any nature arising from my use, or inability to use, the LGCA Computer Network.
14. The Lake/Geauga Computer Association retains the right to monitor network activity, review any material stored in files which are generally accessible to others, edit or remove any material which the LGCA and/or District staff, in its sole discretion, believes violates the above standards, and terminate the network accounts of any persons violating the conditions set forth in this agreement.
15. The LGCA consortium district members will have preferential access, support and service to the LGCA network over any other entities utilizing the LGCA Network.

District Responsibilities:

Each District will provide to LGCA the name of their District Technology Coordinator.

Technology Coordinator Responsibilities:

Equipment/Communication/Software Setup

Responsible for all district equipment that will connect to LGCA network
Hubs, servers, PC's, MAC's, routers, CSU/DSU, modem, software

- installation
- configuration
- test
- maintenance
- training
- documentation

To make sure that equipment/software is compatible with LGCA Network prior to purchased for equipment that will access LGCA Network.

Manage IP ranges as assigned by LGCA

To provide LGCA copies of the following documents which connect to the LGCA Network, to assist in troubleshooting:

- Network Topology diagram
- Network documentation
 - wire closet equipment
 - classroom equipment
 - remote equipment
- IP documentation
- District Authorization Accounts (that reside on LGCA equipment)

Network Users

Obtaining proper signatures and policies for Network Users.

Notify LGCA of Addition and Termination of accounts on proper form

Notify LGCA staff of any misuse of the LGCA Network.

To work with LGCA Staff on PC, MAC, Network, Software, etc. issues that arise at the District level.

To work with district users to resolve connection/equipment problems.

LGCA will work with and train the Technology Coordinators on software installs, network issues, hardware and software issues, and whatever else is deemed appropriate.
The intent is to help LGCA and District users identify and solve issues quickly and efficiently.