

Lordstown Local School District

1824 Salt Springs Rd. SW
Warren, OH 44481
(330) 824-2535
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Dear Parent/Guardian:

Your child will receive an account on the school's computer networks and a Google Workspace for Education account. With this credential, opportunity comes responsibility to use these networks in a productive and ethical manner. When your child receives an account and password, it is extremely important that he/she abide by the enclosed agreement, which is to be signed by both the child and the parent/guardian. Any inappropriate use of the computer networks will result in the loss of the privilege to use this educational tool and possibly may lead to disciplinary action as well.

Since you are legally responsible for your child's actions, you may want to stress the importance of using only his/her own account and password and the necessity of guarding against their use by others. Under **NO** circumstances should anyone else be given the information to access your child's account.

After you have read and discussed this agreement with your child, please sign and return only the signature page to the school by as soon as possible. Any forms not received will result in the withholding of computer privileges until the signed agreement is returned. Please feel free to contact me if you have any questions concerning this letter or agreement.

Sincerely,

Rodney Reiner

Technology Coordinator

Lordstown School District

rodney.reiner@lordstownschoools.org

ACCEPTABLE USE AND INTERNET SAFETY POLICY

FOR THE COMPUTER NETWORK OF THE

LORDSTOWN LOCAL SCHOOL DISTRICT

The Lordstown Local School District is pleased to make available for students access to interconnected computer systems within the District, the Internet, and to systems at the school district or Information Technology Center. Any systems or computer used to gain access to the school district's network or the Information Technology Center must adhere to this policy as an external user granted access.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the Policy. The student must have his/her parents or guardians read and sign the Policy. The School District cannot provide access to any student who fails to sign and submit the Policy to the School as directed or, if they do not return the Policy as directed with the signatures of the student and his/her parents or guardians.

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 person that your School has designated as the one to whom you can redirect your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

I. Personal Responsibility

- a. By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the Director of IT. 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. A student who submits to the school, as directed, a properly signed Policy and follows the Policy to which he/she has agreed will have computer network and Internet access during the course of the students' enrollment at Lordstown Local School District.

III. Network and Computer Acceptable Uses

- a. EDUCATIONAL PURPOSES ONLY! The school district is providing access to its computer networks and the Internet for ONLY educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the Director of IT.

IV. Network Unacceptable Uses

- a. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
 - i. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the

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school district's student discipline policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

- ii. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse", "time bomb", or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- iii. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others, do not impersonate another user.
- iv. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- v. Uses that are in attempt to compromise the ability of the internet filtering software to work correctly. Using methods that would alter settings or running software in attempt to bypass internet filtering is prohibited.
- vi. Using network or computer storage space to save things that do not pertain to educational references.

b. Netiquette

- i. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- ii. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

V. Computer Unacceptable Usage

- a. Do not attempt or succeed in installing, (to include downloading of software) or altering of any software.
- b. Do not alter the hardware in any manner, to include removing/attaching cables, in attempt to "discover", "manipulate", "fix", "play with", etc. without permission from the Director of IT.
- c. Altering any settings (default or otherwise) (hardware or software) on the computer systems without permission is prohibited.
- d. Printing is reserved for educational materials only. Do not attempt or succeed in printing any materials that is not educationally related to the given curriculum.

VI. Internet Safety

- a. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide of materials to shun. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the Director of IT.
- b. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your name, home address, or telephone number. Do not use you real last name or any other information, w h i c h might allow a person to locate you without first obtaining the permission of a supervising teacher. Do

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not arrange a face-to-face meeting with someone you “meet” on the computer network or the Internet without your parent’s permission (If you are under the age of 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

- c. “Hacking” and other illegal activities. It is a violation of this Policy to use the school’s computer network or Internet to gain unauthorized access to other computers or computer systems, or attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- d. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the internet without permission of a parent or legal guardian or, if the student is over 18, the permission of him/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- e. Active Restriction Measures. The school, either by itself or in combination with the Information Technology Center (NEOMIN) providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene, pornography, or harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. A supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted, may disable internet filtering software or other technology-based protection systems.

VII. PRIVACY

- a. Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the schools 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 remain the property of the school district and no user shall have any expectation of privacy regarding such material.

VIII. Failure to follow Policy

- a. The use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his/her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment in the school district. A user violates this Policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary actions in such circumstances. Unauthorized use may allow the user to be prosecuted by law. The school district WILL NOT be held responsible for direct violations of this Policy.

IX. Warranties/Indemnification

- a. The school 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. 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 user or his/her parent or legal guardian arising out of the user’s use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent / legal guardian

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are agreeing to indemnify and hold the school, the school district, the Information Technology Center (NEOMIN) that provides the computer and internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, damages, or claims resulting from 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. The user or, if the user is a minor, the user's parent/legal guardian agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and Internet, whether that use is on a school computer or on another computer outside of the school district's network.

X. Google Workspace for Education

- a. At Lordstown Local School District, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, along with other Google services and third party applications. At both Lordstown High School and Lordstown Elementary, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers and learn 21st century digital citizenship skills. Information including the privacy policy and FAQ's for Google and other applications may be found at <http://lordstown.k12.oh.us/it>.

XI. UPDATES

- a. Users, and if appropriate, the user's parents / legal guardians may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. The user (or parent/legal guardian) must provide such information or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the Technology Coordinator to receive such information. This Policy may change at the will of the school district; it is the user's responsibility to review the policy for these changes. This policy may also be viewed on-line at <http://lordstown.k12.oh.us/it>

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Student's Agreement with Lordstown School District Acceptable Use and Internet Safety Policy

EVERY STUDENT, REGARDLESS OF AGE, MUST READ AND SIGN BELOW:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action or legal action may be taken. I also agree to allow the use of Google for Education and other third party applications that the district deems important and useful for educational purpose.

Student Name (Print Clearly): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Birthdate: _____

Graduation Year: _____

Phone Number: _____

Student Signature: _____ Date: _____

User (Place an "X" in the correct blank): I am 18 or older: _____ I am under 18: _____

If I am signing this policy when under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

Parent/Guardian Signature (If under 18): _____ Date: _____