

COMPUTER/ON-LINE SERVICES
Acceptable Use Policy
Employee/Community Members Regulations

The following guidelines and procedures are to be followed by staff and community members who are authorized to use the District's computers, local area network or on-line services (electronic mail, Internet, commercial services). Staff members supervising and using computers must follow the district policy in their own use and in making decisions in granting students permission for computer use. Community member's usage is also governed by Board policy. These guidelines and procedures will be reviewed periodically and are subject to revision as needed.

Violations of any of the following guidelines or procedures may result in any or all of the following sanctions:

1. Loss of user privileges;
2. Reimbursement for repair, replacement, or any cost incurred by the district due to vandalism;
3. Additional disciplinary action may be determined in line with Board of Education Policy;
4. When applicable, law enforcement agencies will be involved.

General Usage

1. Illegal activities are strictly prohibited.
2. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices of any activity prohibited by law or Board policy.
3. Users shall not transmit lewd, vulgar, indecent or plainly offensive speech.
4. Users shall not transmit material that is threatening or harassing and that is based on race, color, national origin, sex, disability or age that
 - (a) is so severe, pervasive, or objectively offensive, and that undermines and detracts from the educational experience, that an individual is effectively denied equal access to the District's resources and opportunities;
 - (b) is reasonably expected to create a substantial disruption or interference with the work of the District or the rights of other individuals.
5. Users shall not transmit material that is threatening or harassing and that is based on factors other than race, color, national origin, sex, disability or age that is reasonably expected to create a substantial disruption or interference with work of the District or the rights of other individuals.
6. Rules and regulations of network etiquette are subject to change by the administration.
7. Any form of vandalism is prohibited. Vandalism includes uploading / downloading any inappropriate materials, creating or using computer viruses and/or any attempt to harm, physically damage, or destroy equipment, materials, or the data of another user.
8.
 - (a) A user shall report any security problem or misuse of the network or its computers to a teacher, principal, or immediate supervisor.
 - (b) Accidental site hit(s) will be documented by a staff member and copied and sent to the building tech leader(s), building principal(s) and the District technology office. (An accidental site hit occurs when a user unknowingly goes to a web site which would be considered inappropriate for viewing. The user should immediately notify a staff member.)

9. Users are not permitted to violate regulations prescribed by the District's on-line service provider. The District's online provider is the Southwestern Ohio Computer Association (SWOCA). The Acceptable Use Policy for SWOCA is linked to the district's web page.
10. The user in whose name the District's on-line service account is issued is responsible for its use at all times.
11. The computer and/or network are not to be used (accessed) for unauthorized financial gain or unauthorized commercial activity.
12. The network should not be used in such a way that it will disrupt the use of the network by others.
13. All District personnel must abide by the Acceptable Use Policy.

Privacy Issues

14. Users shall have no expectations of privacy. All communications and information that is accessible through a District computer is property of the District. District personnel may view files, communications, and any other computer or network communication at any time for any reason.
15. It is recommended that staff members not reveal their own personal information (address, phone numbers, email address). Staff members may not reveal personal information of colleagues.
16. Users must not read other users' mail or files without consent of the user; 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.
17. The user shall use the network only under his/her own account password. All violations of this policy that can be traced to an individual account name will be treated as the responsibility of the owner of that account and of the individual committing the violation, if not the owner. Under no conditions should one give his/her password or account number to another user. Impersonation for any purpose is not permitted.
18. Understanding that messages are not entirely secure, electronic mail and telecommunication should be used with discretion by employees when communicating with parents/guardians and revealing information about students. Confidential information shall not be transmitted in this format.

Communications

Electronic Mail - Email

19. Email accounts for students and staff members are to be established using procedures outlined by the District office. A request must be completed by the staff member for an individual staff account. Staff members may request individual student accounts. **The official District sanctioned email account is the only one to be used on school computers by students and staff.** Email accounts through search engines, web sites, or other Internet programs, such as Yahoo and HotMail, are not permitted on school computers. School email accounts need to be monitored by user names, computer, date, and time in order to track proper email use.
20. District computers, networks, and Internet access are provided to support the educational mission of the district. They are to be used primarily for school-related purposes. **Personal use of email should be restricted to before and after school hours and during the employee's lunch period.**

21. Email messages should be opened out of the view of the students.
22. Students receiving an email account must have a signed user agreement form on file and purpose of use must be correlated to the curriculum.

Instant (Real Time) Communications For Staff Use

23. The use of a real time communications program will be permitted by the District as an intradistrict communications tool. This program will be approved by the Technology Department. This communications tool is not to be used for personal use and should be limited to connectivity with only Middletown City School District personnel. The use of a real time communications program by students is strictly prohibited.

Chat Rooms

24. The independent, unsupervised, unapproved use of chat rooms by students is strictly prohibited.
25. The use of a chat room for a teacher-controlled activity is only permitted with curriculum connection and an application pre-approved by the building principal twenty-four hours before the scheduled activity. Any inappropriate occurrence should be documented on the approval form and returned to the building principal.
26. For all chat room activities, a single computer will be used with one (1) student/teacher controlling input to the chat area for the entire class.

Web Exploration

Staff Web Use

27. All District computers will be connected through the filtered proxy. (A filtered proxy is a tool used by organizations to prohibit access to known inappropriate web sites.)

Student Web Use

28. All student web activities will be limited to teacher-directed assignments or activities.
29. Students may only use the web for the purpose of searching for information based on assignments or activities by their teacher.

Web page Development - (links)

30. Posting of web pages from school computers to servers accessed through web sites, such as Geocities, is not allowed. Posting school-related web pages and projects by students on sites other than the Middletown City School District web site is prohibited.
31. Posting to state and federal educational web sites and "grant" web sites must be approved by the Director of Instruction.
32. District personnel shall post all web pages.
33. Linking to other non-district educational web sites for such things as grant compliance must be done with the approval of the Director of Instruction.

Downloading Programs and Information

34. The use of privately owned software on school computers is subject to the approval of the technology department and to tests of legality, software compatibility, appropriateness, and relationship to curriculum.
35. Installing or adding any programs, applications, files, updates, or plug-ins to a school computer is to be done only after permission is obtained from the staff member in charge of the computer.
36. The downloading of appropriate files for research and classroom use is permitted by teachers as long as they follow copyright laws and the District software policy.

Copyright

37. Copyrighted materials may not be placed on the system without the author's permission and/or possession of legally purchased software or license covering this issue.
38. Copyrighted materials taken off the system and/or locally owned software shall be subject to all copyright laws.

(Approval date: March 24, 1997)
(Re-approval date: July 13, 1998)
(Re-approval date: August 13, 2001)