

## **HOWLAND LOCAL SCHOOL DISTRICT**

### **Internet Acceptable Use Policy**

**Please read the following document carefully before signing. This is a legally binding document.**

Internet access is now available to students, faculty, staff and administrators within the Howland Local Schools. We believe the Internet will offer vast, diverse and unique resources to both students and teachers. One of our goals is to provide an Internet service that promotes educational excellence by facilitating resource sharing, innovation and communication.

The Internet, an electronic highway connecting thousands of computers around the world and millions of individual subscribers, provides resources in abundance and opportunities for teaching more than just facts. The Internet has become an integral part of life. It is used in education, business and leisure. Students, teachers and administrators will now be able to access computers and people all over the world.

There will also be the availability of material that may not be considered of educational value in the context of a school setting. On a global network, it is impossible to control all materials; an industrious user may discover controversial information. We believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Howland Local School District.

Internet access is coordinated through a complex association of governmental agencies, regional (NEOMIN - NorthEast Ohio Management Information Network) and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the user who must adhere to strict guidelines. These guidelines are provided here so that users are aware of their responsibilities. In general, this requires efficient, ethical and legal utilization of network resources. If a Howland student, teacher or administrator violates any of the provisions, his or her account will be terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who sign has (have) read the terms and conditions carefully and understand(s) their significance.

## **I. Personal Responsibility**

Use of the Howland School Network is a privilege, not a right. By signing this Policy and Agreement, the user is agreeing not only to follow the rules in this Policy and Agreement, but is agreeing to report any misuse of the network to the person designated by the School for such reporting. 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 person or his or her property.

## **II. Term of the Permitted Use**

The user, and if appropriate, the user's parents/guardians, may be asked from time-to-time to provide new or additional registration as well as account information or to sign a new Policy and Agreement in order to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardians) or such new Policy and Agreement must be signed if the user wishes to continue to receive service. If after the user has provided the account information, some or all of the information changes, the user must notify the person designated by the School to receive such information.

## **III. Purpose and Use**

- A. The School District is providing access to its computer networks and the Internet for educational purposes. If the user has any doubt about whether a contemplated activity is educational, the user should consult with the person(s) designated by the School to decide whether a use is appropriate.
- B. More specific to the networking environment, the following are not permitted.
- Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting or attacking others
  - Damaging computers or network applications and resources
  - Violating copyright laws
  - Using another user's password or account
  - Trespassing into another user's folders or files
  - Intentionally wasting network resources
  - Using the internet network for personal or commercial purposes

Misuse or abuse of networking privileges will result in disciplinary action.

Students will be provided instruction on acceptable use, as well as user responsibilities and District expectations. No student shall have access to the Howland School's Network Internet without receiving appropriate training from our staff.

## **IV. Privacy**

Network and Internet access is provided as a tool for student education. The School District reserves the right to monitor, inspect, copy, review, store and delete (at any time and without prior notice) any and all usage of the 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 materials.

**V. Warranties/Indemnification**

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 and Agreement. 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 or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site 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, claims or damages resulting from the 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(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another's computer outside the School District's network.

**Faculty, Staff and Administration Agreement**

I have read, understand and agree to abide by the terms of the foregoing **Acceptable Use Policy and Agreement**. 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.

\_\_\_\_\_

Name

User signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign and return to Building Technology Assistant as soon as possible.**

**Student's Agreement**

I have read, understand and agree to abide by the terms of the foregoing **Acceptable Use Policy and Agreement**. 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 may be taken against me.

\_\_\_\_\_ Home phone: \_\_\_\_\_  
Name (Print clearly)

User signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

User (place an "X" in the correct blank): I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

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

**Parent or Guardian Network Usage Agreement** (to be read and signed by parents or guardians of students who are under 18):

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's **Acceptable Use Policy and Agreement** for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the student for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy and Agreement. I am therefore signing this Policy and Agreement and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site, all School administrators, teachers and staff for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy and Agreement. Further, I accept all responsibility for supervision of my child's or ward's use of his or her access account if and when such an access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

\_\_\_\_\_ Phone: \_\_\_\_\_  
Parent/Guardian Name (Please print clearly)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_