

LEXINGTON LOCAL SCHOOL DISTRICT • COMPUTER NETWORK AND INTERNET ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Lexington Local School District is pleased to make available to students, staff, and guests access to interconnected computer systems within the Lexington Local School District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

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

Below is the Acceptable Use and Internet Safety Policy (hereafter called the "Policy") of the Lexington Local School District and the North Central Ohio Computer Cooperative-Data Acquisition Site that provides Internet access to the Lexington Local School District. Upon reviewing, signing, and returning this Policy, each user will be given the opportunity to enjoy Internet access at school and is agreeing to follow all the rules, regulations, and guidelines of the Policy. If a user is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The Lexington Local School District cannot provide access to any user who, if 18 or older, fails to sign and submit the Policy to the school or, if under 18, does not return the Policy with the signatures of the user and his/her parents or guardians.

Listed below are the provisions of the agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the office of the technology coordinator (884-2132). If any user violates this Policy, the user's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but also are agreeing to report any misuse of the network by other individuals to school personnel. Misuse means any violations of this Policy, or any other inappropriate use that is not included in the Policy, but has the effect of causing harm to another or his/her property.

II. TERM OF THE PERMITTED USE.

A user who submits to the school, a properly signed Policy and follows the rules, regulations, and guidelines to which she/he has agreed will have computer network and Internet access during the course of the school year only. Users will be asked to sign a new Policy each school year during which they have access to the Lexington Local School District Computer Network and Internet.

III. PURPOSE AND USE.

- A. The Lexington Local 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 must consult with school personnel to help you decide if a use is appropriate.
- B. The system shall be used only for the purposes related to education or administration. Commercial, and/or political use of the system is strictly prohibited. Activities which are for the purpose of personnel financial gain/profit are strictly prohibited. Activities, which violate other tenets of this policy, are also strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for appropriate use.
- C. All users are prohibited from downloading any software whether from the internet, a CD, or disc including screen savers without the express permission of the Technology Coordinator.
- D. Digital citizenship. All users must abide by rules of digital citizenship. The administration or designated representatives will provide appropriate training for students who use the Lexington Local Schools Internet facilities. The training provided will be designed to promote the Lexington Local Schools commitment to the standards and acceptable use of Internet services as set forth by the Lexington Local Schools Internet Safety Policy to help students gain digital citizenship skills:
 1. Safety on Internet. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet (if you are under 18, without parental permission). Regardless of your age, you should never agree to meet a person you have communicated with on the internet in a secluded place or in a private setting.
 2. Be polite. Users are expected to keep messages brief and use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
 3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.
 5. Examples of uses that are considered unacceptable, cyberbullying, and constitute a violation of this Policy are, but are not limited to, the following:
 - a. Uses that are offensive to others.
Don't use access to make ethnic, sexual preference or gender-related slurs or jokes. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement

of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion, or political beliefs.

- b. 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, or look alike substance, the possession or use of which is prohibited by the Lexington Local 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 the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- c. Uses that cause harm to others or damage to their property.
Don't engage in defamation (harming another's reputation by lies.) Don't employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating. Vandalism results in the cancellation of user privileges. Vandalism includes uploading and downloading of things such as a 'worm', 'virus', 'Trojan horse file', 'time bombs', or other harmful programs to cause harm to others or vandalize equipment. Any malicious attempt to harm or destroy equipment or materials or the data of any other user is also considered vandalism.
- d. Uses that jeopardize the security of user access and of the computer network or other networks on the Internet.
Don't disclose or share your password with others or impersonate another user.
- e. Uses that are commercial transactions.
Users may not sell or buy anything over the Internet. Do not give others private information about you or others, including credit card numbers and social security numbers.

IV. BYOD POLICY

- A. Students are permitted to connect to the Lexington network via the secure wireless connection provided by the school system, in locations specified for personal devices, but all access must be in accordance with this Acceptable Use Policy, for educational use, and only when directed by district staff.
- B. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the Lexington school system.

Lost or Damaged Device

Lexington Local Schools assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices to Lexington School District at their own risk. Lexington Schools cannot provide technical support for personal devices.

V. INTERNET SAFETY

- A. **General Warning; Individual Responsibility of Parent 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 or her use of the computer network and Internet and stay away from these sites/material. Parents of minors are the best guides of materials to avoid. If a user finds that other users are visiting offensive or harmful sites, he or she should report such use to school personnel immediately.
- B. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet (if you are under 18, without parental permission). Regardless of your age, you should never agree to meet a person you have 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 District's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to 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 the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/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 ITC (Internet Technology Center) providing Internet access (NCOCC), will utilize filtering software or other technologies to help prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District 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.
Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

VI. PRIVACY

Network and Internet access is provided as a tool to assist in education. The Lexington Local 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 computer network and Internet access and any and all information transmitted or received in connection with such usage. (Note: electronic mail (e-mail) is not guaranteed to be private) All such information files shall be and remain the property of the Lexington Local School District and no user shall have any expectation of privacy regarding such materials.

VII. FAILURE TO FOLLOW POLICY AND BREACH OF AGREEMENT

The use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement shall, at a minimum, have his or her access to the computer network and Internet terminated. The Lexington Local School District reserves the right to refuse to reinstate access for the remainder of the user's tenure in the Lexington Local School District. A user violates this Policy by his or her own action. 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 Lexington Local School District reserves the right to take other disciplinary action.

VIII. WARRANTIES/INDEMNIFICATION

The Lexington Local School District makes no warranties of any kind, either express 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 or her parent(s) or guardian(s) arising out of the user's use of the school's computer networks or the Internet under this Policy. By signing this Policy, a user is taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s)/guardian(s) is agreeing to indemnify and hold the School, the Lexington Local School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the Lexington Local 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)/guardian(s) agree to cooperate with the school in the event that the school initiates an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on access from a location outside the Lexington Local School District's network.

IX. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked to provide new or additional registration and account information or to sign a new Policy to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive access. If specific account information changes, it is the responsibility of the user and/or the parent(s)/guardian(s) to notify the school of any/all such changes.

ADOPTION

This Internet Safety Policy was adopted by the Board of Lexington Local Schools at a public meeting, following normal public notice, on **09/19/2012**.

LEGAL REFERENCES

Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554), Communications Act of 1934, as amended (47 U.S.C. 254[h],[i]), and the Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F), and the Protecting Children in the 21st Century Act.