

# ***An Agreement for the Acceptable Use of Technology***

## Education Purpose Statement

The District provides access to technology in order to enhance the instruction of its students and to achieve the goals as established by the District Board of Education and the Ohio Department of Education. This Acceptable Use Policy (AUP) is established to promote the use of technology in a manner that leads to a safe and worthwhile educational experience for all.

## Scope/Definitions (Who, What, Where, When)

This policy and associated rules and regulations refer to all electronic computing, communication, recording or imaging devices including but not limited to computers, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones, and digital cameras as well as technology infrastructure, associated peripheral devices and software:

- Owned by, leased by or on loan to the District or any third party engaged in providing services for the District
- Any computing or telecommunication devices owned by, in the possession of or being used by district authorized users that are operated on the grounds of any district facility, off grounds at a school sponsored function or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

This policy applies to any online service provided directly or indirectly by the district for student or staff use. Examples of online services include electronic mail, web sites, cloud based computing applications and social media sites. Users agree to abide by any license agreement established with a third party.

This policy is in effect for any school sponsored activity at any time or any place.

## Statement of Procedures Existence and Location

In order to maintain and encourage appropriate and effective use of computer technology and connectivity, the District has defined a set of rules for computer and network use. Authorized users must read and abide by these rules set for the district, buildings and classrooms.

## Disclaimers/Hold Harmless Clause

The District makes no warranties of any kind, expressed or implied, in connection with its provision of access to and use of its technology, technology infrastructure or online services provided to its students, staff or visitors. The District is not responsible for any personal documents stored on district technology nor is it responsible for any harm from the release of confidential information.

## Copyright/Ownership

Copyrighted materials may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright and materials must be licensed directly to the district. Only the owners or authorized individuals may upload or download copyrighted material to and from the District's systems. Unauthorized copyrighted materials will be removed upon notification.

## Privacy/Monitoring/Confidentiality

Users shall have no expectation of privacy when utilizing district technology or related services. The District reserves the right to monitor, inspect, copy, review and/or store at any time and without prior notice any and all results of usage of computers, network and/or Internet access and any and all information transmitted or

# ***An Agreement for the Acceptable Use of Technology***

received in connection with such usage. This includes but is not limited to information contained in online services provided by the district. All such information shall be and remain the property of the District. The creator of original works may retain specific rights to use as applicable under U.S. copyright law.

Users shall maintain and protect the confidentiality of any confidential information housed, processed or maintained by the District. This includes but is not limited to account information, passwords and personal information. Users are responsible for maintaining the security of student information and other personally identifiable data and for upholding FERPA, the student confidentiality law, the Ohio Privacy Act and any other applicable privacy policies and regulations.

## **Prohibited Practices**

The use of technology for any purpose that violates any district policy, rule or regulation regarding the use of technology in the district, building or classroom or any use which is outside the educational purpose is prohibited. This includes, but is not limited to theft, destruction of property and bullying. Users are required to report any occurrence of a prohibited practice to the appropriate district or building administrator. District reserves the right to determine what constitutes improper use.

## **Consequences**

Policy violators and those failing to report policy violations shall be dealt with following established employment agreements or district guidelines. The district also reserves the right to administer the appropriate disciplinary action up to and including termination. Any infractions that fall under the provisions of the Ohio and Federal Criminal Codes will be referred to the appropriate law enforcement agencies.

## **Ban of Criminal and Illegal Acts**

In addition to the rules and guideline stated in this policy, the District prohibits the use of any technology or service in the commission of any criminal or illegal act or the preparation for, communication about or the cover up of such and will refer offenders to proper law enforcement agencies. The district also reserves the right to seek monetary or other damages as a result of any criminal or illegal act.

## **Signatures/Acknowledgement**

Users acknowledge the information disclosed in this policy by signing below. This document is in effect until the relationship with the user is severed or a new form is required.

\_\_\_\_\_  
Name (please print) Last, First, M.I.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date