

## **South Euclid Lyndhurst City School District Technology Acceptable Use Policy**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures, may not be disabled at any time that students may be using the Education Technology, if such, disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to disciplinary action.

The Superintendent or Designee may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find

inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social Networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students in grades 4 - 12 will be assigned a school email account that they are encouraged to utilize for all school-related electronic communications, including those to staff members. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/Network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Vandalism includes uploading/downloading any inappropriate or non-school related material, creating computer viruses and/or any malicious attempt to harm, alter or destroy equipment, materials or the data of any other user. This includes duplicate (two or more incidents) to laptops/computers/Chromebooks, or computer accessories by a student or staff member. Students and student families will be financially responsible for all damages resulting from incidents of vandalism that require repair or replacement of district hardware and/or accessories.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally

responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to *students'* use of the District's Education Technology.

P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
as amended (2003)  
18 U.S.C. 1460  
18 U.S.C. 2246  
18 U.S.C. 2256  
20 U.S.C. 6777, 9134 (2003)  
76 F.R. 56295, 56303

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Revised 8/17/12  
Revised July 2016

#### **Acceptable Uses of Computers and On-Line Services**

Users may only use District computers, networks, and on-line services for the following acceptable uses:

- ✓ Learning activities in support of Board instructional objectives;
- ✓ Research supporting educational programs sponsored by the Board; and
- ✓ Communications between faculty, staff, students and others outside the South Euclid Lyndhurst School District containing messages or information, the content of which is not in conflict with this policy and District regulations.

#### **Unacceptable Uses of Computers and On-Line Services**

Users may not use District computers, networks, and on-line services for unacceptable uses, specifically included, but not limited to the following:

1. Damaging or altering the operation of the District's computer network services, or interfering with other users' ability to use District computer network services.
2. Creating or distributing communications, materials, information, data or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation or inconsistent with any other Board Policy.
3. Infringing on the rights or liberties of others; using profanity or harassing language as a method to offend or insult others.
4. Illegal or criminal use of any kind.
5. Causing or permitting materials protected by copyright, trademark, service mark, trade name, trade secret, confidentially or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner.
6. Installing or maintaining any hardware of executable software not owned or licensed by the South Euclid Lyndhurst Board of Education. This includes software in the public domain and "shareware".

7. Granting access to District computers, networks, and on-line services to individuals not authorized by the Board, either by intentional conduct such as disclosing passwords, or by unintentional conduct such as failing to log off.
8. Conducting commercial, profit-motivated, or partisan political activities not related to Board programs.
9. Interfering with other users' ability to use District computers, networks, and on-line services; attempting to read, delete, copy, modify, or forge information contained in the files of other users.
10. Promoting the use of drugs, alcohol, or tobacco or unethical practices that violate law or Board policy.
11. Accessing, viewing, printing, storing, transmitting, disseminating or selling any information protected by law or subject to privilege or an expectation of privacy.

Students agree to and understand the following:

- I will use technology resources in a reasonable, ethical, and legal manner. I will use technology resources only for school related purposes.
- I will not access, modify, or destroy other user's data. I will not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software, damage or destroy resources, intentionally offend, harass, or intimidate others.
- I will not change computer settings/functions in any way, or participate in any form of hacking.
- I will access the Internet only under appropriate supervision. I will only view sites that directly pertain to school-related assignments. I will not use school technology resources to create, distribute, download, or view obscene, illegal or inappropriate content. I will not plagiarize from the Internet. I will distribute copyrighted material only if I have the owner's written permission. I will immediately inform a staff member if I encounter material that is obscene, illegal or inappropriate.
- I will not access social media for personal use from the District's network, unless for educational use.
- I will not use technology resources to engage in any commercial activity including the purchase of goods or services. I will not give out personal information (full name, address, phone number).
- I will use technology resources responsibly. I will not give out my passwords. I will not disrupt network usage by others. I will not monopolize technology resources, print excessively, or use an excessive amount of shared data storage space.
- I will immediately notify a staff member or administrator if I am the subject of harassment while using technology resources, or if I witness inappropriate use of technology resources.
- I will not use vulgar, derogatory, or obscene language, or language that may be hurtful to another person or that may constitute personal attacks, cyberbullying or harassment of another person.
- I have read, understand and agree to abide by the South Euclid Lyndhurst Schools Acceptable Use Policy.

**Annual acceptance of the South Euclid Lyndhurst School District's Technology Acceptable Use Policy occurs online when parents update emergency contact information at the start of the new school year.**