Educational Service Center of Center Ohio (ESCCO) Student Computer Network/Internet Acceptable Use Guidelines

The following guidelines apply to students accessing the internet via the ESCCO network. Students in ESC classrooms housed in locations where they access the network of other districts/agencies shall abide by the acceptable use policy of that entity.

A copy of these guidelines shall be provided to staff, students and parents/guardians. Parents/Guardians will complete the Parent/Guardian Permission Form upon registration for new students annually. The signed form will be kept in the student's cumulative folder. Users shall not have access to the Network until they have signed the Parent/Guardian Permission Form. Any parent/guardian of a student under the age of 18 may direct that the student not be given access to the Internet, by providing written notice to the superintendent of the ESCCO.

Acceptable uses
The district-wide network, Internet, and technology are provided for students for educational purposes: to support learning, inform/enlighten, to research educational topics, and practice curricular skills.

The system administrators in consultation with appropriate ESCCO administration shall determine the appropriate and inappropriate use of the ESC network, Internet, and technology systems. If ESCCO Administration determines the computer network system is being inappropriately used, they may terminate access or privileges at any time. Additionally, the administration may request a system administrator to deny, revoke or suspend specific user access and may recommend further disciplinary action if inappropriate use is discovered. Due to rapid changes in technology, a user's access and/or these guidelines are subject to change at any time.

The smooth operation of the network relies upon the proper conduct of the students who must adhere to strict guidelines. These guidelines are provided here so that the users are aware of the responsibilities that they possess. If a user violates any of these provisions, his or her access or privileges may be terminated, future access could be denied, and further discipline action could be taken in accordance with the terms and conditions contained herein. Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by the ESCCO at any time for technical, policy, or other reasons.

When using the network, students should remember that they are representing themselves and the ESC to others. Users are expected to abide by generally accepted rules of network etiquette, and conduct themselves in a responsible, ethical, legal, and polite manner while online. Users are responsible for their conduct. While the ESCCO teachers and other staff may make reasonable efforts to supervise student use of Network access, the ultimate responsibility for exercising and promoting responsible use of this access is that of the student and the parent/guardian.

Users have no privacy expectation in the contents of their personal files or any of their use of the District's network or equipment within. The District reserves the right to monitor, track, log,

and access all use and/or communications created within, including employee's, student's, and guest's personal computers, network, Internet, electronic communications, and media brought onto ESCCO property or at ESCCO events, for any reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with these guidelines. This includes, but is not limited to video, images, audio files, or any other electronic data. Access to all data on, taken from, or compiled using the ESCCO's network, computers or electronic devices is subject to inspection and discipline. The ESCCO may also limit access depending on student and staff schedules and equipment availability. All such information, content and files shall be and remain the property of the ESC. Students' must understand that personal technology devices brought into an ESCCO classroom or onto ESCCO property, may be legally accessed, if suspected they contain ESC information and/or are a possible violation of ESC governing board policies, in order to insure compliance with ESC policies, to protect the ESC's resources, and to comply with the law.

Unacceptable uses

Misuse means any violation of these guidelines or any other use that is not included in these guidelines but has the intent or effect of harming another or another's property. The following are examples of types of specific conduct that is not an acceptable use of the ESCCO network and/or electronic resources. The enumeration of the unacceptable uses is by way of example and not by way of limitation.
- Uses or activities that violate the law or ESC policy, or that encourage others to violate the law or ESCCO policy.
- Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or ESCCO policy.
- Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening.
- Using the Network to make, distribute or redistribute jokes, stories or other material that would violate these guidelines or the ESCs harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics.
- Attempting to reach internet sites blocked by the software on school computers or to "hack" into other accounts or restricted information.
- Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene or pornographic materials.
- Creating, copying, viewing, transmitting, downloading, or uploading any materials that include the design or information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violate or encourage others to violate the law or ESCCO policy.
- Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others.
- Copying, downloading, uploading or transmitting student information, other confidential information or trade secrets.
- Downloading and/or saving music or images, unless given permission by a teacher.
- Engaging in harassment, stalking, or other repetitive unwanted or abusive communication, or using the Internet in support of such activities.
- Uses or activities that cause damage to property.

- o Uploading, downloading, creating or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data, or vandalizing the property of another.
  - o Vandalism includes any attempt to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data of another user, other ESCCO Network resources, or the use of the ESCCO Network to do any of the same acts on the Internet or outside Networks.
- Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, you should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.
- Commercial uses. At no time may the network or the Internet be accessed (including sending e-mail) for purposes of engaging in or supporting any kind of business or other profit-making activity. You may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services (whether to one recipient or many, such as "junk e-mail").
- Uses or activities that are unrelated to legitimate District purposes. Users may not, during the school day, access the Internet for purposes of personal shopping, buying or selling items, connecting with a personal web site or blog that is not part of a class project, receiving or posting messages to web sites or blogs not part of a class project, participating in any type of gaming activity, engaging in social or hobby activities during class time, engaging in or supporting any kind of business or other profit-making activity, or for general recreational web browsing unless it is during non-class time and unless assigned for a specific educational purpose. (Examples: Amazon, eBay, Expedia, Grudge Report, dating services, chat rooms, poker web sites, CNN, ESPN.)
- Use of non-school-sponsored blogs, email, Web sites, and other social networking sites now known or later developed are not permitted during the school day. Improper or inappropriate use of said sites outside of the school day may result in disciplinary action and/or appropriate legal action. Such situations may include but are not limited to:
  - o A published threat toward a student or school employee.
  - o A posting that calls for the violation of laws or school rules and/or policies.
  - o Publishing information or rumors about a student or school employee that may damage or defame one's character.
  - o The disruption of class or school business.
- Uses that disrupt the operation of the network; intentionally abuse the software and/or hardware; or intentionally consume limited computer paper excessively or telephone resources, such as through spamming, creating or transmitting mass e-mails or chain letter, or extensively using the Network for non-curriculum-related communications or other purposes exceeding these guidelines.
- Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier that makes message recipients believe that someone other than you is communicating or otherwise using the other's access to the Network.
- Political uses: Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Additionally, users shall not solicit political contributions through the network from any person or entity or conduct any type of campaign business.
- Installing or downloading software or hardware without the prior consent of an ESC administrator. Students may not move, repair, reconfigure, reprogram, modify or attach

any external devices to Network equipment, computers or systems. Students shall not remove, alter or copy District software for their own personal use or for the use of others.
- Giving personal information beyond directory information for self, other students, volunteers, and/or district employees, without permission from teacher and parent or guardian. (A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law.)

ESC monitoring/filtering policies

ESCCO computers, technology, the Internet, and the use of electronic communication are not inherently secure or private. Students are urged to be caretakers of their own privacy and should not store sensitive or personal information on ESCCO computers. Therefore, all network activity and information accessible via the computer resources shall NOT be regarded as private communication. Network users should have no expectation that any information contained on the network is confidential or private. Network users have no right of privacy in data submitted via the network. *United States v. Simons*, 206 F.3d 392 (4th Cir. Feb. 28, 2000).
System administrators or designated administrative personnel may monitor and review files and messages in order to analyze the use of systems or compliance of policies, conduct audits, review performance or conduct, obtain information, or for other reasons. According to the Electronic Communications Privacy Act, 18 U.S.C. §§2701-2711, use of public networks constitutes consent to monitoring. The ESCCO reserves the right to disclose any electronic message to law enforcement officials, the public, or other third parties, for example, in response to a document production request made in a lawsuit involving the ESCCO, or by a third party against the user or pursuant to a public records disclosure request.
Review of such information may be done by the Superintendent or Superintendent's designee with or without the student's knowledge. The use of passwords does not guarantee confidentiality, and the Superintendent or Superintendent's designee retains the right to access information in spite of a password.

In ESCCO classrooms that filter through the information technology center MEC, the ESC, in combination with the Metropolitan Education Council ("MEC"), utilizes filtering software to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The ESCCO will also monitor the online activities of students, through direct observation and/or technological means, to limit student access to such depictions or any other material which is inappropriate for minors. Users are prohibited from taking any action that would override the filtering system.
ESCCO classrooms housed in school districts may use district internet resources and may use alternative methods for filtering web content for students.

Account Security

If and when Network users are issued passwords and/or user accounts, they are responsible for the use of said passwords and accounts. Network users may not misrepresent themselves, or allow any other persons to misrepresent themselves by using the network under the guise, password, or name of another user. Network users shall not reveal their passwords to anyone, violate anyone's right to privacy, or reveal other persons' names, personal addresses, phone numbers, or places of business. Any problems that may arise from the misuse of an owner's account will be the responsibility of the account owner. Use of an account by someone other

than the registered account holder may result in a loss of account privileges. Network users are required to secure their technology at all times and are responsible for safeguarding their own passwords. Network users will be held accountable for the consequences of intentional and negligent disclosure of such information. In addition, any abuse or violation of the conditions of these administrative regulations which is contrary to the ESC's standard policies and practices may lead to further disciplinary action.

Security breaches

If users identify a security problem on the Network, such as evidence of hacking, users must notify a system administrator, teacher, an ESC administrator and/or system administrator immediately. All users agree to cooperate with the ESCCO in the event of an investigation into any allegations of abuse or security breaches on the Network.

Failure to Follow Guidelines

Violations of these guidelines may result in disciplinary action, including but not limited to restriction or termination of access to the Network, and/or other discipline in accordance with the applicable Student Conduct Policy or other Board policies. If access is terminated, the ESC may refuse to reinstate access for the remainder of a student's enrollment in an ESC educational program. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. Specific disciplinary measures will be determined on a case-by-case basis.

Warranties and Indemnification

The ESC makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its Network. It shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of the student's use of, or inability to use, the Network, including but not limited to the loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions, or user error or omissions. There is no perfect filtering or monitoring technology. Because access to on-line services provides connections with other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the ESCCO can control the content of the information available on these systems. As such, the ESC cannot guarantee inadvertent access by users to inappropriate material on and over the Internet. Users should be warned that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Some sites on the Internet may contain warnings as to their content, and users are advised to heed these warnings. Not all sites that may contain inappropriate material, however, will include warnings. You must take responsibility for your use of the Network and stay away from these sites. Parents/guardians of minors are the best guide to the materials to avoid. If you find that other users are visiting offensive or harmful sites, you should report that use to a teacher or ESC administrator. If you should mistakenly access inappropriate information, you should immediately tell your teacher to protect yourself against a claim of violating these guidelines. The ESCCO is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the student's own risk.

By accessing the Network, you are agreeing to cooperate with the ESC in the event of the ESCCO's initiating an investigation of use or access to the Network, whether that use is on an

ESCCO computer or on another computer outside of the Network. By accessing the Network, you are further agreeing to indemnify and hold the ESCCO and the Information Technology Center and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages (including attorneys' fees) resulting from access to and use of the Network through your account, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

Each user is responsible for reading and abiding by these guidelines. If you have any questions about the provisions of these guidelines, you should contact an ESCCO administrator.

Web Sites
Web sites created through the Network and/or linked with the ESC's official web site must relate specifically to ESC-sanctioned activities, programs or events. Web sites created using the Network or the ESC's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the ESC. The ESC reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed. All external web sites linked with any ESC web page must prominently display the following disclaimer:

This is not an official web site of the ESC of Central Ohio. The ESC of Central Ohio does not control and cannot guarantee the timeliness or accuracy of the information on this web site. Any views or opinions expressed herein are solely those of the creators of this web site.

esc educational service center
of Central Ohio

ESCCO Student Computer Network/Internet Acceptable Use Guidelines
Please read and understand the Student Computer Network/Internet Acceptable Use Guidelines before signing this form. This is a legally binding document.

We hereby certify that we have read and understand ESCCO's *Student Computer Network/Internet Acceptable Use Guidelines.*

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 ESCCO's Computer Network/Internet Acceptable Use Guidelines. **I understand that access to the electronic network is designed for educational purposes only.** However, I also recognize it is impossible for the ESCCO to restrict access to all controversial materials, and I agree to hold ESCCO and its officers, agents and employees from any and all liability of any kind that may result from my child or ward's access to inappropriate materials in connection with network usage. Further, I accept full responsibility for supervision if and when my child's use of an ESC account is not in a school setting. I agree that the ESCCO shall not be held liable for any interruption in service of these electronic resources as the result of suspension due to student misuse, storms, fire, or other network interruption. It is further understood that misuse of these resources can result in suspension of electronic resource privileges and possibly in other discipline.

I further certify that all information provided for the creation of this account is truthful and accurate.

Student's name: _____
School: _____
Grade: _____ Teacher: _____
Student's home address: _____
Student's city, state, zip: _____
Student's home phone: _____
Student's signature: _____
Date: _____
Parental Agreement and Release
I have read and understand the Student Computer Network/Internet Acceptable Use Guidelines, and I agree to all its terms and conditions. I confirm my child's intentions to abide by the terms and conditions therein.
Parent/Guardian Name: _____
Parent/Guardian Signature: _____
Relationship to Student (circle): Parent Guardian Other: _____
Date: _____

THIS FORM IS VALID FOR AS LONG AS THE ABOVE STUDENT IS ENROLLED IN AN ESCCO EDUCATIONAL PROGRAM.