

# Greene County Career Center

## Student Acceptable Use Agreement

### Computer Equipment, Electronic Information, Internet, and Network Resources 2018-2019 and 2019-2020

#### Introduction

Greene County Career Center (GCCC) provides network and telecommunication technologies in support of instructional and educational objectives of the school system. These networks and telecommunications technologies include computer equipment and the Internet, and are intended for educational purposes only.

The ability to use computers to gather information, and to communicate and collaborate with others has become a fundamental skill for every citizen. To this end, GCCC assigns computer equipment to each student for use while attending GCCC. GCCC also provides access to local networks, electronic mail, and the Internet. Internet access enables students, teachers, and administrators to explore libraries, databases, discussion groups, websites and other resources while exchanging a variety of information with others.

With access to this vast amount of information comes the availability of some material that may be considered to be of little or no educational value within the context of the school setting. GCCC has taken precautions to regulate and filter (where appropriate) student and staff access to the Internet. However, it recognizes that it is not possible to guarantee that users will not be able to find Internet resources, which are offensive, profane, or otherwise objectionable in an educational setting.

GCCC does not make any guarantee that the functions or service provided by or through the network, e-mail, or the Internet provider will be error free or without defect. Further, GCCC is not responsible for the accuracy or quality of the information obtained through or stored on the network, e-mail, or Internet. The ultimate responsibility for appropriate use lies with the user.

#### Educational Use

GCCC will expect teachers to use school networks and computer resources to support the instructional objectives and to provide guidance and supervision for all Internet activities. All computers connected to the school's network including classrooms, labs, and media centers are to be used exclusively for educational purposes.

#### Privileges

The use of GCCC's computer network, e-mail, and Internet provider is a privilege, not a right, and inappropriate usage will result in the cancellation of privileges and/or disciplinary or legal action by school officials.

#### DISTRICT PROVIDED DEVICES

When using district provided technology devices, users are accountable for the responsible use of the devices. Use of district provided devices is a privilege which may be revoked at any time.

Violation of these policies will be subject to normal disciplinary action.

- A. Content and Software** – district equipment is to be used for educational purposes only. All other software must be district approved and installed.
- B. Configuration** – users may not alter the configuration of the device or install passwords on screensavers, BIOS settings menus, or deletion of files or folders. Deletion of some files may also result in a computer failure and may interfere in the ability to complete classwork, directly impacting grades.
- C. Equipment Repairs** – if the computer fails while in use, a determination will be made to determine if the failure was due to the equipment, or due to improper use. If the failure is due to improper use, the student or parent may be held liable for repairs.
- D. Loss or Damage** – if equipment is issued to the user, and the property is damaged, lost or stolen, the user is responsible for the cost or repair or replacement based upon the fair market value at the date of loss. Loss or theft of property must be reported to the District within one business day, and a police report must be filed within 48 hours of the occurrence if applicable.
  - a. If the equipment is stolen:**

- i. File a police report within 48 hours of the occurrence
  - ii. Notify the Principal or Supervisor immediately, or within one business day
- b. If the equipment is lost:**
- i. The user will be responsible to pay the school district the total costs associated with replacing the equipment.
- c. Users will be charged for the replacement or repair of the equipment if it has been deliberately damaged or vandalized.**

### **Unacceptable Use**

The following actions constitute unacceptable use of GCCC's network, e-mail, and the Internet:

- Using impolite, abusive, threatening, or otherwise objectionable language
- Using the network, e-mail, or Internet for harassment, intimidation, or bullying
- Placing unlawful information on the network, e-mail, or Internet
- Using the network, e-mail, or Internet illegally, violating federal, state, or local laws or statutes
- Using the network, e-mail, or Internet at school for non-school related activities
- Sending messages that are likely to result in the loss of the recipient's work or system
- Using the network, e-mail, or Internet for commercial or personal gain
- Using the network, e-mail, or Internet for political lobbying
- Changing any computer file that does not belong to the user
- Sending or receiving copyrighted materials without permission
- Knowingly giving one's password to others
- Using another user's password
- Using the network, e-mail, or Internet access for sending, viewing, or retrieving pornographic material, inappropriate files or otherwise offensive materials, including files dangerous to the integrity of the schools' computer network
- Circumventing or attempting to circumnavigate security measures on the schools' computer network
- Attempting to gain access to another user's resources, programs, or data
- Vandalizing, defined as any malicious intent to harm or destroy school equipment or data on the network or Internet. This includes the uploading of or creation of computer viruses
- Falsifying one's identity to others while using the network, e-mail, or Internet
- Downloading software or large files without receiving prior approval from an authorized school employee

### **Privacy**

All communication and information transmitted via the school's computer network is considered public property. Users should not expect that information and data transmitted on the school's computer network will be private. Authorized administrators and teachers may review information and data at anytime, without prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy. Information relating to, or in support of, illegal activities will be reported to the appropriate authorities.

Prior to posting any public Internet web page content that contains the name, identifiable image, or work of a student, the school must obtain the written permission of the child's parents/guardian. Local Intranet web pages that contain the above information may be used in the same manner as any other local student display of information.

### **Copyright**

Almost all data and software is subject to the Federal copyright laws. Care should be exercised whenever accessing or copying any information that does not belong to you. Software which requires purchase or reimbursement for its use, such as shareware, requires strict adherence to the terms and conditions specified by the owner unless written permission for unrestricted use has been obtained. When in doubt consult the technology department.

All software placed on the school's computer network must have a valid license for each copy used. Copying the school's software or duplication of software for which there is no valid license violates the school's system policy and is deemed illegal.

## INTERNET SAFETY

- A. General Warning; Individual Responsibility 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. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
- B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or 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 without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. Illegal Activities.** It is a violation of this Policy to use the School’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 User Information.** Personally identifiable information concerning users 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 Data Acquisition Site providing Internet access, will utilize filtering technologies designed to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The School 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 when appropriate.

The term “harmful to minors” as used above means 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;
- and taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**By signing below, I acknowledge that I have read, understood, and agree to the terms stated in Greene County Career Center’s Acceptable Use Agreement for Electronic Information, Internet, and Network Resources document for a period of up to two (2) years (2018-19 & 2019-20 school years). Failure to abide by the Acceptable Use Agreement may result in civil and criminal penalties against the user and/or possible disciplinary action, up to and including expulsion. Student accounts are deleted upon departure from the Career Center.**

Name of Student: \_\_\_\_\_ Program: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent (under the age of 18): \_\_\_\_\_ Date: \_\_\_\_\_