

STUDENT E-MAIL, INTERNET AND COMPUTER USE

Access to the Internet is being offered by Mentor Public Schools through the IT Department. The District is also pleased to provide its students with a District sponsored e-mail account, to be used exclusively for educational purposes. While access to the District's computer network and/or Internet connection is not necessary to use a District sponsored e-mail account, as a digital property of the Board, all rules and regulations governing the use of the District's network and Internet connection fully apply to a student's use of a District sponsored e-mail account. Further, the Board expressly retains the right to access and inspect any student's District sponsored e-mail account, with or without cause. Students shall have no expectation of privacy in the content of their District sponsored e-mail account. Only students, employees, Board of Education members, and persons/organizations that have an official written relationship with the District are eligible for accounts. Accounts are closed when the person's/organization's status with the District is discontinued, or when a student is no longer enrolled in the District.

Personal Responsibility

By signing this Policy, the student and parent are agreeing to follow the rules contained in this Policy and to report any misuse of the District's computer network, Internet connection, or student e-mail account to the person(s) designated by the District for such reporting. Misuse means any violation of this Policy or any other use that is not included in the Policy but has the effect of harming the system or the property of others.

Term of the Permitted Use

A student who submits to the District, as directed, a properly signed Policy and follows the Policy to which he or she has agreed, will have computer network, Internet, and e-mail access. Access to the computer network, Internet connection, and student e-mail will expire when the student is no longer enrolled in the District, when access has been terminated by the District, or when the parent or guardian revoke their Agreement in writing.

Internet – Terms and Conditions

- 1) **Acceptable Use** – The District maintains a computer network, an Internet connection, and student e-mail accounts to support educational research in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work and communications. If the student has any doubt about whether a contemplated activity is for educational purposes, he or she may consult with the person(s) designated by the District to assist the student in deciding if a use is appropriate. (IT Department: it-support@mentorschools.org) Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities or product advertisement is not acceptable.

- 2) **Privileges** – The use of the District’s computer network, Internet connection, and student e-mail accounts is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will determine what is inappropriate use, and their decision is final. Also, the system administrators may close an account at any time as required. Administrators may deny, revoke, or suspend the use of an account. Faculty and staff of the District may also request the appropriate Administrator to deny, revoke, or suspend specific user accounts.

- 3) **Unacceptable Use** – Among the uses of the District’s computer network, Internet connection, and student e-mail accounts that are considered unacceptable and which constitute a violation of this Policy are the following:
 - a) Uses that violate federal or state law or encourage others to violate the law. Users should not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the District’s Student Discipline Policy and Code of Student Conduct; view, transmit or download obscene or 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, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

 - b) Uses that cause harm to others or damage to their property. Users should not engage in defamation (harming another’s reputation by lies); employ another’s password or some other user identifier that misleads message recipients into believing that another person is communicating or otherwise use another’s access to the network or the Internet; upload a worm, virus, “trojan horse,” “time bomb,” or other harmful form of programming or vandalism; participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.

 - c) Uses that jeopardize the security of the District’s computer network, Internet connection, and student e-mail accounts. Users should not disclose or share their password with others or impersonate another user.

 - d) Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Users should not give others private information about themselves or others, including credit card numbers and social security numbers.

- 4) **Netiquette** – All users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not get rude or abusive in messages to others.
- b) Use appropriate language. Do not swear or use vulgar, suggestive, obscene, belligerent, threatening, harassing or any other inappropriate language.
- c) Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which contains or is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, disability, or sexual orientation.
- d) Do not assume that a sender of e-mail is giving his or her permission to forward or redistribute the message to third parties or to give his or her e-mail address to third parties. This should only be done with permission or when it is known that the individual would have no objection.
- e) Do not use the network in such a way that would disrupt the use of the network by other users.
- f) Be considerate when sending attachments with e-mail (when 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 which the recipient can open.

Internet Safety

- 1) **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the District's computer network, Internet connection, and student e-mail accounts may include the potential for access to materials that are inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the District's computer network, Internet connection, and student e-mail accounts, and stay away from such materials. Parents of minors are the best guide to materials to avoid. If a student finds that other users are viewing offensive or harmful material, he or she should report such use to the person designated by the District. (IT Department: it-support@mentorschools.org)
- 2) **Personal Safety.** Be safe. In using the District's computer network, Internet connection, and student e-mail accounts, users should not reveal personal information, such as a home address or telephone number. Users should not use their last name or reveal any other information that might allow a person to locate the user without first obtaining the permission of a supervising teacher. Users should not arrange a face-to-face meeting with someone they "meet" through their use of the District's computer network, Internet connection, or student e-mail account without parental permission (if under 18). Regardless of age, users should never agree to meet a person they have only communicated with on the Internet in a secluded place or in a private setting.

- 3) **“Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the District’s computer network, Internet connection, or student e-mail accounts to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use that violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or that violates any other applicable law or municipal ordinance, is strictly prohibited.
- 4) **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 over 18 years of age, 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.
- 5) **Active Restriction Measures.** The District will utilize filtering software or other technology protection measures to prevent all users from accessing visual depictions that are (a) obscene, as that term is defined in 18 U.S.C. §1460, or (b) child pornography, as that term is defined in 18 U.S.C. §2256; and to prevent students from accessing visual depictions that are 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, as determined by the Superintendent or designee.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 U.S.C. §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; and
 - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- 6) The District shall provide education to minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Privacy

The District's computer network, Internet connection, and student e-mail accounts are provided as a tool for education. The 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, Internet connection, or student e-mail accounts, and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

Warranties/Indemnification

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer network, Internet connection, and student e-mail accounts provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney 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 its computer network, Internet connection, or student e-mail accounts under this Policy. By signing this Policy, users are taking full responsibility for their use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Board of Education, the District, and all of their Board members, administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network, Internet connection, and student e-mail accounts, 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) or guardian(s) agree to cooperate with the District in the event the District initiates an investigation of the user's use of his or her access to its computer network, Internet connection, and student e-mail accounts, whether that use is on a District computer or on another computer outside the District's network.

Charges

The user will be responsible for any monetary charges incurred for use or purchase through computer accounts.

Failure to Follow Policy

The user's use of the District's computer network, Internet connection, and student e-mail accounts is a privilege and not a right. A user who violates this Policy shall, at a minimum, have his or her access to the computer network, Internet connection, and student e-mail account terminated, which the District may refuse to reinstate for the remainder of the student's enrollment in the District. A user violates this Policy by his or her own actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network, Internet connection, or student e-mail account, including any user whose access has been denied or terminated. The District may also take other appropriate disciplinary action.

Updates

Users, and if appropriate, the user’s parents/guardians, may be asked from time to time 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/guardians) or the new Policy must be signed if the user wishes to continue to receive service. If, after account information has been provided, some or all of the information changes, the user must notify the person designated by the District to receive such information.

Acceptance of Terms and Conditions

All terms and conditions as stated in this document are applicable to the Mentor Public School District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Ohio, and the United States of America.

STUDENT’S AGREEMENT

Every student, regardless of age, must read this Policy and sign below:

I have read, understand, and will abide by the above Terms and Conditions for Use of the Mentor Public School District’s computer network, Internet connection, and student e-mail accounts. I further understand that any violation of the Policy set forth above is unethical, a violation of the Code of Student Conduct, and may constitute a criminal offense. Should I commit any violation or in any way misuse my access to the District’s computer network, Internet connection or student e-mail account, I understand and agree that my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken against me.

Student Name (Print or type clearly)

Home Phone

Student Signature

Date

Address

User (place an “X” in the correct blank): I am 18 or older _____ I am under 18 _____

If I am signing this Policy when I am under 18, I understand that, when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy



PARENT’S OR GUARDIAN’S AGREEMENT

Student’s Name

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of this student, I have read, understand, and agree that my child or ward shall comply with the Mentor Public School District’s Terms and Conditions for Use of the District’s computer network, Internet connection, and student e-mail accounts set forth above. I understand that this access is being provided for educational purposes only. I also recognize that it is impossible for the Board of Education to restrict access to all offensive and controversial materials and understand and acknowledge my child’s or ward’s responsibility to abide by this Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the District and the Board of Education against any and all claims, damages, losses and costs, of whatever kind, that may result from my child’s or ward’s use of his or her access to the District’s computer network, Internet connection, and student e-mail account or his or her violation of the foregoing Policy, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision of my child’s or ward’s use of the District’s computer network, Internet connection, and student e-mail account if and when such access is outside the school setting. I hereby give permission to issue an account for my child or ward to access the District’s computer network, Internet connection, and student e-mail account, and certify that the information contained on this form is correct.

Parent or Guardian (please print): _____

Home Phone

Signature _____ Date ____/____/____

Address