

**COMPUTER NETWORK AND INTERNET**  
**ACCEPTABLE USE POLICY AND AGREEMENT**

**Please read the following carefully before signing this document. This is a legally binding document.**

The Cuyahoga Falls City School District is pleased to make available to ALL USERS access to interconnected computer systems within the district and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all USERS must take responsibility for appropriate and lawful use of this access. USERS must understand that one USER's misuse of the network and Internet access may jeopardize the ability of all USERS to enjoy such access. While the school's ADMINISTRATION and other staff will make reasonable efforts to supervise use of network and Internet access, they must have USER cooperation in exercising and promoting responsible use of this access.

Below is the Computer Network and Internet Acceptable Use and Safety Policy and Agreement ("Policy and Agreement") of the school district and the Information Technology Center, (aka NEO net) that provides Internet access to the school district. Upon reviewing, signing, and returning this Policy and Agreement as the USERS have been directed, each student will be given the opportunity to have Internet access at school and is agreeing to follow the Policy. If a USER is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The school district cannot provide access to any USER who, if 18 or older, fails to sign and submit the Policy to the school as directed or, if under 18, does not return the Policy and Agreement as directed with the signatures of the USER and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any USER violates this Policy and Agreement, the USER's access will be denied, if not already provided, or withdrawn and she/he may be subject to additional disciplinary action. **The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.**

### Personal Responsibility

By signing this Policy and Agreement, the USER (and parent, where applicable) are agreeing to follow the rules contained in this Policy and to report any misuse of the network to the person(s) designated by the school or 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 USER who submits to the school, as directed, a properly signed Policy and follows the Policy to which he or she has agreed will have computer network and Internet access. Access to the computer network and the Internet will expire when the student is no longer enrolled in the district or when the parent or guardian revoke their Agreement in writing.

### Internet - Terms and Conditions

1. **Acceptable Use** - The school district is providing access to its computer networks *only* for educational purposes. If the USER has any doubt about whether a contemplated activity is for educational purposes, he or she may consult with the person(s) designated by the school to assist the USER in deciding if a use is appropriate.
2. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account must attend an inservice which will include discussion on the proper use of the network.) The system administrators will determine what inappropriate use is and their decision is final. Also, the system administrators may close an account at any time as required. School administrators may deny, revoke or suspend through the System Administrator the use of an account. Faculty and staff of the Cuyahoga Falls City School District may also request the appropriate school administrator to deny, revoke, or suspend specific USER's accounts.
3. **Unacceptable Use**- Among the uses of the network that are considered unacceptable and which constitute a violation of this Policy are the following:

The use of accounts must be in support of education and academic research and consistent with the educational objectives of the Cuyahoga Falls City School District. Use of other organizations' networks 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. These include but are not limited to: copyrighted

material, threatening and obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use of product advertisement or political lobbying is prohibited. The use of obscene, pornographic, vulgar, threatening, harassing, abusive, defamatory language or other graphic communications, which creates a substantial risk of materially and substantially disrupting the Cuyahoga Falls City Schools, or of creating liability for the schools, in either public or private messages, is expressly forbidden. The staff of the Cuyahoga Falls City Schools will be the primary arbiter of what constitutes such impermissible or other communication. Users shall immediately cease and desist activity upon request, pending resolution of any issues concerning the messages in question. Complaints about any Internet resource shall be made to the building principal per the Board of Education Policy regarding complaints concerning instructional materials.

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 any data transmission (e-mail, social network, etc.) is giving his or her permission to forward or redistribute the message to third parties or to give his or her identifiable information 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 (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 electronic network 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 computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to avoid. If a USER finds that others are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
  
2. **Personal Safety.** Be safe. In using the computer network and Internet, users should not reveal personal information, such as a home address or telephone number. Users should not use their real 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" on the computer network or Internet 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 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 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. **Vandalism and Harassment.** Vandalism or harassment may result in the cancellation of privileges. Vandalism is defined as any attempt to harm or destroy hardware, data of another user, the Internet or network that are connected to the Cuyahoga Falls City Schools. This includes, but is not limited to, the uploading or creation of computer viruses.  
  
Harassment is defined as persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail. Vandalism or harassment is also subject to disciplinary consequences in accord with the Cuyahoga Falls City School District Code of Conduct.
  
5. **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 O.R.C. §3319.321, for internal administrative purposes or approved educational projects and activities.

6. **Active Restriction Measures.** The school, either by itself or in conjunction with the Information Technology Center providing Internet access, 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 (c) to prevent students from accessing visual depictions and other materials that are 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, as determined by the Board and/or the Superintendent or designee.

Internet filtering software or other technology-based protection systems may be disabled by the Superintendent or designee, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

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.

The school district shall provide education to all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### District Ownership of its Network and its Resources

Network and Internet access is provided as a tool for education. The school 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 and Internet access 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 school district and no user shall have any expectation of privacy regarding such materials.

### Warranties/Indemnification

The Cuyahoga Falls City School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet 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 networks or the Internet 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 Cuyahoga Falls City School District, the school, and the Information Technology Center that provides computer and Internet access to the school 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 and the Internet, 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 school in the event the school initiates an investigation of the user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school 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 computer network and Internet 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 and the Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school 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 or Internet, including any user whose access has been denied or terminated. The school 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 school to receive such information.

#### Acceptance of Terms and Conditions

All terms and conditions as stated in this document are applicable to the Cuyahoga Falls City 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.

#### Additional Rules and Regulations

Additional Rules and Regulations will be developed from time to time as conditions warrant. Users will be expected to comply with the rules.

#### Release

In consideration for the privilege of using the Cuyahoga Falls City Schools Computer Network and in consideration for having access to the information contained on it, every account user releases the Cuyahoga Falls City Schools, its operators and administrators from any and all claims of any nature arising from his/her use, or inability to use, the Cuyahoga Falls City Schools Computer Network.

**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 School District's Terms and Conditions for Use of the Internet set forth above. I understand that this access is being provided for educational purposes only. I also recognize that it is impossible for the Cuyahoga Falls City Schools 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 School, the School District, and the Information Technology Center that provides the opportunity to the School District for computer network and Internet access 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 such networks 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 his or her access 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 School District's computer network and the Internet and certify that the information contained on this form is correct.

Parent or Guardian (please print): \_\_\_\_\_

Home Phone: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

**APPLICATION PORTION OF DOCUMENT**

User's Full Name (please print): \_\_\_\_\_

User's Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I am a Cuyahoga Falls City School District student and will graduate in \_\_\_\_\_