

## **Student Computer Network Acceptable Use Policy**

*Please read this document carefully. This is a legally binding agreement indicating that by using any district technology resource, students and parents have read and agree to the terms and conditions carefully and understand their significance.*

The District firmly believes that the valuable information and communication opportunities available through the district's computer network resources are of educational value in the context of the school setting. District network resources refers to E-mail, Internet access, electronic learning services and is coordinated through a complex association of government agencies, regional and state networks. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information.

The smooth operation of computer networks relies upon the proper conduct of the users who shall adhere to certain guidelines established by the district, SWOCA and the state. These guidelines are provided here so users will be aware of their responsibilities. In general, this responsibility requires the efficient, ethical and legal utilization of network resources. If a District user violates any of these provisions, his/her account will be subject to termination by the District and/or SWOCA. Future access could be denied and further disciplinary action could result.

District approved network users will be administrators, teaching and classified staff and students who have network accounts approved by District administrators. The Superintendent and administrative staff are responsible for ensuring the District uses have approved accounts and follow the appropriate guidelines. The District will maintain a listing of approved network users.

### **Acceptable Use**

The use of a network account must be in support of education and research and be consistent with the educational objectives of the Franklin City School District. Use of the computer network will not violate professional and student codes of conduct. Use of other organization's 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. This includes, but is not limited to: altering or damaging system software in public or private files, unauthorized use of copyrighted material, and transmitting threatening or obscene material harmful to minors or any employee. Use for commercial activities by for-profit institutions as well as political lobbying is prohibited. Use for product advertisement is prohibited unless the sales activity will directly benefit the Franklin City Schools. Illegal activities are strictly prohibited.

"Harmful to minors" is defined as any text, picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. 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 lewd exhibition of genital or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

### **Use of Outside Services and Applications**

All e-mail, document storage, blogs, social media, or any and all other services and applications ("apps") must be provided or specifically authorized by the School District on its Network and devices. All apps will be approved by the Department of Technology. A list of these approved apps will be provided on the district's website. The use of other providers of such functionality or storage through the Network is prohibited. Outside document storage, such as GSuite for Education and other web-based services or applications may be used for education-related purposes with the express permission of the district, subject to an evaluation of student privacy and compliance with applicable laws. Computer use is not private. The District Computer Network is a public resource. No assumption of privacy should be made or assumed. Use of Personal Technology Devices on school grounds, inside district vehicles, or remotely connecting to district resources via the internet is also governed by this policy. District Resources are defined as the District Computer network and applications, including applications hosted by third parties adopted for use by the district.

## **Privileges**

Network access through SWOCA is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The district and/or SWOCA reserves all rights to any material stored in files, which are generally accessible to others and will remove any material which the district and/or SWOCA, at their sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Approved users will not use their network account to obtain, view, download or otherwise gain access to such materials. The state computer network OECN, SWOCA, or the district superintendent will deem what is inappropriate use and their decision is final. The system managers will conduct random, periodic reviews of user network accounts. The system managers may close an account at any time as required or directed.

## **Network Etiquette**

Note that electronic mail and network files are not guaranteed to be private. Technical staff who operate the system potentially have access to all electronic data. Therefore, all users are expected to abide by generally accepted rules of network etiquette. These include the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language such as using racial or sexual slurs.
3. Do not reveal your or other's personal information including pictures, address or phone numbers while on-line.
4. Do not use the network in such a way that you would disrupt the use of the network by other users. This includes, but not limited to: defacing, corrupting, or removing data that belongs to others.
5. Do not send or forward any material that may be unlawful, obscene, pornographic, abusive, or otherwise offensive.
6. Do not use the network for cyberbullying. Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student.

## **Reliability**

The District, SWOCA and the OECN make no warranties of any kind, whether expressed or implied, for the network service provided and will not be responsible for any damages. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by service failures, or user errors or omissions. Use of any information obtained via the computer network is at each user's risk. The District, SWOCA and the OECN specifically disallow any responsibility for the accuracy or quality of information obtained through the computer network.

## **Security**

Security on any computer network is a high priority, especially when the system involves many users. The District, SWOCA and OECN network resources are intended for the exclusive use by their registered users. Users are responsible for securing their password to the network and are prohibited from sharing passwords and/or using another individual's account. Any misuse will result in the suspension of the account privileges.

If a user can identify a security problem on the computer network, he/she must notify a staff member, principal, or the District Technology Department and not demonstrate the problem to other users. Any user's attempts to log-on to the network as a system administrator will result in cancellation of privileges. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the computer network.

## GSuite for Education

The Franklin City School District utilizes GSuite for Education for students, teachers, and staff.

**The following services are available to each student and are hosted by Google as part of Franklin City School District's online presence in GSuite for Education:**

**GMail** - an individual email account for school use managed by the Franklin City School District that includes tools for managing contacts and groups

**Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments

**Drive** - a toolset that includes Docs, Sheets, Slides, Forms, and Drawings for word processing, spreadsheets, presentations, data collection, and image creation

**Classroom** - a teacher tool to relay information concerning assignments, discussions, and tasks to students and parents

**\*Additional Services and Applications:** For a complete list of additional applications and Google services, please contact the technology department or visit the district's website.

**All students of Franklin City Schools will be assigned a [username@franklincityschools.com](mailto:username@franklincityschools.com) email account. This account is used to sign in to GSuite for Education and is also the user's email address until such time the student is no longer enrolled with the Franklin City School District. Email functionality will be turned on for grades 3-12; however, students in grades 3-6 will only have permissions within the district domain.**

Franklin City School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information. To help protect our Franklin City School students, parents/guardians may request their child's login information at any time and it is highly recommended that all of your child's email accounts be monitored. Your child's teachers will also have access to their student accounts.

Access to and use of email is considered a privilege. Franklin City Schools maintains the right to immediately withdraw the access and use of email when there is reason to believe that District Board Policy has been violated.

See Board Policy sections 7540-7540.04 of <http://neola.com/franklin-oh/>

Franklin City School District  
Computer Network Agreement & Account Application

**Student**

I have read, understand and agree to the attached Franklin City Schools' board policy regarding computer network (Internet/e-mail/electronic learning, etc.) use. I further understand that any violation of the aforementioned regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, and school disciplinary action and/or appropriate legal action may be taken.

Name (**Please Print**): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR STUDENT USERS ONLY**

**Parent or Guardian:**

As the parent or guardian of this student, I have read the Franklin City Schools board policy regarding computer network (Internet/e-mail/ electronic learning, etc.) use. I understand that this access is designed for educational purposes. I assign any and all proprietary rights in the design of Internet publications created by the student as a part of a class project. However, I also recognize it is impossible for the Franklin City School District to completely restrict access to controversial materials and I will not hold the Franklin Schools, the Southwest Ohio Computer Association, or the Ohio Educational Computer Network responsible for materials acquired on the computer network. Further, I accept full responsibility for supervision if and when my child's computer network use is not in a school setting. I hereby give permission for the Franklin City Schools to issue a network and GSuite for Education email account for my child and certify that the information contained on this form is correct. **Note: Email functionality will be turned on for grades 3-12; however students in grades 3-6 will only have permissions within the district domain.**

**Custodial Parent or Legal Guardian's Name (Please Print):** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OR

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**Disclaimer:**

I **refuse** my child to have access to the computer network services. This includes an email account and access to GSuite for Education. **Note: Email functionality will be turned on for grades 3-12; however students in grades 3-6 will only have permissions within the district domain.**

**Custodial Parent or Legal Guardian's Name (Please Print):** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**It is the responsibility of the custodial parent or legal guardian to notify Franklin City Schools as to any change in this agreement.**