

Computer Network Acceptable Use Policy

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 that 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 insuring 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.

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.
5. Do not send or forward any material that may be unlawful, obscene, pornographic, abusive, or otherwise offensive.

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 using another individual's account. Any misuse will result in 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, the building Media Tech Facilitator, 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.

Google Apps for Education

The Franklin City School District utilizes Google Apps 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 Google Apps for Education:

Mail - an individual email account for school use managed by the Franklin City School District

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

Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Sites - an individual and collaborative website creation tool

Using these tools, students can collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

All students of Franklin City Schools will be assigned a username@franklincityschools.com email account. This account is used to sign in to Google Apps 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 only be turned on for grades 7-12.

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 e-mail 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/Employee:

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 Google Apps for Education email account for my child and certify that the information contained on this form is correct. **Note: Email capability is only turned on for grades 7-12**

Custodial Parent or Legal Guardian's Name (Please Print): _____

Signature: _____

Date: _____

OR

Disclaimer:

I **refuse** my child to have access to the computer network services. This includes an email account and access to Google Apps for Education. **Note: Email capability is only turned on for grades 7-12**

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.