

Cuyahoga Heights Schools Acceptable Use and Internet Safety Policy for Staff

TO: All Staff
FR: Joe Palazzo
RE: CHS Acceptable Use Policy

It is the intent of the Cuyahoga Heights School District to make online resources available to staff and students for educational purposes, as outlined by the Acceptable Use Policy. The information available through the Internet is constantly changing; therefore, the availability of online resources does not indicate endorsement of their content by Cuyahoga Heights Schools school officials.

Internet and related online resources provide staff and students with significant opportunities for enhanced teaching and learning through inquiry, information gathering, and global awareness and communication.

In order for the School District to be able to continue to make its computer network and Internet access available, all staff must take responsibility for appropriate and lawful use of this access. Staff must understand that one staff member's misuse of the network and Internet access may jeopardize the ability of all staff to enjoy such access. Staff cooperation in exercising and promoting responsible use of this access is very important.

Below is the Acceptable Use and Internet Safety Policy (“Policy”) of the School District and our Data Acquisition Site (NEOnet) that provides Internet access to the School District. This policy was rewritten by a law firm and is recommended by the Ohio Education Computer Network, E-Tech, and all A-Sites. Most schools in Ohio have adopted this policy, as has the Cuyahoga Heights Schools Board of Education. The law firm also indicates that this form be completed each school year by each staff member.

Upon reviewing, signing, and returning this policy, each staff member will be given the opportunity to enjoy access to the Cuyahoga Heights Schools District Network, NEOnet, and the Internet at school and is agreeing to follow the Policy.

Please sign and return this form to Ingrid Koscielski in the middle school main office.

Thank you.

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 (Joe Palazzo) as the one to whom you can direct your questions. If any user violates this Policy, the staff member's access will be denied or withdrawn and he or she may be subject to additional disciplinary action up to and including termination and or civil and criminal penalties.

I. PERSONAL RESPONSIBILITY

- A. By signing this Policy, you are agreeing not only to follow the rules in this Policy, but also are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

- A. A staff member who properly signs this Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year. Staff will be asked to sign an Acceptable Use Policy.

III. ACCEPTABLE USES

A. Educational Purposes Only.

- 1. The School District is providing access to its computer networks, NEOnet, and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network.

- 1. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
 - a) uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by any related school policies; view, transmit or download 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, you 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. For example, don't 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 someone other than you is communicating or otherwise using his/her 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 staff access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
 - d) uses that are commercial transactions. Staff and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
 - e) The use of any forum or blog (Myspace, Cleveland Live, Facebook, etc) is strictly prohibited; unless, for educational purposes, a specific blog or forum has been approved for use by district administration.
 - f) Use of any political activity is prohibited.

C. **Netiquette**

1. All users must abide by rules of network etiquette, which include the following:
 - a) All forms of harassment in cyberspace, often called cyber-bullying, are unacceptable. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All reports of harassment in cyberspace will be investigated fully.
 - b) Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - c) Avoid language and uses that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - d) Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 - e) Be considerate when sending attachments with e-mail (where 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.

IV. **MONITORING**

- A. The Cuyahoga Heights Schools reserve the right to review any material on user-account and to monitor fileserver space in order to make determinations of whether specific uses, including the type and quantity of files, of the district network are appropriate. File space may be adjusted to protect the integrity of the operation of the district network.

V. **SECURITY**

- A. Vandalism and harassment will result in cancellation of user privileges.
- B. Vandalism is defined as any malicious attempt to harm, modify, and/or destroy data of another user, Internet, district network, or other related networks connected to the district network.
- C. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted email.

VI. **PROCEDURES FOR USE**

- A. Parents/guardians must sign the Acceptable Use Policy before the student is permitted to use the computers on the district network.
- B. Student users must sign-in legibly on the appropriate log or register in the respective classroom each time they use the network.
- C. All users have the same right to use the equipment; therefore, users shall not play any games or use the computer and/or its resources for other non-academic activities.

VII. **INTERNET SAFETY**

A. **General Warning - Individual Responsibility of Users.**

1. All users are advised that access to the electronic network may include the potential for access to inappropriate materials. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. As adults, you are the best guide to materials to shun. If a staff member 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.**

1. Be safe. In using the computer network and Internet, do not reveal personal **information such as your home address or telephone number. Do not arrange a face-to-face**

meeting with someone you “meet” on the computer network. 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. “Hacking” and Other Illegal Activities.

1. 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 or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Information.

1. Personally identifiable information concerning staff may not be disclosed or used in any way on the Internet without the permission of the staff member 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. An 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.

1. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent access to or of visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities, as is necessary, to ensure that staff members are not accessing such depictions or any other material that is inappropriate for minors.
2. Internet filtering software or other technology-based protection systems may be disabled by a school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 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; - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

- A. Network and Internet access is provided as a tool for the educational processes of the school district. It 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.

VI. FAILURE TO FOLLOW POLICY

- A. The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate. A user violates this Policy by his or her own action 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 and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.
- B. In addition, pursuant to State of Ohio law, any unauthorized access, attempted access, and/or use of any portions of the district-wide network may be subject to criminal prosecution.

VII. WARRANTIES/INDEMNIFICATION

- A. The 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's fees) of any kind suffered, directly or indirectly, by any user 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 his or her use, and are agreeing to indemnify and hold the School, the Board of Education, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their 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 agrees to cooperate with the School in the event of the School's initiating an investigation of a 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.

VIII. UPDATES

- A. Users may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. The user must sign the new policy if the user wishes to continue to receive service.

IX. OFF CAMPUS POLICY

- A. The above policy is also in full effect for any Cuyahoga Heights Schools computer (desktop or laptop) that is used by a staff member anywhere off campus, i.e., a staff member's home.

**Cuyahoga Heights Schools
Staff Member Agreement
Acceptable Use and Internet Safety Policy**

Every staff member must read and sign below:

I have read, understand and agree to comply with the terms of the School District's Acceptable Use and Internet Safety Policy for the School District's computer network and the Internet. I understand that access is being provided for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the Board of Education and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my use of and access to such networks or my violation of the foregoing Policy. Further, I accept full responsibility for my use of and access to my account if and when such access is not in the School setting.

Staff member's name(s) (PRINT CLEARLY) _____

Staff member's signature(s) _____ Date _____

ADOPTED: REVISED: *Legal References:* Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

**Cuyahoga Heights Schools
Worldwide Web Posting**

Staff Section:

Posting of Work

- () **I give my permission** for my name to be published/featured on the school's web page, to recognize accomplishments, to highlight different curricular/co-curricular activities.
 - () Full name, if appropriate
 - () First name only, if appropriate
- () **I do not give my permission** for my name to be on the district web page.

Posting of Photo

- () **I give my permission** for my photo to be published on the Cuyahoga Heights Schools Web Page, **for the following:**
 - () Photo only, with no name
 - () Photo with full name
 - () Photo with first name only
 - () Photo in a group
- () I do **not give my permission** for my photo to be published on the district web page.

Signature: _____ Date: _____