COMPUTER/ONLINE SERVICES
(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and its guidelines will result in the revocation of the user's access privilege.

Internet access is available to students, staff, and community through the computer network of the Columbia Local Schools. Our goal in providing this service is to promote educational excellence at Columbia Local Schools by facilitating resource sharing, innovation and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is impossible to control all materials on a global network. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Columbia Schools.

Ultimately, parents and guardians of minors are responsible for setting and conveying standards for their children to follow when using media and information resources. The Columbia Local Schools support and respect each family's right to decide whether or not to permit student access to these electronic resources and network. If a student is not to have Internet access through the Columbia Local School network, please contact the Principal of the appropriate school. If a Columbia Local School student violates any of the following provisions, his or her network and/or Internet access may be terminated.

TERMS AND CONDITIONS

APPROPRIATE USE - The use of the Columbia Local School's networks and the Internet is a privilege, not a right. The use of the networks and Internet must be in support of education and research and consistent with the educational objectives of the Columbia Local Schools. District administrators will deem what is inappropriate. Their decision is final.

NETIQUETTE - A student or adult is expected to abide by the generally accepted rules of network/Internet etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive language in messages to others.
- Do not reveal personal address or phone number or those of other students or staff.
- Electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail.
- Delete email in a timely fashion to avoid excessive use of the server disk space.
- Do not use the network/Internet in such a manner that would disrupt its use by others.

INAPPROPRIATE USE - Inappropriate use includes (but is not limited to) vandalism of hardware/software/network; invasion of privacy; transmission of copyrighted material threat or obscene material, and material protected by trade secrets. Inappropriate use may result in cancellation of network/Internet privileges, school disciplinary action, and financial obligation for replacement of damaged equipment/materials, and/or prosecution under state and federal laws. These include (but are not limited to) the following:

1. violating the conditions of the State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;

2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;

3. Accessing personal social networking websites for non-educational purposes;

4. reposting (forwarding) personal communication without the author's prior consent;

5. copying commercial software and/or other material in violation of copyright law;

6. using the network for financial gain, for commercial activity or for any illegal activity;

7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;

8. accessing and/or viewing inappropriate material and

9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use.

The District has implemented technology-blocking measures to prevent all users from accessing inappropriate material or materials considered to be harmful to minors on school computers that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices which maintain a running log of Internet activity recording which sites users have visited.

"Harmful to minors" is defined as any 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 genitals or

3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student, employee, or community member who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly-signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. A parent of guardian must sign the student form. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property.

Adopted: January 17, 1996
Revised: July 16, 1997
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Revised: June 20, 2012
Revised: June 4, 2014

Legal Refs.: U.S. const. Art. I § 8
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554, HR 4577, 2000, 114 State 2763)
ORC 3313.20
3319.321

CROSS REFS.:   AC, Nondiscrimination
ACA, Non discrimination on the Basis of Sex
ACAA, Sexual Harassment
EDEB, Bring Your Own Technology (BYOT) Programs
GBCB, Staff Conduct
GBH, Staff-Student Relations (Also JM)
IB, Academic Freedom
IIA, Instructional Materials
IIBH, District Websites
IIBG, Computer-Assisted Instruction
JFC, Student Conduct
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
Staff Handbooks
Student Handbooks

Columbia Schools, Columbia Station, Ohio