

# Columbus City Schools

## Acceptable Use Policy and Internet/Network Safety Regulation for Students and Staff

### Statement of Purpose

The purpose of providing Internet and network access in schools is to support the District's mission: "Each student is highly educated, prepared for leadership and service and empowered for success as a citizen in a global community."

### Terms of Agreement

In order for students and District employees to be allowed access to a school computer system, computer network, and the Internet, parents and students **must sign and return the consent form**.

### Rules for Internet/Network Usage

The District is providing access to its' school computer systems, computer networks, and the Internet for **educational and work related purposes only** to foster 21<sup>st</sup> century thinking skills and encourage responsible digital citizenship. Columbus City Schools (CCS) utilizes safety measures regarding access to the Internet through District computers. These safety measures include the use of a software filtering program which restricts students' and District employees' access to material harmful to minors, as defined in 47 C.F.R. 54.520(a)(4).

Use of the computer network and Internet is a privilege, not a right. **Internet access is monitored by the District**. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to further disciplinary action by the school and/or district administrator.

- The CCS network has not been established as a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed or posted through the system. Students and staff are expected to follow such restrictions and the law in the use of the network.
- Students and staff may not use the CCS network for financial or commercial gain or any illegal activity.
- The CCS network may not be used for political lobbying, partisan political activity or other political activity prohibited by law. For purposes of this policy, "political lobbying" does not include: (a) communication with other users of the CCS network concerning matters related to the operation of the District or (b) legislative or administrative advocacy on behalf of CCS by those authorized by the Board of Education or Superintendent.
- Respecting Resource Limits: CCS network will be used only for work-related purposes. However, brief limited personal use that does not interfere with the use of system resources or an employee's performance of his or her job duties may be permitted.
- Network and Internet access is provided as a tool for education. The 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 District, and **no user shall have any expectation of privacy regarding such materials**.

**Accordingly, regulations for participation by anyone on the Internet and network shall include but not be limited to the following:**

### Internet Safety

- The use of **any devices** to circumvent District implemented content filtering is strictly prohibited.
- No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system.
- No third party software will be installed without the approval from the *Instructional Software/Website Evaluation Process*.
- **DO NOT SHARE YOUR USER IDENTIFICATION OR PASSWORD AND DO NOT POST THEM IN A VISIBLE LOCATION.**

---

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

- Do not use another person's accounts or passwords or provide your User Identification or Password to another person.
- Technology protection measures may be disabled only by Information Technology Management (ITM) during adult computer usage to enable internet access for research or other lawful purposes.
- Do not participate in hacking/cracking activities or any form of unauthorized access to other computers, networks, or information systems.

### **Cyberbullying**

**Cyberbullying**, an electronic act of bullying is defined as a situation when a person is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted using text messaging, email, instant messaging, or posting text or images by means of an electronic act. **Any cyberbullying, harassment, or intimidation is strictly prohibited.** If a student or staff member is found to have engaged in cyberbullying, disciplinary action will be taken, including possible student suspension. If anyone believes he/she is the victim of cyberbullying, it is important to not respond. Instead, the situation should be reported to a staff member, such as a teacher, principal, or other person of authority. Additionally, students are encouraged to notify school staff if they suspect another student is being victimized.

### **Student Instruction**

CCS will provide developmentally appropriate instruction to students regarding Internet safety and cyberbullying as part of the District's curriculum.

### **Basic Internet and Network Etiquette & Safety Rules**

- Be polite and respectful. Use appropriate language and graphics.
- Do not use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, age, nationality, religion, sexual orientation or disability.
- All students and District employees must adhere to **copyright laws** of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Do not download copyrighted material or software without permission of the owner.
- District policies on "Plagiarism/Cheating" and "Harassment/Intimidation" apply to Internet and network conduct.
- Students may not sell or buy anything over the Internet. Staff purchases must be for educational purposes only.
- Do not transmit or access obscene, pornographic or other inappropriate material; notify your teacher or administrator if you receive such material.
- Use of the Internet and network for any illegal activity is prohibited. Illegal activities include: (a) tampering with computer hardware, software or data, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. Do not use the network or Internet to send messages relating to or in any way supporting illegal activities such as the sale or use of drugs or alcohol; support of criminal or gang activity; threats, intimidation or harassment of any other person.

### **Social Networks/Chat Rooms/e-Mail**

For personal safety:

- Never post personal information, such as full name, social security number, address, telephone number, bank or credit card number, or photographs, or post such information about any other person.
- Assume that anything posted on the Internet is permanent and cannot be removed upon request.
- Never agree to meet in person, someone met on a social networking site or chat room.

---

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

- Violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information can result in discipline up to and including expulsion for students and termination for staff.
- Never use profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users.
- Never use District computers to access personal social networking websites for non-educational purposes.
- Never repost/forward personal communication without the author's prior consent.
- Never send or forward chain letters or "spam" to a large group of users.
- Storage of "unauthorized personal files" including pictures, jokes, videos, games and other recreational software on district technology is prohibited.

### **Warranties and Liabilities**

CCS makes no guarantee that the functions or the services provided by or through the CCS network will be error-free or without defect. CCS will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. CCS is not responsible for the accuracy or quality of the information obtained through or stored on the system. CCS will not be responsible for financial obligations arising through the authorized or unauthorized use of the CCS network.

### **Due Process**

- CCS will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the CCS network.
- In the event there is a claim that indicates a violation of the District's Acceptable Use Policy has occurred in using the CCS network, the accused will be provided with an opportunity to be heard in the manner set forth in the laws, district policies, regulations, rules and/or applicable collective bargaining agreements
- Any violation of the Acceptable Use Policy can result in discipline up to and including expulsion for students and termination for staff.