

COMPUTER/ONLINE SERVICES
(Acceptable Use and Internet Safety)

The Board believes that access and appropriate use of digital resources is fundamental to preparing productive global citizens and leaders. Access to digital resources enables faculty, staff and students to facilitate communications and to collaborate with people around the world in support of research and learning and to explore thousands of libraries, databases, online services, applications and resources. The educational objective is to provide expanded, effective access to digital resources and to support the use of personal devices across the District. Teachers and administrators will guide and direct students in the use of personal devices and provide instruction in how and when to effectively use the wide array of digital resources available to students.

The District has implemented technology-blocking measures 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 will use an internal security system and content filtering standards and will monitor system use as is appropriate for an educational setting. Administrative procedures will be developed to provide exemptions to filtered materials that may be needed for educational purposes. Teachers, parents and students should be aware that students may still find digital resources that have not been reviewed by faculty or staff and that may contain inappropriate materials. Teachers and parents should create opportunities to discuss this with students.

Every user is responsible for ethical behavior when using digital resources, personal devices and communication services that support personal, blended and traditional classroom learning environments. Access to digital resources is a privilege. Users should not expect that data stored or transmitted at or to school will ever be private. Access to services may be denied to users who use digital resources in ways that are not in support of or are inconsistent with educational objectives and educational environments.

Everyone must be aware that access to digital resources and use of personal devices may be withdrawn from users who do not respect the rights of others or who do not follow the rules, regulations and established policies. A user's agreement will be required to be signed to indicate the user's acknowledgment of the risks, regulations and policies for use of digital resources and personal devices.

Families with a more restrictive set of filtering requirements that exceed the District standards are responsible to communicate their personal expectations to their student.

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.

Definitions

Users: Include any student, faculty member, or staff member.

Guest Users: Include parents, community users, visitors and external groups.

Applications: Services, servers, information sources or applications hosted or not hosted by the Bexley City School District.

Minor: Any individual who is less than 18 years of age.

“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 a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

Utter: Means to issue, publish, transfer, use, put or send into circulation, deliver or display.

Complex Passcode: Passwords that include letters, numbers and special characters with a minimum length.

Digital Resources: Any hardware, software, services, and resources provided or subscribed to by the District.

Personal Devices: Any portable electronic device including but not limited to cellular and wireless phones, digital cameras, tablets, e-readers, smartphones, laptops, WiFi-enabled or broadband access devices, and devices that allow a person to record, access and/or transmit on either a real time or delayed basis, data, sound, video or still images, text, or other information.

The Bexley City School District: Members of the Board of Education, employees, faculty, staff, Board of Education-approved volunteers, or District agents.

Responsibilities

This policy applies to the use of digital resources and personal devices and District-owned devices used at school and at school-sponsored activities on or off school property or on a school bus or any school-arranged transportation. Any violation of District policies or procedures may result in withdrawal of or limitation of access to digital resources and/or use of personal devices. Disciplinary action may be determined in keeping with administrative procedures, policies and contracts. Where applicable, law enforcement agencies may be involved.

1. Protect the integrity, availability and security of all digital resources and infrastructure.

Users

- A. Must observe and comply with network, security, technology, application and personal device practices, policies and procedures.
- B. Will report security risks and violations to a responsible adult, supervisor, administrator or the technology department.
- C. Will not install unauthorized software, services or applications on District devices.
- D. Will not install network hardware, wireless routers, monitoring or network sharing devices without authorization.
- E. Will not disable or attempt to gain unauthorized access to digital resources or personal devices.
- F. Are prohibited from “hacking” or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access.
- G. Must not attempt to interfere with, circumvent or compromise the security or functioning of digital resources or networks.
- H. Will use only their assigned network credentials and user accounts and will not share account information except as directed by administrators or technology staff.
- I. Will be removed from access to District resources when they are no longer participating in a Bexley City Schools activity.
- J. Are required to sign annually the Acceptable Use Policy Agreements (EDE-E) parent or guardian shall sign on behalf of the minor student.

2. Respect and practice the principles of community.

Users:

- A. Will communicate in ways that are kind and respectful. Shall not view, download, access, upload, publish or transmit material that is threatening, obscene, pornographic, lewd, defamatory, profane, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others except as when such materials is a part of District curriculum.
- B. Will report any violation of 2.A. to a responsible adult.
- C. Should follow procedures for an ecologically efficient and energy efficient use of technology.
- D. Will not access, transmit, copy, or create material that violates Federal or State laws and the school's code of conduct or District policies.
- E. Will not send spam, chain letters, or phishing communications.
- F. Will not send mass unsolicited communications without authorization by a District administrator.

3. Respect and protect the intellectual property of others.

Users:

- A. Will not violate copyright regulations or laws or otherwise use the intellectual property of another individual or organization without permission.
- B. Will not represent information, works or activities developed by others as your own and will use citations where possible to identify original sources.
- C. Will not access, use or distribute illicit copies of software, music, video, data, papers, protocols, exams, games or digital resources without authorization from copyright owners.
- D. Will be aware of copyright licensing standards and intellectual property laws applicable to digital resources, content, services and applications.

4. Respect and protect the privacy of others.

Users:

- A. Will not post, disclose, utter, photograph or record individuals or otherwise disseminate personal contact information or publish student works without appropriate permission granted by individuals, parents/guardians, or administrators.

5. Use of personal devices by students while engaged in school or school activities.

Students:

- A. Are encouraged and permitted to use personal devices at school and school-sponsored activities or events, providing use does not result in distracting behavior or create an unsafe environment or negatively impact the educational environment.
- B. Possession or use of a personal device is a privilege that may be denied to or forfeited by any user who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.
- C. Will submit device identifying features as required by faculty or staff. For example: IP address, MAC address, model number, model type, device name, etc.
- D. Will connect to a District-provided network unless technically not possible.
- E. Shall comply with Internet filtering guidelines posted on the District website and with all other conditions listed in this policy even when they are not connected to a network provided by the District.
- F. Are at all times personally and solely responsible for the care, use and security of their personal devices.
- G. Will not use personal devices in exam or assessment environments unless explicitly permitted by faculty or an administrator.

6. Use of personal devices by all users.

Users:

- A. Will not use personal devices to film, record, photograph, or otherwise capture images in locker rooms, shower facilities, restrooms and any other areas where students or faculty/staff may change clothes or be in any stage or degree of disrobing or changing clothes.

B. Shall be responsible for and reimburse the District for any damage that a user or use of a personal device may cause.

7. Right to monitor.

A. Users have no expectation of privacy in their use of digital resources and student personal devices.

B. A condition of use message will be displayed as users access District networks, services and applications where technically possible.

C. The District reserves the right to routinely and systematically examine, copy, use, intercept, record and disclose any data stored or transmitted in order to further the safety or security of users, to protect property, and to investigate suspected misuses/infractions, and/or to investigate possible violations of District policy, all in accordance with State and Federal law.

D. When the District suspects there is a violation of the Acceptable Use Policy, the District reserves the right to confiscate or examine student personal devices to ensure compliance with District policy in accordance with State and Federal law.

8. Warranties.

A. The District makes no warranties of any kind, neither express nor implied, and is not responsible for any damages users suffer, including but not limited to loss of data, delays or interruptions in service, or the accuracy, nature or quality of information stored on media, hard drives, network, servers, cloud environments or information gathered through digital resources.

B. The District assumes no responsibility for theft, loss, damage or vandalism to personal devices, data, services or for the unauthorized use of personal devices.

9. Student violations.

A student's violation of this policy may result in disciplinary action pursuant to the student code of conduct.

Adoption date: June 29, 2009

Revised: October 8, 2012, January 14, 2013, November 17, 2014

LEGAL REFS.: U.S. Const. Art. I, Section 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 Stat 2763)
ORC 3313.20
3319.321

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACAA, Sexual Harassment
GBCB, Staff Conduct
GBH, Staff-Student Relations (Also JM)
IB, Academic Freedom
IIA, Instructional Materials
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
Student Handbooks