

**Buckeye Central Local Schools**  
**Acceptable Use Policy**  
(Students)

It is the policy of the Buckeye Central Local Schools that all technology used to access the Buckeye Central Local School's network and to access the Internet will be used in a responsible, legal, and ethical manner. This includes all computer and computer resources owned, leased, operated, or contracted by the school district.

The Buckeye Central Local School's computer network is established for educational-related purposes consistent with the mission of the Buckeye Central Local School District. Access to all computer resources is a privilege granted to students. While there are many valuable resources on the Internet, there also are many sites that can be considered inappropriate for students and serve no educational value. Accordingly, the Buckeye Central Local Schools has the legal right to place restrictions on the use of the system, and to require users to abide by system rules. All individuals using the Internet will be under the supervision of the Buckeye Central Local School staff. By using the Buckeye Central Local School's networked information resources, students are agreeing to accept this policy. All users must have a signed Acceptable Use Policy Agreement on file with the school before accessing the Buckeye Central Local School's network, including the Internet. This Acceptable Use Policy Agreement will remain in effect until the student leaves the Buckeye Central School District or until the child's parent or legal guardian terminates the agreement. The parent or legal guardian of the student named in the agreement must notify the school in writing to terminate the said agreement. Students may be asked to sign a new policy to reflect developments in the law or technology.

The Buckeye Central Local Schools uses a filtering system designed to prevent access to educationally inappropriate sites. However, it is important to understand that no solution is perfect and the Buckeye Central Local Schools cannot guarantee that students might not access inappropriate sites. It is the students' responsibility to report any inappropriate site to a teacher. The Buckeye Central Local Schools is not responsible for the accuracy or quality of the information obtained through or stored on the network, and use of any such information is at your own risk. The Buckeye Central Local Schools will not be responsible for financial obligations arising through the use of the Network.

Use of the Buckeye Central Local School's computer network, including Internet access, is a privilege and not a right. It is important for all Buckeye Central Local Schools students and the parents/guardians of students to understand that any violation of the Buckeye Central Local School's Acceptable Use Policy may result in the loss of Internet, computer network, and/or disciplinary action, and/or prosecution under state and federal law.

### **Access Issues**

The school district reserves the right to monitor, to access, to inspect, to intercept, and to take appropriate action with respect to all computer resources and communications. The school district also reserves the right to search and seize computer resources used by students, such as computers, flash drives, electronic mail messages, Internet materials, etc. The search will be conducted at the discretion of the school district, and the systems administrator will be involved in all searches.

### **Guidelines for Using Computer Resources**

1. Students may NOT use the Buckeye Central Local School's computer resources for commercial, financial, and/or personal gain, including solicitation purposes of any kind.
2. Students may NOT use the Buckeye Central Local School's computer resources for political lobbying, except as expressly allowed during a school activity.
3. Students are prohibited from engaging in any conduct and/or behavior that constitutes any form of harassment, including sexual harassment and cyber bullying.
4. Students may not use computer resources to conduct illegal activity that would violate State, Federal, or Local law.
5. Students may NOT post, disclose, or otherwise disseminate personal contact information about themselves or other people, including name, address, telephone number, school or work address, social security number, pictures without the prior permission of a school administrator, and the prior written permission of the individual whose personal contact information is to be posted.
6. Students may not use computer resources to access confidential school or student records, whether in paper or electronic format.
7. Students may not distribute chain letters, engage in spamming or any other inappropriate form of communication over the computer network.
8. Students may not attempt to disable, bypass, or attempt to bypass or disable any system monitoring, filtering, or other security measures.
9. Students must promptly disclose to a teacher or school administrator any website that is located that is inappropriate or makes them feel unsafe.
10. Students must not store or transfer unnecessarily large files. In addition, students may not waste or abuse school resources through unauthorized system use (i.e. online gaming, Internet radio, downloading music, watching videos, etc.). However, watching and streaming videos, etc. is acceptable if it is part of a classroom learning activity.
11. Students must not attempt to install any software on the computers connected to the Buckeye Central Local School's network.
12. Students may not download any software from the Internet.
13. Students may not use any profanity, vulgarities, obscenity or other language which is offensive and/or degrades others.
14. Students may not attempt to gain unauthorized access to the Buckeye Central Local School's computer network or any other computer network or go beyond the user's authorized access, make deliberate attempts to disrupt the computer network or destroy

- data by spreading computer viruses or by any other means, or otherwise vandalize, tamper with, destroy, or interfere with the computer network, with programs, data, files, or any other electronic information or devices connected to the network.
15. Students must honor the legal rights of software producers, network providers, copyright and license agreements.
  16. Students are prohibited from accessing and utilizing chat rooms, discussion boards, instant messaging type services, blogs, etc. for non-educational purposes.
  17. Social networking, social media, and other websites where students post information for educational purposes are monitored by school officials. These include but are not limited to Moodle, Schoology, and Blackboard.
  18. Electronic mail may be used to communicate and send assignments to teachers. It may also be used among students for collaboration and educational purposes. Email will be monitored by school officials.
  19. Students are prohibited from using email for non-educational purposes. It is also prohibited to use email to engage in any form of cyber bullying.
  20. Student may NOT intentionally access inappropriate Internet sites.

### **Security**

Computer security is a high priority for the Buckeye Central Local School District. If a student identifies a security problem on the Internet or other computer resources, the student must notify the teacher, principal, or technology coordinator.

Students must keep their account and password information confidential and shall not share it with others. Students are prohibited from using another individual's account and/or password.

The Buckeye Central Local School District will not be liable for lost or damaged data stored on the computer resources by students, nor for security violations committed by students.

The Buckeye Central Local School District is concerned about the safety and welfare of our students, staff, parents, and community. The school district uses 24 hour video surveillance cameras to monitor the activities of individuals on school property. The cameras record visual images. Camera recordings are reviewed by school officials for discipline and safety purposes, and may be provided to police or used in school disciplinary proceedings.

### **Discipline**

Students violating the terms and conditions of this policy will be subject to discipline up to and including expulsion as determined by the principal and technology coordinator.

Students may be disciplined for conduct and/or behavior associated with the prohibited use of computer resources which occurs during school hours, or for conduct which occurs outside of the school day but is directly related to and/or affects the school district, students, or staff. Students will also be disciplined for using computer resources in a manner which harms or intends to harm school property, employees and/or students.

## **Warranties/Indemnification**

The Buckeye Central Local 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 and Agreement. 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 or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, Buckeye Central Local School District, Northern Ohio Educational Computer Association that provides the computer and Internet access opportunity to the Buckeye Central Local School District, 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 or, if the user is a minor, the user's parent(s) or guardian(s) agree 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's outside the School District's network.

## **COPPA (For parents of students under 13 years old)**

This section included in the Buckeye Central Local School's Acceptable Use Policy is necessary for the parents of those students who are under 13 years old. The Buckeye Central Local School district seeks to extend and enhance the educational opportunities for students through the use of varying web-based tools and applications. The use of many of these resources by children under the age of 13 is governed by a federal law known as the Children's Online Privacy and Protection Act (COPPA). COPPA "was put in place to protect kids' personal information on websites and online services – including apps – that are directed to children under 13. The Rule also applies to a general audience site that knows it's collecting personal information from kids that age." ([www.ftc.gov](http://www.ftc.gov)) Under COPPA, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

Our district utilizes several computer software applications and web-based services, operated not by this school, but by third parties. These include Google Apps for Education, Study Island, Prezi, Accelerated Reader, STAR, and similar educational or education-related programs. In order for our students to use these programs and services, certain personal identifying information – generally the student's name and school-provided email address – must be provided to the website operator.

The law permits schools to obtain parental consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator of each web-based learning application.

Signing this form will give parental consent for the district to provide personal identifying information for your child consisting of first name, last name, an email address, and a username to our associated web-based applications as appropriate for school-related purposes.

### **Distance Learning**

Distance Learning activities are an essential part of many teachers' classroom instruction. Distance Learning activities are brought into the classroom from a remote location via special equipment and are viewed on a television. It gives the students experiences that they would get from a traditional field trip right in their classroom. Due to the special nature of distance learning activities, students are able to see and talk to the presenter and/or other students at other schools who are involved in the distance learning activity. In addition, the presenter and other students at other schools can see and talk to our students. On the acceptable use policy authorization form, there will be a signature required for you to allow your student to participate in distance learning activities.

### **Wireless Network and Personal Wireless Devices**

Buckeye Central Local Schools provides a wireless network to access the Internet. This wireless network is filtered according to the Children's Internet Protection Act (CIPA) requirements. Personal wireless devices will be provided filtered access to the Internet. The Buckeye Central Local Schools will not be responsible for the loss or theft of a personal wireless device (i.e. laptop, netbook, iPad, iPod touch, etc.), nor for damage, nor unauthorized access to the device or the data that resides therein. In addition:

1. The owner must take full responsibility for setting up and maintaining their personal property. The Buckeye Central Local Schools will not provide technical support for these devices.
2. Students are responsible for keeping their personal electronic devices safe and secure. The District is not responsible for any device lost or damaged while on school property.
3. The use of these personal devices to enhance learning in the classroom will be allowed when deemed appropriate by the individual teacher.
4. The playing of games, music or other entertainment is prohibited at school.
5. Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
6. Students may not use the camera feature on their electronic device to capture, record, or transmit audio, video, or still photos of other students, faculty, or staff without explicit permission being given by the subject of the video or photo. Students violating this provision may have their device confiscated and held by the administration. Additional consequences may apply depending on the severity of the violation.
7. Use of a student's electronic device in the classroom or at any school-sponsored event is done at the discretion of the administration, faculty and staff.
8. Students must never use their personal electronic device to access, modify, download, or install computer programs, files, or information belonging to others.

9. Electronic mail is permitted for educational purposes as stated in the *Guidelines for Using Computer Resources* section of this document.
10. Sound must be turned off except when being used as part of a class.
11. Appropriate and tasteful screensavers and wallpaper is expected.
12. Using your personal electronic device is a privilege, not a right. Students may be denied access at any time. As with other personal property brought to school, students should not have an expectation of privacy on personal electronic devices brought onto school property. The Buckeye Central Local Schools may examine the device and search its contents, if there is a reason to believe that school policies, regulations, or guidelines have been violated.
13. Students are not to use non-district wireless service providers while on school property.
14. Personal wireless devices are not to be connected to the wired network, only the wireless network.
15. A student will be given the student wireless password key after the acceptable use policy has been signed. The students may not share this wireless password key with any other person. They are to treat it just as they would their password to their computer network account.
16. Students using personal electronic devices will not be given access to school district printers, copier, or servers. If a student wants to utilize these devices, the student will need to transfer his/her work to a school owned computer or device.
17. Students cannot assume that the district will be able to provide accommodations to charge their personal electronic devices on school property.

## **Education**

The Buckeye Central Local Schools will provide age-appropriate training for students who use Buckeye Central's Internet access. Training will be provided at least once during each of the elementary school (K-4), middle school (5-8), and high school (9-12) years. The training and education provided will be designed to promote Buckeye Central's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Buckeye Central Computer Acceptable Use Policy.
- b. Student safety with regard to:
  - i. Safety on the Internet.
  - ii. Appropriate behavior while online, on social networking web sites, and in chat rooms.
  - iii. Cyber bullying awareness and response.
- c. Compliance with the Erate requirements of CIPA (Children's Internet Protection Act).

**Acceptable Use Policy Authorization Form**  
Buckeye Central Local School District  
(Students)

I have read and will abide by the Acceptable Use Policy established by the Buckeye Central Local School District. I understand I do not have an expectation of privacy and that the district may monitor all computer network activity. I understand the use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of my privileges. I further understand that any violation of the guidelines outlined above is unethical and could constitute a criminal offense. Shall I commit any violation, my access privileges may be revoked and disciplinary action and/or legal action may be taken. Signing this form affirms that I agree to follow all district guidelines outlined above.

This agreement will remain in effect until the student leaves Buckeye Central Local Schools or if the child's parent or legal guardian terminates the agreement. The parent or legal guardian of the student named in this agreement will notify the school in writing to terminate this agreement.

**Student First Name (Printed):** \_\_\_\_\_

**Student Last Name (Printed):** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Graduation Class of:** \_\_\_\_\_

As a parent/legal guardian of the signing above, I have read and understand the Acceptable Use Policy of the Buckeye Central Local School District.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I give my child permission to participate in distance learning activities.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_